CITY OF
BELMONT
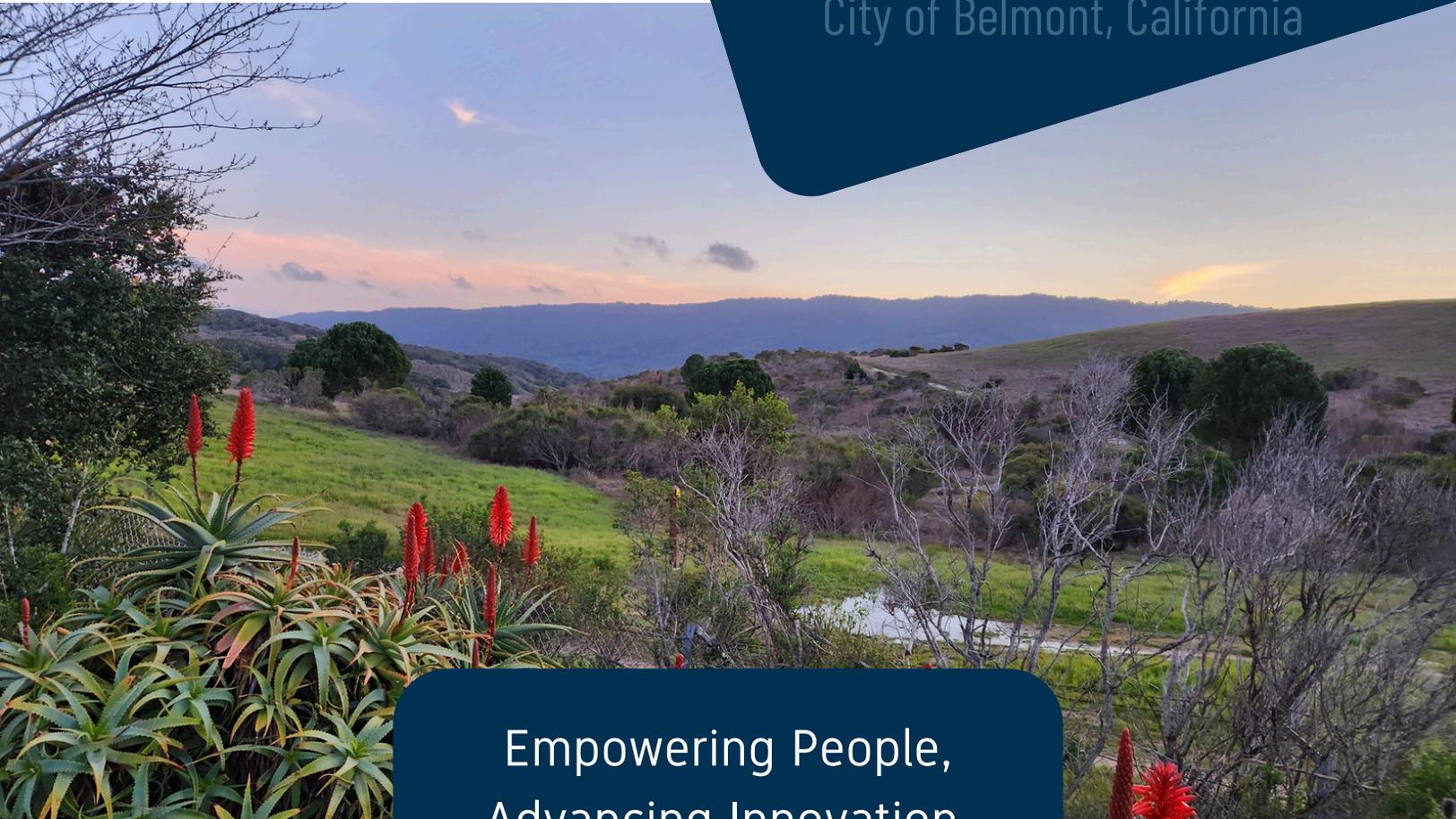
Administrative Services Director

City of Belmont, California

Empowering People, Advancing Innovation, Supporting 'Team Belmont'

The Community

Located midway between San Francisco and Silicon Valley, the City of Belmont (population 28,000) is one of the most desirable communities on the San Francisco Peninsula. Framed by rolling hills, tree-lined streets, open spaces and parks and award winning public and private schools, Belmont combines small-town charm with the sophistication and innovation of its Silicon Valley neighbors.

