



# CITY OF ODESSA TEXAS

POPULATION 126,753

## Director of Finance

The City of Odessa, Texas is looking for a Director of Finance whose expertise in managing a modern public finance department will provide the City with leadership in managing the City's \$260,000,000 capital & operating budget in the fastest-growing city in Texas!

### The Ideal Candidate:

- ◆ *Technically-skilled, Educated & Experienced*
- ◆ *Excellent Communicator, Customer Servant*
- ◆ *Visionary, Team Builder and Influencer*
- ◆ *Excellent Project Manager, Collaborator & Leader*

**"Platinum Leadership Circle Award"**

*Texas Comptroller, 2009*

**"Excellence Award for Management Innovations"**

*Texas Municipal League, 2006*

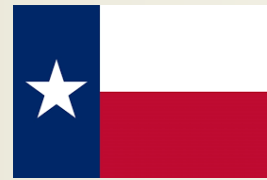


APPLY BEFORE...MAY 8TH



WELCOME TO

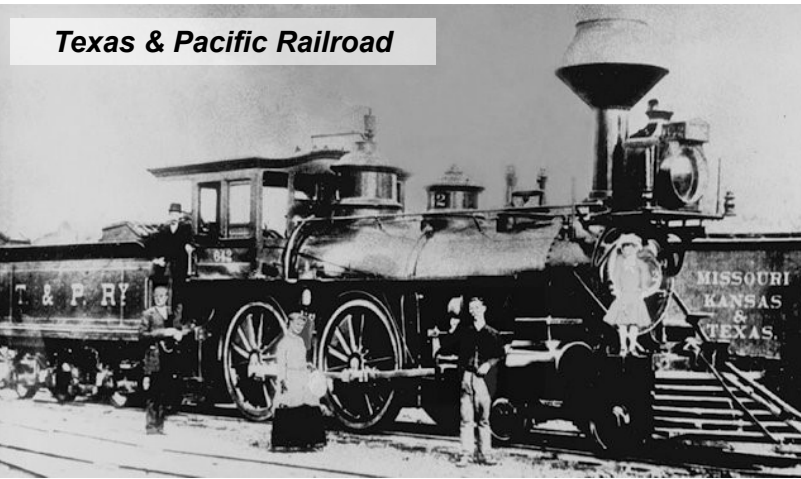
# Odessa, Texas



## HISTORY

Odessa was founded in 1881 as a stop on the Texas and Pacific Railroads. As the railways extended across the South Plains, there was a need to provide water for the steam engines. A local legend associates the town name with a Native American princess who wandered into the railroad camp of the Texas and Pacific Railroad but it was more likely named by the railroad workers who thought the region's shortgrass prairie resembled Ukraine's steppe landscape.

*Texas & Pacific Railroad*



Perhaps no region of the state was more attuned to the development of ranching than West Texas. Many believe the region was custom-made for the growth and development of ranches and the region's history. Lured by the availability of inexpensive land, settlers began to move to the area around 1879, and the first ranchers arrived in 1885. By the mid-1890s, the City was well-established as a cattle shipping center.



*Texas Longhorns*

In 1885 C. W. Rathburn became the first postmaster of the newly established post office. The actual platting of Odessa took place in 1886; 300 acres of the original town site are now at the center of the city's downtown. Odessa became the county seat when Ector County was formally organized in January 1891. In 1927 Odessa incorporated as a city.

The discovery of oil in 1926 brought an influx of people and the local economy transformed from a ranching base into an industrial one. The Texas oil boom - **the Gusher Age** - arrived with the discovery of a large, unprecedented petroleum reserve near Beaumont and it ushered in an age of rapid regional development and industrialization that has few parallels in U.S. history. Texas quickly became one of the leading oil-producing states in the U.S., along with Oklahoma and California; soon the nation overtook the Russian Empire as the top producer of petroleum. By 1940 Texas had come to dominate U.S. production. Some historians even define the beginning of the world's Oil Age as the beginning of this era in Texas. Reserves were found and wells were constructed in North Texas, East Texas, and the **Permian Basin** in West Texas. Odessa's first producing oil well was completed Dec. 28, 1926.

