



CITY OF SIMI VALLEY

*Announcing an Outstanding
Career Opportunity*

Deputy Administrative Services Director (Support 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 126,878, 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

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, telecommunication systems, wireless and radio communications systems, central office supplies and equipment, office furnishing program, facility renovations, and mail services; 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

The ideal candidate will possess:

- Five or more years working for a municipal agency with at least two years of supervisory experience Extensive knowledge of current trends, innovations, and issues that affect activities of the Police Department.
- Comprehensive knowledge of Federal, State, and local regulations related to purchasing and contracts .
- 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.
- Well-developed communication skills and proficiency to provide ongoing instruction to staff on a Citywide basis.
- Extensive municipal agency budget preparation.
- Excellent writing skills.

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.



Compensation and Benefits

Salary: \$98,447 - \$126,658 annually, 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.
- 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 \$136 per month for medical, \$19.80 per month for vision, and up to \$100 per month for dental. The City provides up to \$2,040 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 a 401(k) plan. The City match an employee's contribution up to \$185.83 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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Simi Valley, CA 93063
(805) 583-6337

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.*

Application and Recruitment Process

This recruitment is open until filled and may close at any time. The first review of applications will occur on **April 3, 2019**, or when 75 applications have been received, whichever occurs first.

How to Apply: 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.



CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Deputy Administrative Services Director (Support Services)

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Please answer the following questions.

Answers to these questions may be evaluated and scored to determine the best qualified candidates to continue in the selection process. Be specific and thorough in answering the questions and do NOT indicate "See Resume" or "See Application". Applications submitted without responses or with limited responses may not be considered for this position. Please note all information provided on your application, including these questions, are subject to verification.

1. I have read and understand the instructions.
 - ☐ Yes
 - ☐ No

2. As required for this position, do you have a combination of education and experience equivalent to at least five (5) years of increasingly responsible support services experience, including two years of administrative and supervisory experience AND a Bachelor's degree from an accredited college/university with major coursework in public or business administration, or a related field?

You **MUST** list this education/experience and enter all the details in the Work Experience section of your application in order to receive credit for it. Failure to do so may result in your application being disqualified.

- ☐ Yes
 - ☐ No
-
3. Do you have at least two (2) years' experience in a supervisory position?

You **MUST** list this experience and enter all the details in the Work Experience section of your application in order to receive credit for it. Failure to do so may result in your application being disqualified.

- ☐ Yes
 - ☐ No
-
4. Name of the employer(s) where you acquired your supervisory experience and the number of people you supervised. If you do not have this experience, enter "N/A".

5. Do you have direct work experience with any of the following? Please check all that you have experience with.

- Federal, State, and local regulations related to purchasing and contracts
- Bids and Requests for Proposals
- Municipal budget preparation
- Facilities equipment, furnishings, and renovations
- None of the above

6. Please describe your full-time professional work experience for all of the areas you selected in the question above. Please include the following for each component:

1) Your job title; 2) Company name(s); 3) Dates of employment; 4) Professional Duties Performed for Each Area Selected.

If you do not have experience in this area, please indicate "N/A".

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

"I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge."

Name (**please print**)

Name (**signature**)

Date