



# CITY OF SIMI VALLEY

*Announcing an Outstanding  
Career Opportunity*

## **Deputy Administrative Services Director (Fiscal Services)**



*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 126,788, 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 four departments: Administrative Services, Environmental 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, water distribution, wastewater treatment services, code enforcement, parkway and landscape maintenance, street lighting, and public transportation. Various youth, senior, and other community service programs 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

Directs, manages, supervises and coordinates the activities and operations of the Fiscal Services division within the Administrative Services department; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Administrative Services Director.

## Ideal Candidate

- Over ten years of fiscal services management experience
- Experience preparing a Comprehensive Annual Fiscal Report
- Experience overseeing agency audits
- Knowledge of a fully integrated ERP finance system, notably Tyler-Munis
- Certification in Accounting (e.g. CPA, CMA, etc.)
- Demonstrates credibility, fairness, and trustworthiness in all interactions and decision-making
- Vision for innovative practices and continuous process improvement
- Well-developed communication and writing skills, and proficiency to provide ongoing instruction to staff and departments on a Citywide basis
- Extensive municipal agency budget preparation experience
- Excellent customer service skills for both internal support and the public

## Qualifications and Experience

- **Minimum Qualifications:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.
- **Experience:** Five years of increasingly responsible fiscal services experience including two years of administrative and supervisory responsibility.



## Compensation and Benefits

**Salary: \$107,362 - \$138,246 annually, plus an excellent 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.
- The City contributes \$200/month to a health care reimbursement program for retiree medical.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years, 267.54 after five years; & 279.5 after ten years.
- 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 \$143 per month for medical, \$19.80 per month for vision, and up to \$100 per month for dental. The City provides up to \$2,202 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$335 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.
- Disability Income Insurance: The City provides long-term and short-term disability plans.
- Life Insurance: The City provides \$101,000 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.
- Deferred Compensation: Employees may defer a portion of their salary in a 401(k) plan. The City matches an employee's contribution up to \$200 per month. Employees may also participate in a 457 plan.

For complete details on the benefits provided for this position, please visit: <https://www.simivalley.org/home/showdocument?id=17449>



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 provisions  
contained in this announcement may be modified or  
revoked at any time.*

## **Application and Recruitment Process**

**Apply:** This recruitment is open until filled. Apply online at [www.Calopps.org](http://www.Calopps.org). Questions? Contact Human Resources via e-mail at [jobs@simivalley.org](mailto:jobs@simivalley.org) or call (805) 583-6743. Resumes are not accepted in lieu of the City's application.

**Selection Process:** Candidates who possess the best combination of qualifications will be invited for testing.

Applicants seeking Veteran's Preference must submit form DD214.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