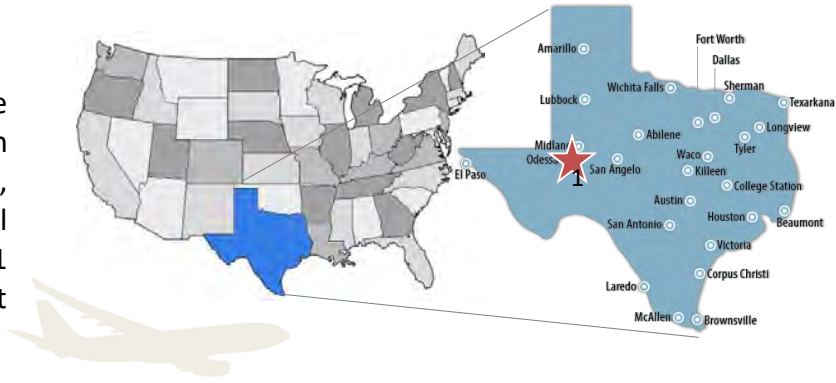


*Oil in the Permian Basin*

Today, the Permian Basin (a large sedimentary deposit containing reserves of oil and natural gas) is the largest petroleum-producing basin in the United States and has produced a cumulative 28.9 billion barrels of oil and 75 trillion cubic feet of gas. While oil and gas are still the area's largest industry, Odessa's other large employers include education, government and healthcare.

# GEOGRAPHY

Odessa is located in the heart of West Texas at the midpoint between El Paso and Dallas along I-20 within the Permian Basin where the High Plains, Trans Pecos, and Edward’s Plateau converge. The city covers a total area of 47 square miles, of which 46.9 is land and 0.1 square miles (.05%) is water. The City is relatively flat and 2,900 feet above sea level.



# COMMERCE

Historically, the Odessa economy has been driven by the area’s oil industry, booming & busting in response to rises and falls in the crude oil price. Many of the city’s largest employers are oilfield supply companies and petrochemical processing companies. City leaders are trying to decrease the city’s reliance on the energy industry to develop greater economic sustainability.

In 2014, Odessa was hailed as the third fastest growing city in the country by Forbes Magazine. Between 2001 and 2015, the community experienced one of the most dynamic periods in its economy with a 45% increase in job growth, a per capita personal income growth of 49.4%, and 23.8% population growth.

While oil and gas are still the largest industries, Odessa is fast becoming a major health industry hub with two hospitals, a cancer center, and a variety of medical specialists.

## Odessa Top 10 Principal Employers

Rank	Employer	Employees
1	Saulsbury Companies	4,000
2	Ector County—ISD	3,873
3	Halliburton	2,700
4	Medical Center Hospital	1,922
5	Keane Group	1,593
6	Odessa Regional Medical Center	1,000
7	Walmart	938
8	City of Odessa	900
9	Weatherford	900
10	Ector County	668

## Driving Distances

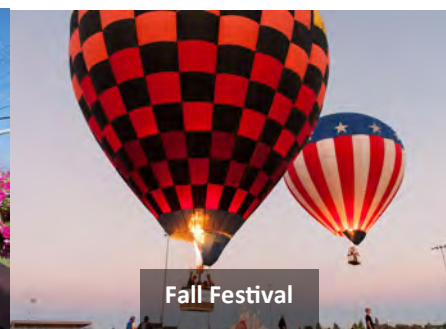
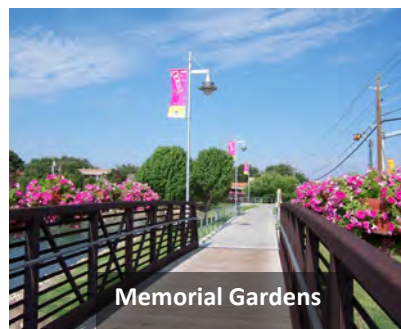
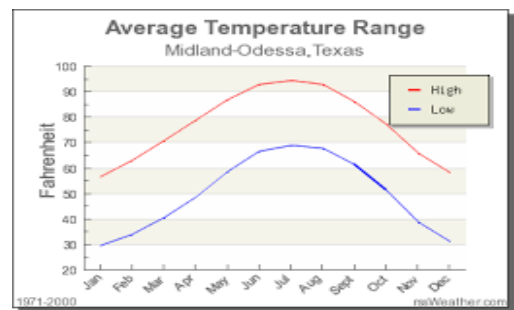
- El Paso (4 hrs) San Antonio (5 hrs) Austin (5 hrs) Dallas (5.5 hrs)**
- Laredo (7 hrs) Tulsa, OK (8.5 hrs) Santa Fe, NM (7 hrs)**
- Phoenix, AZ (10 hrs) Ciudad Juarez, Mexico (4.5 hrs)**

