

An Invitation to Apply . . .



# The Oregon Department of Transportation (ODOT)

seeks an accomplished and  
progressive leader to serve as:

**Chief Financial Officer ~ Salem**  
(Principal Executive Manager G)



## ■ About The Position

The Oregon Department of Transportation (ODOT) is seeking an experienced, progressive leader to serve as Chief Financial Officer (CFO). The CFO will plan and direct the development of the mission, strategy, goals, objectives and systems to carry out the financial activities of the department. The CFO is responsible for ensuring that the financial systems and activities provide relevant, accurate and timely information to enable the department to effectively carry out its mission.

The Financial Services branch of ODOT provides a complete range of integrated financial and accounting processes for the agency in the following areas: Financial Operations including financial statement preparation, accounts receivable, accounts payable, and payroll; revenue and expenditure accounting including funds administration and the management of financial systems; Debt and Quantitative Analysis, including the issuance and management of debt and bonds and the Fuels Tax Group, including the licensing and reporting for Motor Vehicle Fuel Dealers, Sellers, Fuels Tax revenue collection, refunding, and auditing for tax compliance and Collections Unit collecting debt for the agency. The Branch has approximately 70 employees reporting through 5 subordinate managers. The biennial operating budget is approximately \$28 million.

This is an appointed, at-will position in the state's Executive Service employment category. The position is based in Salem, Oregon and reports to the Deputy Director for Central Services as a key member of the department's Executive and Central Services Management Teams (CSMT).

### Essential Job Functions of this Position Include:

- Leads the development of the mission, strategy, goals, objectives and systems to carry out the financial goals, objectives, priorities and activities of ODOT.
- Determines the priorities of Financial Services by evaluating: the needs of the customers; external demands; effect on revenue; expenditures; cash position of ODOT; best business practices; generally accepted accounting principles (GAAP); reports and survey results; and conferring with managers.
- Acts as chief financial advisor to the Director, Deputy Directors, and Division Administrators on all economic matters relating to funding, accounting, debt issuance and management, and legislation with financial implications.
- Coordinates and represents the department's financial activities with the legislative staff, the Department of Administrative Services, cities, counties and public and private organizations.
- Provides leadership in development and implementation of bonding, as well as organization change initiatives.
- Responsible for the oversight for all borrowing and lending activities (loans, bonds and certificates of participation) for ODOT. Includes the issuance, management and oversight of debt obligations and innovative finance programs such as the Oregon Transportation Infrastructure Bank (OTIB). The OTIB provides financial assistance using a combination of federal, state and other financing resources.
- Conducts full range of managerial duties.



## ■ About the Department

The Oregon Department of Transportation is recognized throughout the state and nation as one of the most progressive government agencies in the country, garnering national awards for its commitment to quality management, customer service, environmental stewardship and employee participation. The agency has been a

leader in serving the public through continuous improvement to deliver services efficiently and effectively. The mission and values support that belief.



ODOT's mission is *to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians.*

ODOT exercises statewide leadership and vision in promoting, developing, and managing a statewide network of transportation systems and facilities. The department has approximately 4,500 employees throughout the state. The biennial budget is approximately \$4 billion.

Oregon's transportation system supports people, places and the economy. We travel easily, safely and securely, and so do goods, services and information. Efficient vehicles powered by renewable fuels move all transportation modes. Community design supports walking, bicycling, travel by car and transit wherever appropriate. Our air and water are dramatically cleaner, and community sensitive and sustainable transportation solutions characterize everything we do.

Oregonians and visitors have real transportation choices and transfer easily between air, rail, motor vehicles, bicycles and public transportation while goods flow just in time through interconnected highway, rail, marine, pipeline and air networks. Our communities and economies – large and small, urban and rural, coastal and mountain, industrial and agricultural – are connected to the rest of Oregon, the Pacific Northwest and the world. Land use, economic activities and transportation support each other in environmentally responsible ways. We excel in using new technologies to improve safety and mobility. We maximize the use of existing facilities across traditional jurisdictions and add capacity strategically. Public/private partnerships respond to Oregonians' needs across all transportation modes. Transportation system benefits and burdens are distributed fairly

A full copy of the ODOT publication *Transportation Key Facts 2012* can be found at: [http://www.oregon.gov/ODOT/docs/keyfacts\\_2012.pdf](http://www.oregon.gov/ODOT/docs/keyfacts_2012.pdf). A copy of the current ODOT organizational structure can be found at: <http://www.oregon.gov/ODOT/docs/orgchart.gif>.

## ■ Organizational Values

- **Safety**- We protect the safety of the traveling public, our employees and the workers who build, operate and maintain our transportation system.
- **Customer Focus** - We learn from and respond to our customers so we can better deliver quality, affordable services to Oregonians and visitors. Our customers include travelers, freight movers, and others who use our services and facilities.
- **Efficiency** - We strive to gain maximum value from the resources entrusted to us for the benefit of our customers.
- **Accountability** - We build trust by reporting regularly on what we do and how we use the resources entrusted to us.
- **Problem Solving** - We work collaboratively to find efficient, effective and innovative solutions to problems.
- **Positive Workplace** - We recognize innovation and initiative, we show respect for all, and we honor diversity.
- **Environment** - We provide services and facilities in ways that protect and enhance the environment.



