



CITY OF
MENLO PARK

**ASSISTANT ADMINISTRATIVE
SERVICES DIRECTOR**



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY AND ORGANIZATION

The City of Menlo Park is a thriving community with tree-lined neighborhoods, active commercial areas, excellent schools, spaces to enjoy the outdoors, and opportunities to engage in local activities. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to just under 34,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west.

Menlo Park's residents reflect a diverse range of backgrounds and interests who are actively engaged in community life. As home to numerous venture capital firms and neighbor to Stanford University, Menlo Park is well situated to benefit from and help shape new technologies and innovations originating from Silicon Valley. The city hosts such major employers as Meta, SRI International, Grail, Pacific Biosciences, Rosewood Hotel, and Exponent.

Incorporated in 1927, Menlo Park is a General Law city operating under a Council-Manager form of government. The City Council is the City's five-member governing body whose members are elected by district to four-year overlapping terms in general municipal elections. The Mayor and Vice Mayor each serve one-year terms and are selected annually by the City Council in December. The City Council appoints the City Manager and City Attorney as well as members of the City's numerous Commissions and Committees. The City Manager appoints all executive and management level positions. City staff report to one of six departments: the City Manager's Office, Administrative Services, Community Development, Library and Community Services, Police, and Public Works, which includes Menlo Park Municipal Water. Fire protection and sanitary services are provided by separate special districts. The City is supported by approximately 296 full-time equivalent employees with over 55 funds and a total expenditure budget of \$216 million. As evidence of the City's sound fiscal stewardship and solid financial standing, Menlo Park is one of the few cities in California that consistently maintains an AAA bond rating, in large part due to its healthy reserves and strong revenue base.

Click [here](#) to learn more about Menlo Park and explore our budget [here](#).

THE DEPARTMENT

The Administrative Services Department plays a vital role in supporting the City's day-to-day operations by delivering essential internal services. These include Finance, Human Resources, and Information Technology, which are crucial in ensuring the City is well equipped to succeed. Menlo Park recognizes the importance of fostering community trust, which is why the City is committed to maintaining transparent and dependable financial practices. The Finance Division oversees a wide range of responsibilities including budget development, general accounting, financial reporting and audits, payroll, tax and revenue collection, and business licensing.



VALUES

In the Administrative Services Department, we believe that it is our people and the power of teamwork that enables us to succeed, and how we get our work done is as important as getting the job done. The Department's values guide how we behave as a team each day, acting with:

Humility - Sharing credit and defining success collectively rather than individually, jumping in to help where needed, and putting the needs of the team ahead of our own self-interest.

Emotional Intelligence - Understanding the impact that our words and actions have on one another, knowing when to listen and when to share our perspective, and striving to include everyone by respecting, listening to, helping, and appreciating one another.

Passion - Showing initiative and enthusiasm in our work, delivering outstanding, data-based results, and having a can-do, find-a-way attitude.

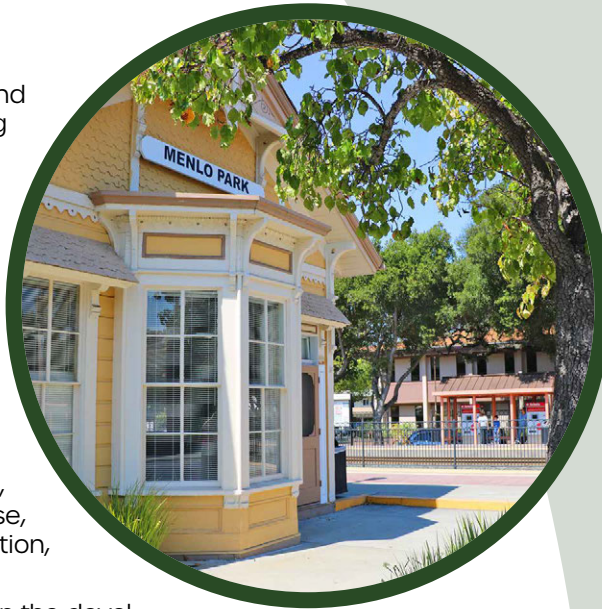
Integrity - Doing what we say we are going to do, communicating clearly and openly, and holding ourselves accountable for the work we do in our respective roles.