## Airports

- ♦ **Midland International Air & Space Port (MAF)** located 11 miles from Odessa: *American, American Eagle, United Southwest and United Express.*
- ♦ **Top destinations include:** *Dallas & Fort Worth, Houston, Denver, Las Vegas, and Phoenix.*

# CLIMATE

Odessa has the semiarid climate typical of West Texas. Summers are hot and sunny. Winters are mild and dry. The area exhibits a large temperature range and frequent high winds. Most rainfall occurs in late spring and summer; snowfall is rare. Summer thunderstorms are common but tornados are rare. The area receives about 45 inches of rain annually. Average nighttime lows in January, average 35°F and summer highs can exceed 94°F .





# DEMOGRAPHICS

**POPULATION.** 2017 US Census Bureau estimates the city’s population is 126,753, which represents a 18% increase since 2000. The City’s median age is 30.6 below the national average of 36.8.

**LANGUAGE.** 59% speak only English while 41% speak other languages (39% Spanish).

**ETHNICITY.** Ethnicity of the local population is 58.7% Hispanic, 34.5% White, 4.14% African American.

**MEDIAN INCOME.** Based on 2017 estimates, the median household income is \$61,500.

**EDUCATION.** 29% has a high school diploma, 32% some college, 19% have a Bachelor’s Degree or higher, and 5.3% have a Graduate Degree.

**PROPERTY VALUES.** The median property value in Odessa was \$120,000 in 2017—which increased 7.6% between 2016 and 2017.

2017 Population by Age	
Age Group	Percent
< 5	9.1%
5-17	<b>20%</b>
18-24	9.6%
25-34	<b>14%</b>
35-44	9.5%
45-54	8%
55-64	7.9%
65-74	4.5%
75+	3.6%

(source: statisticalatlas.com)

# MUNICIPAL GOVERNANCE

## Form of Government / Governing Body

The City of Odessa is a Home Rule City with a **Council-Manager form of government.** The City Council is comprised of the Mayor, and six (6) City Council members—five (5) elected by district and one (1) elected at-Large. All councilmembers serve four-year terms with a two-term limit. City Council approves contracts, adopts ordinances and resolutions, approves the annual budget, sets the tax rate, provides direction to Council appointees—including the **City Manager**—and provides a forum for active community participation in setting and achieving City policies, goals, and objectives.

[Mayor / City Council bios](#) demonstrate diversity, professionalism, and several years of public and private community service.



City Council



## City Management

The City Manager, functions as the chief executive officer, implementing policy and handling operations as directed by the City Council. Mr. Michael Marrero is assembling a highly-qualified Senior Management team dedicated to operating the City at a high standard of excellence. Mr. Marrero joined the City of Odessa in 1996 and has served as City Manager since 2018. He has also served as Assistant City Manager and Director of Community Development.

- ◇ **Assistant City Manager over Community Services** has been with the City for 11.5 years serving in three positions during that time.
- ◇ **Assistant City Manager over Administrative Services** has been with the City nearly 10 years.
- ◇ **Downtown Odessa Director** has been with the City for 2 years 8 months.
- ◇ **Human Resources Director** has been serving with the City as interim for 2 years.
- ◇ **Fire Chief** has been with the City for 10.5 years.
- ◇ **Police Chief** has been with the City for 23 years.
- ◇ **Director of Communications** has been with the City for nearly 1 year.
- ◇ **Director of Public Works / Utilities** has been with the City 7 years.

The Finance Director reports to the Assistant City Manager over Administrative Services.



