

COMPENSATION

SALARY RANGE: \$99,348 - \$115,572 (DOQ/E)

RETIREMENT: California Public Employees Retirement System (CalPERS) – 2% @ 55 formula for current members or those with less than a 6 month break in service; 2% @ 62 formula applies to new members. The City pays all employer and employee shares of cost. The City does not participate in Social Security.

HEALTH/DENTAL: Choice of major medical plans. Employee pays \$100 per month and City pays the balance. City provides dental and vision insurance at no cost to the employee.

LTD & LIFE INSURANCE: City provides both at no cost to the employee. \$100k Life insurance provided. Supplemental coverage available up to \$500k at the employee's expense.

ANNUAL LEAVE: Combined vacation and sick leave bank. Accrual rate based on years of service with the City, beginning at 216 hours per year, up to a maximum rate of 288 hours per year at 20 years of service.

EXECUTIVE LEAVE: 80 hours per year, convertible annually to cash.

HOLIDAYS: 12 paid holidays per year.



THE CITY OF MARYSVILLE
CALIFORNIA

SUBMIT RESUME TO APPLY

FILING DEADLINE: Friday, August 25, 2017

Yuba County Human Resources Department

915 8th Street, Suite 113
Marysville, CA 95901
530-749-7860 Office
530-749-7864 Fax

Contact/Questions: Amber Darrach, Human Resources Analyst
530-749-7869
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Invites your interest in the position of
**DIRECTOR OF
ADMINISTRATIVE SERVICES**



THE COMMUNITY

The City of Marysville (population 12,800) is located in the Central Valley of California 40 miles north of Sacramento. The City is known for its distinctive community character, influenced by its many city parks, restored Victorian houses, Ellis Lake and the confluence of the Yuba and Feather Rivers. From its roots as one of California's historic Gold Rush cities, to its rebirth as a vibrant center of distinctive shopping, dining and entertainment, Marysville is what Main Street was meant to be. You can stroll along the tree lined, historic D Street with its cafes, galleries, boutiques and specialty stores and see what makes this a special place.

THE DEPARTMENT

The Administrative Services Department has responsibility for budget and finance, risk management and employee benefits. The department has a staffing complement of three. Major goals of the department awaiting the new Administrative Services Director are:

- Complete the conversion of the City's financial accounting management system.
- Prepare accounting records for the annual CAFR for the year ended June 30, 2017.
- Update financial management policies dealing with fund balances and cash reserves, debt management, grants management, indirect cost allocation plan, and others.
- Actively pursue grant opportunities to fund upcoming CIP projects.
- Continue work towards disposition of all remaining obligations of the former redevelopment agency.
- Work with the Community Development and Services Director to develop a needed ordinance and financing plan for a new Downtown Parking District.

THE ORGANIZATION

Marysville is a charter city, incorporated in 1851, operating under the Council-Manager form of government. The five-member city council consists of a mayor and four council members elected to serve four year terms.

City operations and services are supported by 60 employees and a FY 2015 budget of \$16.2 million (\$9 million General Fund). The City Council appoints the City Manager to be the chief executive officer and administrative head of the City government. Under the City Manager the City is organized into five departments that include Administrative Services, City Manager's Office, Community Development and Services, Fire, and Police.

THE POSITION

Under executive direction from the City Manager, the Director serves as the principal administrative officer for the Administrative Services Department; plans, directs, reviews, and manages department activities and operations encompassing a wide range of internal support services, including the city's operating budget, capital investment program, accounting and reporting, revenue collection, payroll, purchasing, employee benefits and risk management; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager; assures department compliance with and enforcement of applicable federal, state, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Management Team.



THE IDEAL CANDIDATE

The ideal candidate will possess a solid background in all aspects of municipal finance, coupled with a general understanding of all city operations. They will be highly collaborative and have a history of applying imaginative solutions to programmatic and operational issues encountered on the job. With a staff of three, the Administrative Services Director is a working department head, closely and extensively involved in all aspects of accounting and financial reporting, debt management, revenue generation, cost allocation, budget development and control. A strong commitment to customer service will also be expected.

These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in Accounting, Finance, Economics, Mathematics, Public or Business Administration, or a related field, at least five years of broad and extensive experience involving administration and management of comprehensive finance programs of the sort required by municipal governments, including at least four years of project management and supervision of others engaged in such work.