



# CITY OF SIMI VALLEY

*Announcing an Outstanding  
Career Opportunity*

## **Administrative Services Director**



*The City of Simi Valley is an Equal Opportunity Employer*



## The City

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. A General Law City with a Council/Manager form of government, Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 126,878, yet Simi Valley maintains a unique balance of open space and City amenities.

Residents of Simi Valley enjoy a wide range of recreational facilities including miles of bike trails, pools, tennis courts, a local ice skating rink, three golf courses, movie theaters, two bowling alleys and one of the largest equestrian trail system in the United States. 35 well-kept parks provide picnic facilities, children's playgrounds and even a duck pond and dog park. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara and the City of Los Angeles is less than an hour away.

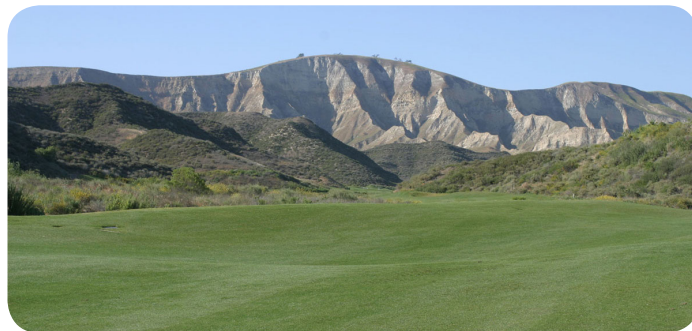
Excellent community facilities provide service to Simi Valley residents. The City has one full-service hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 20 elementary schools, three middle schools, two comprehensive high schools, one performing arts/technology magnet high school, one alternative high school and an adult education school. Four community colleges and four universities are also within commuting distance.

The operational functions of the City are divided among five departments: Administrative Services, Environmental Services, Community Services, Public Works and the Police Department. These departments provide the City with a wide range of municipal services, including internal organization support, police protection, community planning, building and safety, street maintenance, code enforcement, parkway and landscape maintenance, street lighting, and public transportation as well as various youth, senior, and other community service programs. Water distribution and wastewater treatment services are also provided by the City. Fire protection service is provided by a separate county-wide fire protection district and parts and recreation services are provided by an independent special district.

For more information on The City of Simi Valley, please visit: [www.simivalley.org](http://www.simivalley.org)

## The Position

The City is seeking an Administrative Services Director to lead its dynamic team. The Director will assume full management responsibility for the City Budget, Customer Services, Fiscal Services, Information Services, Support Services (Purchasing & Communications), and Enterprise Resource Planning (ERP) system, as well as any other responsibilities that may be added. The Director of Administrative Services is an at-will, executive position reporting to the City Manager's Office.



Duties include managing and implementing department goals, objectives, policies, and priorities for each assigned division; establishing appropriate service and staffing levels; monitoring and evaluating efficiency and effectiveness of service delivery methods and procedures, and allocating resources; planning, directing, and coordinating the Administrative Services Department work plan; assigning projects and programmatic areas of responsibility; meeting with staff to identify and resolve problems; managing and participating in the development and administration of the department's budget; monitoring various service contracts for compliance with established performance levels; following-up and ensuring corrective action is taken as necessary; representing the Administrative Services Department to other City departments, elected officials, and outside agencies; preparing and presenting staff reports; responding to and resolving difficult and sensitive inquiries and complaints; participating on a variety of boards, commissions, and committees; and providing staff assistance to the City Manager.

## Ideal Candidate

The ideal candidate will possess the following attributes:

- Be a strategic and solutions-oriented department director.
- Strong leadership skills, the ability to build consensus, and provide a positive example.

- Budget development and administration experience.
- Extensive knowledge of current trends and issues that affect diverse areas of the Administrative Services Department including information services, municipal Finance, Budget and Procurement, Debt Service and Investments.
- Experience with Financial reporting. Familiarity with GASB ideal.
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents.
- Ability to embrace and effectively implement new ideas regarding a broad range of issues facing the City.
- Retiree Medical: The City contributes \$200/month to a health care reimbursement program for retiree medical.
- Paid Annual Leave: Accrues at a rate of 10.75 hours bi-weekly, or 279.5 hours per year (combination of vacation and sick leave).
- Holidays: Eleven (11) paid (8-hour) holidays per year and one (1) paid (8-hour) floating holiday per year.
- Benefits Plan: A variety of PPO and HMO plans are available through the CalPERS Health Program. The City contributes \$136 per month for medical, \$19.80 per month for vision, and up to \$100 per month for dental. The City provides up to \$2,337 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$632 per month. "Simiflex Dollars" can be used to offset the cost of medical, dental, and/or vision insurance, or other optional benefits. Medical and dependent care flexible spending accounts are also offered.

## Qualifications

- Bachelor's degree (or equivalent) from an accredited college or university with major coursework in government finance, public administration, or related field is required. A Master's degree is preferred.
- Six years of increasingly responsible finance, accounting or related experience, preferably in a public setting, including three years of management and administrative responsibility, is also required.
- Disability Income Insurance: The City provides long-term and short-term disability plans.
- Life Insurance: The City provides \$151,000 of life insurance coverage for employees and \$5,000 coverage for each dependent.
- Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$1,600 per year for job related or professional development courses after 120 days of employment.

## Compensation and Benefits

**Salary: \$136,043 to \$176,855** annually DOE/DOQ, plus an excellent executive benefits package.

- Retirement: benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula (4th Level Survivor Benefit, and single-highest year final compensation) and 'New" members are covered by the 2% at age 62 retirement formula (4th Level Survivor Benefit, and three-year average highest final compensation). All employees are required to contribute 7% of salary toward retirement costs. The City does not participate in Social Security.





City of Simi Valley, Human Resources  
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**[www.simivalley.org](http://www.simivalley.org)**

**An Equal Opportunity Employer Encouraging  
Workforce Diversity**

*The provisions of this announcement do not  
constitute an expressed or implied contract, and any  
provision contained in this announcement may be  
modified or revoked at any time.*

- Mileage Allowance: \$400 per month
- Cell Phone Allowance: \$65 per month

\*Benefits listed are effective as of 1/1/2019. For complete details on the benefits provided for this position, please visit:

<https://www.simivalley.org/home/showdocument?id=17449>

## **Application and Recruitment Process**

For first consideration, please apply by: November 30, 2018. Please submit a comprehensive resume, cover letter, and six professional references (who will not be contacted in the early stages of the recruitment) via e-mail to Jamie Cross, Human Resources Analyst [jcross@simivalley.org](mailto:jcross@simivalley.org). Resumes should reflect years and months of positions held as well as the size of the previous program you have managed.

Resumes will be screened to determine the most qualified candidates, based on a combination of education, career experience, and accomplishments. Select candidates will be invited to participate in panel interviews, tentatively scheduled to take place the week of December 10th. The selected candidate will be subjected to an extensive reference and background check. Applicants seeking Veteran's Preference must submit form DD214 along with their resume.

For additional information about this position, please contact Jamie Cross at (805) 583-6337.

