



LOS ALTOS, CALIFORNIA
ADMINISTRATIVE SERVICES DIRECTOR



THE COMMUNITY

Located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley, the City of Los Altos (pop 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational, and business attractions.

Los Altos was founded in 1952 as the eleventh city in Santa Clara County. The City boasts 10 parks and a nature preserve within its 6.4 square miles, and the Recreation Department offers community events year-round as well as a variety of classes and activities for all ages and interest groups. The heart of Los Altos is its Civic Center complex, which houses City Hall along with the City's Youth Center, Police Station, Library, History Museum, and Community Center. The thriving apricot orchards on the complex serve as a refreshing daily reminder of the valley's rich agricultural history.

With its picturesque neighborhoods, downtown village, and highly-rated public and private schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family.

CITY GOVERNMENT

Los Altos is a General Law City operating under a Council-Manager form of government. Five elected Councilmembers appoint the City Manager, who is responsible for the strategic direction and day-to-day operations of the City. The City Council is supported by 11 Commissions and one Committee covering a variety of subject matter. Under the City Manager, the municipality is organized across six departments: Legislative/Executive, Administrative Services, Public Safety, Community Development, Public Works and Recreation.

It is the mission of the City staff, council, commissions, committees, and volunteers to foster and maintain the City of Los Altos as a great place to live and raise a family.

For calendar year 2014, the City Council has identified the following five priority areas:

- Community Center Redevelopment
- Community Engagement
- Downtown Parking
- Prudent Fiscal Management
- Transportation

For more information on the City of Los Altos, visit www.losaltosca.gov.

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department consists of Finance, Human Resources and Information Technology. The Department has a total of nine positions. A Financial Services Manager, Human Resources Manager and I.T. Analyst report directly to the Administrative Services Director. Additional information technology support is also provided by outside consultants.

The City of Los Altos is committed to a responsive, responsible, accountable, and vigilant fiscal management policy. It has a combined operating and capital budget of approximately \$42 million and a full-time staff of 130 employees. The City operates on a two-year budget cycle and complies with a 20 percent General Fund reserve policy.

The Finance Division manages the development and the analysis of the City's budget, year-end financial statements, annual audits, accounts payable, revenue collection, payroll reporting, business licensing, and other day-to-day financial transactions. The Division also oversees the investment of City funds and provides the critical strategic planning necessary to preserve the City's superior credit rating of AA+ and to safeguard municipal assets.

In addition to providing City-wide Information Technology support, this section of Administrative Services is responsible for creating and executing the City's long-term technology plan focusing on mission-critical applications.





The Human Resources division is responsible for recruitment and selection, employee benefits and services, compensation and classification, and training. The Human Resources Manager works with the City's Chief Negotiator in bargaining successor contracts with two employee associations. The division will be filling several key positions City-wide as well as enhancing the Wellness program during the early stages of the new Administrative Services Director's tenure.

THE IDEAL CANDIDATE

The Administrative Services Director will be well versed in all aspects of municipal finance and display a solid working knowledge of sound public sector human resource policies and practices. In order to be successful in this City, department heads must be highly collaborative and proactively identify opportunities to assist one another. Ideal candidates will exhibit a strong team orientation as the Los Altos executive team works closely together to address departmental and well as organizational challenges and opportunities. To be a good fit in this organization, department directors must demonstrate the ability to lead as well as to follow.

The ideal candidate will exhibit a passion for his/her profession and convey a genuine pride for public service. Energized by what's possible, he/she will be an empowering people manager who enjoys developing and mastering new skills as well as fostering similar growth in others. A track record of attracting and retaining outstanding talent will be considered favorably. A personal interest in strengthening the organization's human resources infrastructure will be well received.

The ideal candidate will be expected to foster an environment that ensures superior customer experiences, a high degree of responsiveness and innovative problem solving. He/she will have a sophisticated approach to external as well as internal customer service and appreciate the significance of individual interactions and their relation to reputation and relationships.

Excellent communications and interpersonal skills are necessary for maximum effectiveness in this critical director's role. The individual selected must exercise an even-keeled demeanor and display the ability to maintain his/her composure even under the most difficult of circumstances. He/she will be approachable and strive to foster healthy communications throughout the organization. Previous experience working effectively with elected and appointed officials as well as community members is preferred.

The ideal candidate will be respected for his/her professionalism and technical competence. Demonstrated success in translating complex financial data and concepts into laypersons' terms is a prerequisite for success. The ability to convey credibility and engender trust will also be essential. A flawless ethical foundation will also be expected.

A passion for continuous improvement and a natural curiosity regarding how to carry out City business in better, faster and more cost-effective ways is highly desirable. The individual selected will possess a proven history of being an adept problem solver and be known for generating new ideas along with his/her ability to encourage creativity in others. He/she will have the demonstrated ability to embrace opportunities for change and implement improvements, while respecting the importance of history and tradition.

Current knowledge regarding useful technological applications that serve to enhance capacity and efficiency and advance the City's commitment to transparency is encouraged. Experience with or exposure to a system conversion or new software implementation will be advantageous for the achievement of long-term goals. The ideal candidate will be a forward-thinking professional with the desire to reach beyond the areas of his/her expertise coupled with the ability to respond to various community perspectives.

Five (5) years of increasingly responsible experience in municipal finance is required. A minimum of three (3) years of supervisory experience is preferred. In-depth knowledge regarding current GASB accounting standards and financial reporting requirements is necessary. Familiarity with diverse





approaches to capital project financing will be considered favorably. A broad general understanding of sound public sector human resources principles and practices will be expected. A Bachelor's degree in Accounting, Finance, Economics, Public or Business Administration, or related field is required. A Master's degree in a relevant discipline or certification as a CPA is highly desirable.

Candidates who meet the majority of characteristics and qualifications described in the Ideal Candidate profile are encouraged to apply.

COMPENSATION & BENEFITS

The salary range for this position is established at \$96,622 - \$182,700. Placement within the range will be DOQE. Salary is supplemented by a generous benefits package which includes but is not limited to:

Retirement: California Public Employees Retirement System (CalPERS) – 2% @ 60 formula with 7% employee contribution for current members or those with less than a 6 month break in service; 2% @ 62 formula with 6% employee contribution applies to new members. The City does not participate in Social Security.

Health Plans: Choice of HMO or PPO plans through CalPERS Health. City also offers Dental Reimbursement Plan.

Flexible Spending Plan: Dependent care and health care reimbursement plan available.

Deferred Compensation: 457 Deferred Compensation Plans are available.

Vacation Leave: 10 days annually at start; credit for prior years of service in government will be considered.

Holidays: 10 annual holidays plus 2 floating holidays.

Sick Leave: Allowance of 12 days per year.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight on Sunday, July 20, 2014**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the “Apply Now” feature at www.tbcrecruiting.com.



Teri Black • 310.377.2612
Carolyn Seeley • 949.487.7606
TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com



Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview in Los Altos in August. A smaller group of candidates will be invited back to meet with the City Manager at a mutually convenient time shortly thereafter. A selection is anticipated by late summer following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

The City of Los Altos is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, color, sex, sexual orientation, gender, national origin or disability.