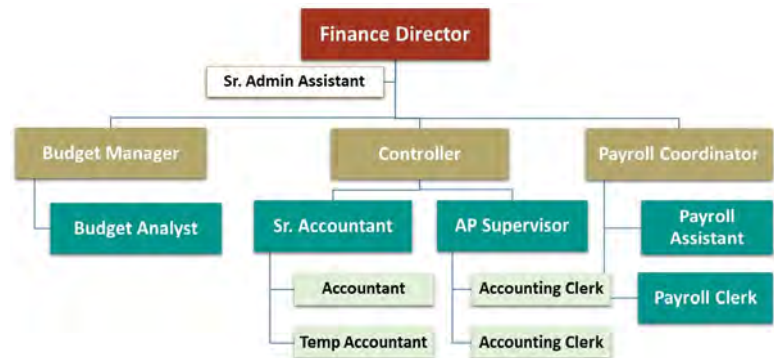
## ADMINISTRATIVE SERVICES & THE FINANCE DEPARTMENT

### Divisions within Administrative Services

The Assistant City Manager of Administrative Services is responsible for managing the following divisions & departments: *Billing & Collection, Building Services, Finance, Budget, Purchasing, Risk Management and Information Technology.*

### About the Finance Department

The Finance Department strives to provide timely and accurate financial information to the citizens, Council, and the employees of the City of Odessa. The main objective is to minimize short / long-term costs of financial services by efficiently managing City resources.



14 employees work in 3 divisions: **Controller, Budget Management & Payroll Coordination** described below.

- ◇ **Controller** is the largest division within the Finance Department consisting of 7 employees responsible for Accounting, AR/AP, and Grants, Process thousands of transactions annually, and thousands of invoices, accounts receivable and maintenance accounts annually.

Current Controller has been with the City for 10 months. Other employee longevity (in years): Senior Accountant (1.5), AP Supervisor (1.5), Accountant (8), Accounting Clerks (.75) & (18).

## Divisions (continued)

- ◆ **Payroll** The division of 3 professional employees is responsible for the support of 900 employees and all payroll-related functions. Payroll runs 2x monthly. The City just went through a new software conversion. The Payroll Coordinator has been with the City for 11 years, Payroll Assistant 7 years, Payroll Clerk 2 years.
- ◆ **Budget** The Budget Manager and Budget Analyst are responsible for managing and updating the City's \$209,000,000 budget which includes capital expenditures and \$222,000,000 in revenues. They've been with the City for 5 years combined.

# THE DIRECTOR OF FINANCE

## About the Director's Position

**Director of Finance** directs the Finance Department through effective staff management and resource allocation; performs professional work of technical difficulty, provides technical expertise on financial issues, and directs the City's financial programs with integrity, prudence, and sound financial policies.

*Principal responsibilities and duties include:*

- ◆ *Serves the City as chief financial officer and principal financial advisor to the City Council & City Manager;*
- ◆ *Provides leadership, direction & guidance in financial planning, strategies, priorities and investments; evaluates and analyzes financial data, and develops solutions for managing the City's assets;*
- ◆ *Determines department objectives, and evaluates progress toward achieving goals; manages training for financial accounting computer applications;*
- ◆ *Plans, organizes, coordinates, and directs the operations of the department including financial records, budgets, computer systems, audits, debt management, investment portfolio, payroll, billing, revenue forecasts, capital assets, financial analysis, and reporting, internal controls, grant reporting, and ledger and account reconciliation;*
- ◆ *Monitors operations to assure compliance to State and Federal financial regulations, City policies and goals, and government accounting standards;*
- ◆ *Manages implementation and enforcement of financial policies and procedures, internal controls, best practices,*

*and sound accounting principles;*

- ◆ *Serves as **principal advisor** and subject-matter expert on financial issues; exercises independent judgement within broad policy guidelines; evaluates and analyzes financial issues, interprets City policies and procedures, and advises on specialized areas of technical expertise;*
- ◆ *Directs, coaches, and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, quality standards, and technical issues; monitors operations to identify and resolve problems; assures work products meet scope, schedule, and quality requirements;*
- ◆ *Manages the collection, analysis, and reporting of financial data; reviews technical documents and others records to evaluate data quality and accuracy; identifies and corrects errors and inconsistencies in documents and reports; directs coordination of financial programs, audits, and technical issues with state and regional agencies;*
- ◆ *Analyzes operational information, evaluates trends, and assures financial issues are properly addressed and resolved; develops and presents reports and recommendations in public meetings;*
- ◆ *Serves as Investment Officer for the City.*

Click [HERE](#) for a copy of the [Job Description](#).