Residents enjoy outstanding schools, an engaged community, and a shared sense of civic pride. Belmont's culture of collaboration and forward thinking extends to its local government—where creativity, inclusion, and accountability define how services are delivered and how people thrive.

The Team

The Administrative Services Department has 8 FTE's - (1) Administrative Services Director, (2) IT Business System Analysts, (1) GIS Coordinator, (1) IT Manager, (1) Principal Management Analyst (HR Manager), (1) HR Management Analyst II and (1) Administrative Assistant.

The Position

Reporting directly to the City Manager, the Administrative Services Director provides strategic leadership and operational oversight of the City's Human Resources and Information Technology Divisions.

The Director plays a critical role in shaping Belmont's organizational future—championing initiatives that build workforce capability, strengthen digital infrastructure, and advance a culture of collaboration, learning, and innovation.

The Organization

The City of Belmont is a lean, high-performing organization known for its teamwork, agility, and commitment to public service excellence. With just 145 authorized full-time positions, every employee plays a meaningful role in providing high-quality, responsive, and sustainable services to the community. Belmont is a full-service City with a shared three-city fire department.

Belmont's organizational structure fosters cross-department collaboration and innovation. However, in smaller, resource-conscious organizations, staff transitions carry greater impact—particularly during onboarding and leadership transitions. Approximately 30% of Belmont's workforce is new since FY 2023–24, while another 30% is eligible for retirement within five years. This represents a major generational shift in talent and leadership.

To ensure continued excellence, the City is implementing a strategic, holistic approach to organizational development grounded in four key pillars:

·Culture
·Capability
·Leadership
·Engagement

These pillars guide Belmont's efforts to strengthen workforce resilience, develop future leaders, and maintain its tradition of service excellence.

Workforce Evolution: Investing in 'Team Belmont'

Belmont's commitment to its people is reflected in its BOLD Program - Bridging, Opportunities, Leadership, and Distinction - an innovative initiative that advances leadership capacity and organizational culture. BOLD integrates group-based learning, one-on-one coaching, and professional skill-building around collaboration, inclusion, technology proficiency, and personal growth. The program exemplifies the City's focus on staff development, employee engagement, mentoring, and succession planning.

Complementing BOLD are other creative initiatives such as the "Know and Grow" cross-departmental learning series, and new-hire lunches with the City Manager - all designed to strengthen connection, understanding, and belonging across the organization.

Belmont's people-first culture or "One Belmont" continues to evolve with structural reforms that align staffing with strategic priorities, enhance career pathways, and build capacity for long-term sustainability.

Why Belmont?

Belmont offers the best of both worlds—a tight-knit organization where every individual matters, and a forward-looking city where innovation and progress drive results.
As the Administrative Services Director, you will have the opportunity to influence the City's culture, shape its technology future, and empower the next generation of public service leaders.

The City offers a competitive compensation package, including excellent benefits, CalPERS retirement, and professional development opportunities in a supportive, collaborative environment.

Technology Transformation: Building a Smart, Connected Organization

The Administrative Services Director will also lead Belmont's ambitious Information Technology modernization agenda, positioning the City for the next generation of digital service delivery.

Current and upcoming initiatives include:

·Document Management System Upgrade – Implementing a modern digital repository to enhance records accessibility, efficiency, and transparency.
·City Website Refresh – Redesigning Belmont's online presence to improve community engagement, usability, and digital accessibility.
·New Asset Management System – Introducing enterprise-level asset tracking and maintenance management tools for infrastructure and facilities.
·VOIP System Replacement – Upgrading the City's communication infrastructure to improve reliability, security, and user experience.
·Enterprise Resource Planning (ERP) RFP – Leading the planning and procurement process for a comprehensive, integrated ERP solution that will streamline financial, human resources, and administrative workflows.

Together, these projects represent a once-in-a-generation opportunity to modernize systems, enhance customer service, and empower employees with the tools they need to succeed.
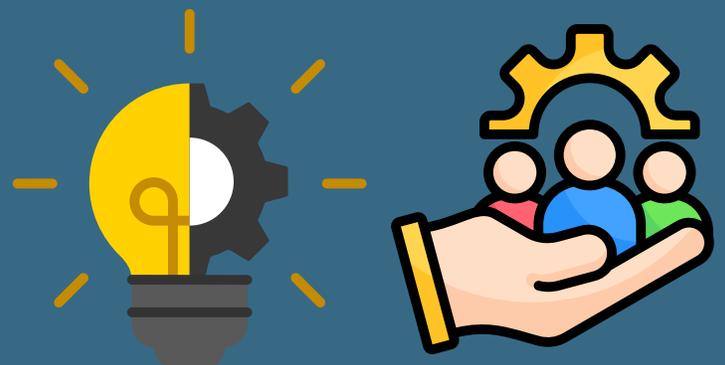
Please review the job description for Administrative Services Director. Examples of key responsibilities include:

