



March 23, 2007

FOR IMMEDIATE RELEASE:
SUBJECT: JOB POSTING

FINANCE DIRECTOR
City of Bowling Green
(Pay Band 7: \$61,758 to \$92,633)

Salaried, exempt full-time upper management position responsible direct supervision of Finance Department and Income Tax Division employees; incumbent is Chief Financial Officer of City operations. Reports on financial matters; certifies availability of funds; monitors budgets; monitors City payroll; monitors City investments; functions as Risk Manager for BORMA Board; countersigns all debt issuances; negotiates financial contracts Education beyond an undergraduate degree; CPA certification desirable; valid Ohio Driver's License; seven to ten years of relevant experience; Excellent fringe benefits. Residency requirement. Applications available in the Personnel Department of the City of Bowling Green, 304 North Church Street, Bowling Green, OH 43402-2399. Resumes may be included, but will not substitute for a completed application. **ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED.** A job description will be provided to applicants. Deadline for making application: 4:30 p.m. April 30, 2007. Telephone: (419)354-6200 web: www.bgohio.org e-mail: BGPersonnel@bgohio.org. AA/EEO


Barbara A. Ford
Personnel Director

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pc: file



March 23, 2007

To All Applicants for *Finance Director*:

The position of *Finance Director* is salaried and is exempt from overtime. While serving as the *Finance Director* the employee must reside within the corporation limits of the City of Bowling Green. However, please review the attached notice about the current status of the City's residency requirements.

A copy of the job description for *Finance Director* is included with the application packet. There is additional information concerning the completion of the application materials provided below. The deadline for submitting a completed application is April 30, 2007.

If you have any questions concerning the application packet do not hesitate to contact the Personnel Department of the City of Bowling Green, at (419)354-6200, or via e-mail at BGPersonnel@bgohio.org.

As part of the application process you must submit the following to the City of Bowling Green by April 30, 2007:

1. A completed City application (You may include your résumé, but you **must** complete and submit a City Application For Employment.);
2. A completed and signed, "Reasonable Accommodation Request Form", but only if you are requesting some form of reasonable accommodation because of a disability.
3. A completed "Equal Employment Opportunity Data Sheet – (Providing the information is strictly voluntary, but is requested in order that the City can meet its Affirmative Action requirements.)
4. A written statement of your experiences regarding the following:
 - a. Working with, understanding, preparing, administering public budgets;
 - b. Working with the public, customers, contractors and consultants;
 - c. Experience investing public funds (what investment strategy is used);
 - d. Working with boards/commissions/City Councils/elected bodies, and;
 - e. Managing and/or supervising personnel
 - f. Short-term and long-term planning
 - g. Involvement with community based economic development programs.

Barbara A. Ford
Personnel Director

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pc: J. Quinn
J. Fawcett
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