## OPPORTUNITIES & CHALLENGES

The new Director of Finance can expect to face the following opportunities and challenges:

- *Setting goals, raising the level of performance and trust within the team;*
- *Attracting and retaining quality staff;*
- *Improving the migration to new financial software and the conversion of Utility Billing & Fixed Assets;*
- *Maintaining a high-degree of accuracy, timeliness of finance processes and procedures;*
- *Examining the City's current services, management of assets, potential for growth and sustainability;*
- *Examining current debt and use of debt instruments to better use growth markets and debt capacity;*
- *Improving financial reporting, accuracy and priority-setting tools, and a well-defined budget process;*
- *Work within an environment of decentralized financial functions;*



# THE IDEAL CANDIDATE

## The ideal candidate's experience is described as:

- A hands-on, technical / accounting executive;
- Experienced in *municipal finance* involving warrants, investments, TIF financing, GASB / GAAP and GFOA standards, practices, rules, policies, & regulations;
- Effective people skills, customer servant, team builder;
- GL, Account Reconciliation, Debt Management and Public Funds Investment;
- A proficient manager of financial portfolios, financial systems, debt service, debt / growth instruments and capital investment;
- Strong with financial software and changing software / hardware environments.

## Attributes might include:

- Team-builder & transparent;
- Values staff input and the ability to recognize staff contributions, skills and abilities;
- Possess a positive, customer service attitude;
- Authoritative, responsible & accountable;
- Brings public & private sectors best-practices;
- Fully understands and effectively explains risk;
- Ability to direct conversions of hardware & software.
- Embodies efficiency and effectiveness and teaches department staff by example;
- Excellent communicator, accepts input from others, and is a decisive decision maker;

## Skills might include:

- Financial management, budget preparation and fiscal accountability;
- Planning, organizing, directing and improving department operations, procedures, structures;
- Training and professional development of staff;
- Establishing cooperative working relationships with department staff, City employees, elected officials and representatives from local, state & federal agencies.

# QUALIFICATIONS

## *Experience*

- Minimum of Five (5) years experience managing government financial operations (*required*) for a comparable city; Ten (10) years of progressively responsible management experience in Public Finance and Accounting (*preferred*).

## *Education*

- Bachelors Degree in Accounting, Finance or Business Administration OR an equivalent combination of education, training and experience.
- Masters Degree *preferred* but not required.

## *Certifications & Licenses*

- Certified Public Accountant (CPA) or CGFM (*req'd*).
- Gov't Finance Officers Assoc. (GFOA) *desired*.
- Clean background check & TX Driving License.

# COMPENSATION

## *Compensation*

The City offers a **negotiable salary range of \$96,348 to \$130,356 (DOQ)**. Relocation expenses, professional dues and an attractive benefits program.

## *Benefits*

**Holidays:** 11.5 paid holidays per year

**Unileave (Vacation / Sick):** 14 days per year first 4 years, 22 days 5-9 years, 27 after 10 years. Unlimited accrual.

**Texas Municipal Retirement System (TMRS)** Employees contribute 7% of compensation, **City matches 14%**. 5-year vesting.

**Health:** City provides full-service health clinic.

**Medical / Dental / Vision / one of the best and most affordable plans in Texas** for employees and dependents.

**Gym & Wellness Center**

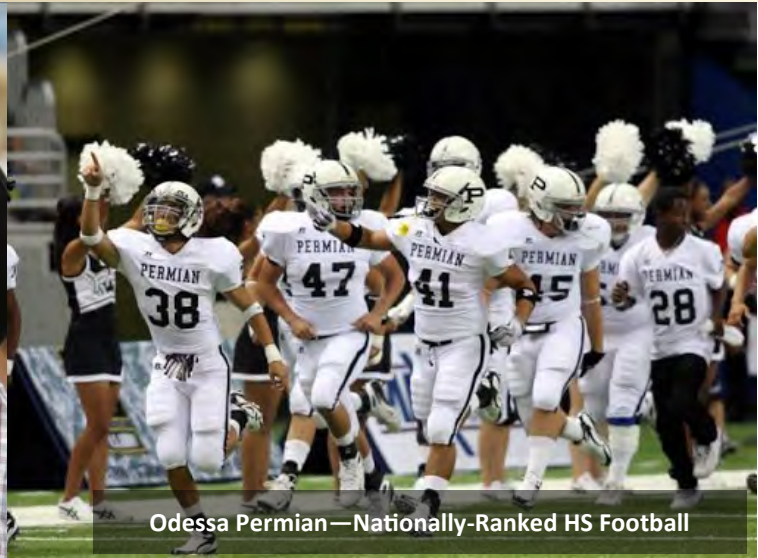
**Voluntary** deferred compensation plan

**Credit Union, Tuition Reimbursement**

**Employee Recognition Programs**

Click on the link for the [City's benefits program](#).

