



*City of Saratoga*

# ADMINISTRATIVE SERVICES DIRECTOR

## Recruitment

The City of Saratoga is in search of a collaborative, service minded, and technically competent municipal finance expert who possesses exceptional operational strengths and leadership to take on the role of Administrative Services Director. The Administrative Services Director is a critical position to the organization responsible for the planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Administrative Services Department. The incumbent will also serve as the liaison with the City's Finance Committee and provide executive-level expertise in finance and accounting.

**LEARN MORE WITHIN.**



To be considered for this exciting career opportunity, please apply online through [www.calopps.org/city-of-saratoga](http://www.calopps.org/city-of-saratoga) by Friday, September 1, 2023.

# About Saratoga

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800s and early 1900s. Saratoga residents place an emphasis on retaining the quality of the City's semi-rural ambiance and unique character. The City also is home to Villa Montalvo and the Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

In addition to its cultural venues, the City of Saratoga offers a wide array of recreational opportunities. The City has 14 parks, and numerous trails that allow for an assortment of activities. Additionally, Saratoga is close to regional parks with excellent hiking and horseback riding trails.

## CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently, more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other government agencies including law enforcement services through the Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, senior programs provided by the Saratoga Area Senior Coordinating Council and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

## CITY DEPARTMENTS

- City Manager**
- Community Services**
- Administrative Services**
- Community Development**
- Public Works**

## SARATOGA BY THE NUMBERS

- \$47.9 M** 2023-24 Operating and Capital Budget
- 57.25** FTE Positions
- 30,200** Population
- 13** Square Miles Incorporated Area
- 94%** Residential Areas of the City
- 200** Acres Parks & Open Spaces

# About the Position **Administrative Services Director**

## THE ROLE

The Administrative Services Director (ASD) is a management-level, at-will position, appointed by and reporting to the City Manager, and oversees 9.75 full-time equivalent (FTE) personnel across multiple administrative services programs: general department administration, finance, human resources, information technology, workers compensation, risk management, long-term debt service, and non-departmental activities. The ASD provides strategic financial leadership and performs daily tasks in budget development and oversight, accounting, payroll, financial reporting, banking, investments, and debt management.

The ASD incumbent is expected to provide a high degree of executive-level expertise in finance and accounting. We forecast a structural deficit emerging in the next several years due to expenditure inflation and a revenue base that cannot keep up. As such, the organization devotes extensive resources to the budget development process, with the ASD presenting budgetary topics at almost every City Council meeting from January through June.

Several exciting opportunities awaiting the ASD include:

- Updating the five-year fiscal sustainability plan.
- Developing and empowering a tenured finance team.
- Supporting negotiations of new or extensions to law enforcement and animal control services contracts.
- Completing upgrades to the eFinancePlus ERP, including integration with the land management module.
- Expanding the use of Office 365 productivity and collaboration tools for department and organizational efficiencies.

The ASD will also shape the team by recruiting and selecting a vacant position in the finance program.

## THE IDEAL CANDIDATE

The Ideal Candidate for the position of Administrative Services Director will be an executive with a proven track record in the following areas:

- Expertise in municipal finance, including leading the annual audit, budget preparation, administration of payroll and CalPERS regulations.
- Demonstrating exemplary time management, prioritization, and communication skills.
- Ability to present complex information to a variety of stakeholders effectively.
- Adept at cultivating and leading high-performing teams.

Moreover, they will be dedicated to fostering a culture of collaboration among City employees, elected officials, and members of the Saratoga community. As a forward-thinking and strategic professional, the ideal candidate will demonstrate unwavering ethics and integrity.

Additionally, the candidate will exhibit a continuous drive to identify and implement operational efficiencies through technology optimization while remaining sensitive to the potential impacts of new processes on the organization.

Most importantly, our ideal Administrative Services Director will embrace the realities of the City's lean staffing model, willing to take on responsibilities such as performing routine daily operations, preparing staff reports and presentations, and supporting other departments' special projects.



## QUALIFICATION REQUIREMENTS

**Experience:** Five years of progressively responsible public sector finance and accounting experience in a management capacity which includes some experience working with human resources and information technology programs.

**Education:** Equivalent to a bachelor's degree in public or business administration, finance, economics, accounting or a closely related field. A Master's degree is preferred.

**Certification:** Possession of a Certified Public Accountant license in the State of California is highly desirable.

## COMPENSATION & BENEFITS

### **The City of Saratoga provides an excellent compensation and benefits package.**

The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate.

### **The annual salary range for Steps 1-5 is \$211,286.40 – \$256,817.60.**

The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

**CalPERS Retirement Plan:** 2% at 60 retirement formula for "Classic Members" or 2% at 62 retirement formula for "New Members" (PEPRA)

**CalPERS Health Insurance:** The City provides a generous employer contribution toward the purchase of medical coverage and offers Comprehensive HMO and PPO plan options available through CalPERS

**Dental Programs:** Employer paid comprehensive in and out of network plan options available

**Life Insurance:** Employer paid coverage life term policy (\$150,000)

**Long Term Disability:** Employer paid coverage of 66-2/3 of salary to a maximum of \$2,000/month, with an employee option to purchase additional coverage, up to a maximum of \$8,200/month

**Deferred Compensation:** The City will match at-will employee contributions to a deferred compensation account up to a maximum of \$250.00 per month.

**Paid Time Off:** PTO is accrued at a rate of 22 days per year

**Car Allowance:** \$275.00 per month

**Holidays:** The City observes 13 holidays

**Paid Administrative Leave:** 65 hours of paid administrative leave is granted every fiscal year

**9/80 City Work Schedule:** Nine hour days Monday through Thursday, eight hours one Friday, off the next Friday

# How to Apply



As part of your online application, provide the City with a cover letter, resume, and list of five professional references. References will not be contacted until mutual interest has been established. If you have any questions, please call or email Monica LaBossiere, Human Resources Manager at: (408) 868-1252 or [mlabossiere@saratoga.ca.us](mailto:mlabossiere@saratoga.ca.us).

