



**The City of Belvedere  
Invites applications for the position of:**

# **ADMINISTRATIVE SERVICES DIRECTOR**

Salary Range:

\$11,556 — 14,046/month

**Open until filled**

**First review:**

**DECEMBER 3, 2021**

**4:30 P.M.**

- Interviews tentatively scheduled for the week of 12/13/21 to 12/17/21
- Desired start date for the position is 1/3/22

## **APPLICATION PROCEDURE**

To be considered for this position, please submit a cover letter and resume to:

[clerk@cityofbelvedere.org](mailto:clerk@cityofbelvedere.org)

*For questions, please contact  
Beth Haener City Clerk/Mgmt. Analyst  
at (415) 435-8913 or via email at  
clerk@cityofbelvedere.org*

The City offers an [outstanding benefit package](#) including:

- ◆ Flexible Workplace Program that permits telecommuting
- ◆ 9/80 schedule with every other Friday off
- ◆ Generous vacation and sick leave
- ◆ PERS retirement 2% @ 55 formula for current PERS members, 2% @ 62 for new members
- ◆ Fully paid medical and dental coverage for employee and dependents
- ◆ City paid life insurance and long term disability coverage
- ◆ City contribution to Deferred Compensation
- ◆ The City does not participate in Social Security

## **ABOUT THE CITY**

Located in Marin County ten miles north of the Golden Gate Bridge, the City of Belvedere has a physical setting that is unparalleled. A nautical community, it is flanked by Richardson Bay to the west and north, Belvedere Cove and Raccoon Straits to the south, and the Town of Tiburon to the east. The City has a total area of 2.42 square miles and a population of 2,100. Belvedere benefits from a highly educated and engaged community whose residents are passionate about the quality of life in one of the Bay Area's premier residential communities.

## **ABOUT THE POSITION**

The City seeks a highly qualified professional with a strong finance background to serve as Administrative Services Director.

The Administrative Services Director is responsible for all of the City's accounting and financial reporting functions, producing the annual budget, and completing payroll for the City and some agencies of which the City is a member. As the key financial officer of a small city, the Administrative Services Director is responsible for preparing payroll, accounts payable, business licenses and monthly financial reports as well as administering benefits and performing accounting functions with limited administrative support. In addition to assisting other department Directors on financial matters, the Administrative Services Director engages with the City Council, prepares staff reports and resolutions for the City Council, and manages risk management and human resources functions. This position reports to the City Manager and is a member of the Executive Team.

## **THE IDEAL CANDIDATE**

The ideal candidate will have the ability to work independently and prioritize and manage multiple projects related to the City's financial and administrative functions.

The Administrative Services Director should be knowledgeable regarding generally accepted accounting principles and auditing standards, principles and practices of governmental accounting and budgeting and investment management, and regulations governing the keeping of municipal financial records and the filing of reports as well as all laws, codes and standards regulating municipal finances. Courtesy and good communication skills are essential in interactions with the public, vendors, service providers, elected officials and City staff. Knowledge of bond financing is a plus.

The City is seeking a candidate with a bachelor's degree in business administration, accounting, governmental accounting, or public administration and five years of public agency accounting experience, or the equivalent education and experience needed to perform the duties and responsibilities. The City is proud of its track record in offering professional development and mentoring opportunities to its employees. ~~Belvedere is a great place to work and grow.~~