# REGIONAL AMENITIES



Odessa Permian—Nationally-Ranked HS Football

Odessa is commonly known for its cowboy, ranching and cattle-drive culture, legion of oil wells, dusty plains, and Permian Odessa—one of the nation's famous high school football teams highlighted in the movie Friday Night Lights. Although its history is rich, modern Odessa is sure to satisfy.

- ◆ A family day to **Monahans Sandhills State Park**, or **Odessa Meteor Crater**.
- ◆ A working re-creation of **William Shakespeare's Globe Theatre** and full-scale replica of **Stonehenge**.
- ◆ Intercollegiate athletics of all types can be enjoyed at the **University of Texas of the Permian Basin**.
- ◆ A thriving arts scene with world-class performing arts centers, museums and top-class performers at the **Midland-Odessa Symphony & Chorale**, the **Ellen Noel Art Museum**, and **Permian Playhouse**.

There is even more to see...



*Stampede, 1940 by Tom Lea—painted for the 'new' Post Office*



Ellen Noël Art Museum



# REGIONAL AMENITIES

Sandhills Stock Show, Lamb Show and Rodeo  
Midland– Odessa Symphony & Chorale  
Monahans Sandhills State Park  
Odessa Meteor Crater Museum  
The Permian Playhouse  
Ellen Noë! Art Museum

Jack Ben Rabbit—*“the World’s Largest Rabbit”*  
Stonehenge Odessa replica Historic Site  
University of Texas of the Permian Basin  
White-Pool House Museum  
Chris Kyle Memorial  
Jamboree Rabbits



Midland-Odessa Symphony Orchestra



Shakespeare Globe Theater Replica



Historic White-Pool House



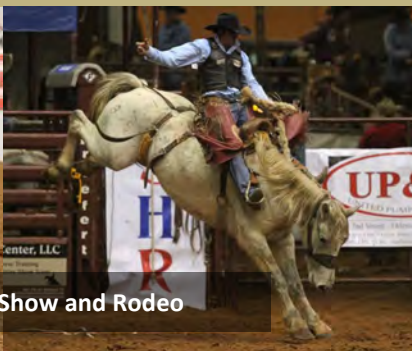
Stonehenge Replica



Jamboree Rabbits & Jack Ben Rabbit



Sandhills Stock Show and Rodeo



Sandhills State Park



University of Texas of the Permian Basin



All these elements combine to make Odessa a modern *“City of Contrasts”*.



# ODESSA, TX

## Director of Finance

### *Past Directors*

3 Finance Directors have served since 1994. Most recent Director left in 2019 after 4 years of service.

### *Equal Opportunity*

The City of Odessa is an Equal Opportunity Employer and values public service, equal opportunity and diversity in the workplace. The City is committed to building a workforce which serves residents and businesses with commitment to the following values:

***Responsibility, Respect, Teamwork, Honesty, Professionalism and Diversity / Inclusion.***

Veterans, all genders and ethnicities are invited to apply.

### *Confidentiality*

We realize that some candidates are not comfortable having their names disclosed to the public. As a result, all candidate application materials and name may remain confidential until Finalists are selected.

### *Residency*

Residency within the city limits is not required. Living within 60 minutes of City Hall is required.

### TIMELINE & SELECTION PROCESS

**May 8: Deadline to Express interest**

**April 17 - May 8: Candidate screening**

**May 8 - May 28: Background checks**

**June 4/5: Finalist interviews & selection**

### HOW TO APPLY

Resume and Letter of Interest by EMAIL only to:

[recruit126@municipalsolutions.org](mailto:recruit126@municipalsolutions.org)

Direct questions to the Recruiting Team at the email above or by calling (888) 545-7333.



*This recruitment actively managed by:*



**APPLY BEFORE...MAY 8TH**