Announcing an Outstanding Career Opportunity

Deputy Administrative Services Director
(Support Services)
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

The Position

Directs, manages, supervises, and coordinates the activities and operations of the Support Services Division within the Administrative Services Department, including the City's purchasing function, printing and duplicating services, graphics services, radio communications systems, central office supplies and equipment, office furnishing program, facility renovations, mail services, and other areas of management oversight as assigned; 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

- Five or more years working for a municipal agency with at least two years of supervisory experience
- Vision for innovative practices and continuous process improvement
- Strong working manager directing day-to-day functions and who will serve as Purchasing Agent, oversee diverse operations, and lead interdisciplinary projects
- Comprehensive knowledge of Federal, State and local regulations related to purchasing and contracts Pay strict attention to detail in order to best address the City’s interests, while exercising political sensitivity in order to best serve the community
- Ability to effectively direct City staff and collaborate with the City Attorney's office to ensure proper application of purchasing ordinance and contract law
- Ability to efficiently review all Bid, RFP and Contract documents in an expedient and effective manner Possess outstanding interpersonal skills and leadership ability
- Understanding of municipal radio and communication systems
- Well-developed communication and writing skills, and proficiency to provide ongoing instruction to staff on a Citywide basis
- Experience with implementation of municipal ERP Systems, notably Tyler-Munis
- Extensive municipal agency budget preparation experience
- Excellent customer service skills for both internal support and the public
- Certified procurement designation (desirable)
**Compensation and Benefits**

**Salary:** $98,447 - 126,658 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.

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**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 public or business administration, or a related field.

- **Experience:** Five years of increasingly responsible support services experience, including two years of administrative and supervisory responsibility.

For complete details on the benefits provided for this position, please visit: [https://www.simivalley.org/home/showdocument?id=17449](https://www.simivalley.org/home/showdocument?id=17449)
Application and Recruitment Process

Apply: Applications will be accepted until 5 p.m. on February 1, 2021. Apply online at www.Calopps.org. Questions? Contact Human Resources via e-mail at 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.