Key Responsibilities

- *Lead and inspire the Human Resources and Information Technology Divisions in alignment with City values and strategic goals.*
- *Champion a holistic workforce strategy focused on development, engagement, coaching, mentoring, and succession planning.*
- *Oversee major IT modernization initiatives, including the ERP replacement, website redesign, document management system upgrade, asset management implementation, and VOIP transition.*
- *Partner with the City Manager and department heads on strategic initiatives, labor relations, organizational design, and service improvement.*
- *Manage department budget, contracts, and technology investments with transparency and fiscal responsibility.*
- *Serve as a trusted advisor and change agent, fostering a collaborative and future-ready organization and can provide wise counsel to calm situations, deescalate issues and effectively mediate conflict.*
- *Manage Employee Relations representing the City on matters with labor unions, negotiations and labor contracts; and investigates and resolves grievances.*
- *Be responsible for the effectiveness and well-being of "Team Belmont" including personnel policies, staffing, strategic initiatives and insuring that the digital technology is responsive, secure and effective.*

Our Ideal Candidate

The ideal candidate will be an inspiring, forward-thinking, and people-centered leader who understands how human and technological systems together create organizational excellence.

Belmont is seeking a Director who:
- Blends strategic vision with hands-on leadership, and thrives in a dynamic, small-city environment.
- Has deep experience in human capital management, organizational development, and information technology modernization.
- Excels in building teams, developing talent, and fostering engagement and accountability.
- Is a creative problem solver who embraces innovation while maintaining focus on operational excellence.
- Demonstrates a genuine passion for public service, equity, and continuous improvement.
- Bachelor's degree in Public Administration, Business Administration, Human Resources, Information Systems, or a related field (Master's degree preferred).
- Seven (7) or more years of progressively responsible management experience, including at least three (3) in a senior leadership role overseeing HR, IT, or administrative services.
- Public sector experience preferred; blended public/private experience valued.

Compensation & Benefits

$16,242 - $22,617 Monthly
Placement within this range is dependent upon experience and qualifications.

The City of Belmont offers an excellent range of benefits that are designed to support your professional growth, personal well-being, and overall job satisfaction. Here is a summary of the benefits you can expect to receive:

Retirement- *The City of Belmont participates in the* <u>CalPERS Retirement Plan</u> . *Employees are enrolled at the* <u>PEPRA Member</u> *(2% at 62) or* <u>Classic Member</u> *(2% at 55) subject to* <u>CalPERS regulations</u>.

Health Insurance - You will have access to comprehensive health insurance plans, which include:

- Medical insurance via the <u>CalPERS Medical Program</u>**.** With a City contribution of up to $2,893.54 a month towards plan premium.
- Employer paid dental insurance via Delta Dental PPO (nominal monthly cost for dependents).
- Vison Insurance via VSP for you and your eligible dependents.
- Flexible Benefits Plans are available (IRS Code 125).

City Paid Life Insurance - coverage of $350,000

Twelve (12) Paid Holidays Per Year

Administrative Leave - Up to eighty (80) hours per year

Two (2) Floating Holidays Per Year

General Leave (sick and vacation) - accrual based on years of service. Years 1-4 accrue 22 days per year

Auto Allowance - ranging from $200-$350 per month

457 Deferred Compensation Plan - City contribution of $350 per month

Retirement Health Savings Account - City contribution of $150-$300 per month based on years of service.

For more information on the City's Full Compensation and Benefits Program:
<u>KM_C454e-20221201183913</u> (belmont.gov)

Application & Recruitment Timeline

🔗 **<u>Apply via CalOpps</u>**

Applications will be reviewed as received, so don't wait to take the next step in your career.

APPLY NOW!

For more information about this exciting opportunity please contact the hiring team at:

✉️ **humanresources@belmont.gov**

📞 **(650) 595-7452**

The City of Belmont is committed to fostering a diverse, inclusive, and equitable workplace. We value diversity and encourage all qualified applicants to apply.

CITY OF BELMONT