## ■ About Oregon & the Willamette Valley



Oregon is a dynamic and progressive state that prides itself on independence and innovation; deliberate and responsible decision-making; community partnerships and private initiative; and a deeply held appreciation for the natural and human resources that create an enviable quality of life.

Salem, the state's capital, is Oregon's second-largest city, with a population of approximately 150,000. Salem is located in the center of the Willamette Valley—one of the most fertile and agriculturally productive regions in the world. This area, dotted with cities, farms, and forests, is considered one of the most livable in the country—offering a low cost of living, quality schools, and mild weather. Salem is also just an hour from Oregon's cultural hub and largest city, Portland. A variety of cultural, performing arts, sports, and seasonal events is available throughout the year.

Just east of Salem, you'll find spectacular mountains with a myriad of lakes, rivers, and streams, offering an abundance of recreational opportunities. You're never far from skiing, camping, fishing, whitewater rafting, snowmobiling or other outdoor activities.

To the west you'll find the rugged, picturesque Oregon Coast. The coast offers lighthouses, viewpoints, bays, and beaches along the unspoiled, 400-mile shoreline. Visitors can experience the wonders of the ocean by exploring tide pools, whale watching during semiannual migrations, or viewing sea life up close at the Oregon Coast Aquarium.

A grid of state and local highways makes Salem easily accessible from all locations throughout the state. There are hundreds of roads to explore and no matter which road you choose, you will be taking the scenic route!

## ■ Total Rewards: Benefits & Compensation

Employment with ODOT will afford you a comprehensive employee salary and benefits package which typically includes the following elements:

- Employer-Paid (95%) Medical, Vision, Prescription & Dental insurance covering employees and their dependents.
- Employer-Paid Life Insurance.
- Supplemental Life, Long & Short-Term Disability insurance options.
- Employer-Paid Employee Assistance Plan (EAP).
- No-Cost Dependent Care Flexible Spending Account (Section 125) plan.
- Participation in the *Oregon Public Service Retirement Plan (OPSRP)* with 6% employee- contribution paid by employer.
- Optional participation in the *Oregon Savings Growth Plan*, a Deferred Compensation (Section 457) plan offering a wide variety of investment options.
- Generous family-friendly leaves including paid holidays, vacation and/or personal and sick leave.

*Compensation:* This position is a salary range 38 in the State's compensation system and offers a total reward value ranging from \$82,332 - \$121,248 annual equivalent. The 6% contribution toward retirement is fully paid by the employer.

## ■ Apply through the #ODOT13-0693oc application process and attach the following:

**Interested candidates must submit the following to be considered for this position:**

1. **Professional resume** that includes dates of employment which will demonstrate your years of experience in order to meet the minimum qualifications;
2. **Letter of interest**, of no more than three pages, that specifically demonstrates how you meet the minimum qualifications and demonstrated performance levels listed for the position as listed below; **and**
3. **Employment references** that include at least two in each of the following categories: supervisory, peer, subordinate and professional.

**Minimum Qualifications:**

The successful candidate will meet the minimum qualifications of no less than six years of management experience in a public or private organization which included responsibility for each of the following: **a)** development of program rules and policies, **b)** development of long- and short-range goals and plans, **c)** program evaluation, **and d)** budget preparation.

**ODOT's Chief Financial Officer must have a record of demonstrated performance which indicates:**

- Proven success in financial service operations management with an expertise in serving as the chief financial advisor to an executive management group;
- Demonstrated ability to develop a cohesive, committed and productive management team in an environment of significant change;
- Demonstrated success in building and sustaining a well-trained, diverse workforce;
- A proven track record representing an organization's financial systems to the federal, county and/or city governments, legislative bodies, and public and private-sector stakeholders;
- Innovative leadership, with ability to explore new ways of accomplishing the department's work while developing an efficient, productive work force;
- Possession of a management style that parallels the department's values of problem solving, customer focus and positive workplace; and
- Demonstrated ability to set standards of accountability for areas managed.

***Candidates with financial services experience working for a large employer (1000 or more employees) and those with a blend of public and private-sector experience are desired. Candidates who possess a CPA certificate, other professional accreditation in the audit or financial management arena or progressively responsible transportation industry experience will be preferred in the recruitment and selection process.***

**Please note:** Portfolios, reference letters, work samples, etc. will not be considered as part of the initial screening process. This information may be called for later during the process. Those applicants whose completed materials demonstrate a background that best matches the needs of the position will be invited to interview.

This position is considered Open Until Filled; however, the application screening process is expected to begin on or about December 31, 2013. Materials received after 11:59 pm (Pacific Time) on December 31st may not receive consideration, at the Agency's discretion.

Information about Oregon and the Department of Transportation is available via the internet at <http://www.oregon.gov/odot>.

Oregon's Transportation Department is an Equal Employment Opportunity/Affirmative Action employer. We value a well-trained, diverse workforce as a strategic advantage in serving our customers and stakeholders.