THE POSITION

Under the general direction of the Administrative Services Director, the Assistant Administrative Services Director is responsible for overseeing the Finance Division with 10 full-time staff and supporting citywide fiscal and budget operations. This role involves high-level coordination, analysis, and liaison work across City departments, divisions, and external agencies. This position requires deep expertise in financial management, public policy, and municipal operations, including knowledge of the roles of the City Council and the Finance and Audit Commission, exercising independent judgment in policy development and fiscal oversight. The Assistant Director's daily duties include general accounting, financial reporting, budgeting, payroll, and business licensing, as well as long-term fiscal planning. This role is instrumental in

achieving departmental and citywide goals, improving resource efficiency, and delivering high-quality customer service. Primary duties include but are not limited to the following:

- Planning, managing, and overseeing the daily functions, operations, and activities of the Finance Division; areas of responsibility include general accounting, budget, payroll, treasury, business license, tax and revenue collection, and financial reporting.
- Directing and participating in the development of the City-wide operating and capital budget; working with departments to provide data and support for their budget development; monitoring departmental budget performance and making recommendations for adjustments as needed; and conducting ongoing analysis of the City's financial condition, reporting to, and advising, executive management on fiscal matters.
- Directing the preparation of, and participating in developing fiscal reports including monthly, quarterly and annual reports as well as the City's Annual Comprehensive Financial Report (ACFR), ensuring adherence to mandated rules, regulations and professional standards.
- Preparing and updating the five-year financial forecast and other long-term projections and plans.
- Participating in the development and implementation of goals, objectives, policies, and priorities for the division; recommending appropriate service and staffing levels; recommending and administering policies and procedures.
- Developing and standardizing procedures and methods to improve and continuously monitoring the efficiency and effectiveness of assigned programs, servicing delivery methods, and procedures; assessing and monitoring workload, administrative and support systems, and internal reporting relationships; identifying opportunities for improvement and recommending to management.
- Participating in the selection of, training, motivating, and evaluating assigned personnel; providing or coordinating staff training; working with employees on performance issues; implementing discipline and termination procedures.
- Developing and implementing adopted finance and budget services strategic plans, policies, and standards.
- Establishing and maintaining internal control procedures and ensuring that state and national standard accounting procedures are maintained.
- Communicating complex financial data in a clear, concise manner to a variety of internal and external audiences.
- Overseeing the treasury function, including managing the City's investment portfolio, ensuring availability of City funds, and preparing investment reports with consultant assistance.



- Overseeing the City's debt issuance and management policy.
- Overseeing the development of consultant requests for proposals and qualifications for professional services; evaluating proposals and recommending project award; developing, negotiating, and reviewing contract terms and amendments; ensuring contractor compliance with City and department standards and specifications and time and budget estimates; analyzing and resolving complex problems that may arise.
- Providing highly complex staff assistance to the Administrative Services Director; conducting a variety of organizational and operational studies, special projects, and investigations; preparing and presenting staff reports and other necessary correspondence related to assigned activities and services; presenting reports to various commissions, committees, and boards.
- Attending and participating in professional group meetings; staying abreast of new trends and innovations in the financial field; monitoring changes in regulations that may affect business systems operations; implementing policy and procedural changes after approval.
- Receiving, investigating, and responding to difficult and sensitive problems and inquiring in a professional manner; identifying and reporting findings and taking necessary corrective action.
- Performing other duties as assigned.



THE IDEAL CANDIDATE

The City is seeking a strong communicator and solution-oriented team leader to serve as their next Assistant Administrative Services Director. The ideal candidate possesses extensive knowledge in administrative and financial management, including goal setting, program

development, budget planning, process improvement, and municipal accounting. The incumbent will be trained in supervising staff, conducting financial analysis, forecasting revenue, and implementing internal controls and audit processes. A solid understanding of risk management, applicable laws and regulations, and current developments in public finance is essential. Candidates proficient in modern office practices and specialized financial software are sought.

The Assistant Director has strong abilities in developing and implementing effective fiscal programs, managing complex budgets, and preparing detailed financial and statistical reports. Additionally, they excel at leading teams, conducting complex research and analysis, interpreting regulations, and effectively communicating findings. The City is seeking someone with strong organizational skills and sound judgment; the incumbent can manage multiple priorities and deadlines, maintain compliance, and deliver excellent customer service while effectively representing the City in various professional and governmental settings.

Any combination of education and experience that provides the knowledge, skills, and abilities necessary is qualifying. Typical qualifications would be equivalency of graduation from an accredited four-year college or university with major coursework in accounting, finance, public administration, business administration or a related field and five (5) years of progressively responsible experience in municipal finance, including three (3) years of lead or supervisory experience. A Master's in finance or accounting is desirable. Designation as a Certified Public Accountant (CPA) or Certified Municipal Finance Officer (CMFO) is desirable.

COMPENSATION

The Assistant Administrative Services Director annual salary range is \$158,186 - \$213,551 with a projected 3.5% salary range increase in September 2025; placement within this range is dependent upon qualifications and experience. The salary is supplemented by a competitive benefits package that includes, but is not limited to:

CalPERS Retirement - Classic members 2.0% at 60 and 2% at 62 for PEPPRA members. Employees pay the full member contribution. The City does not participate in Social Security, except for the 1.45% Medicare contribution by both the City and employee.

Medical Plans - City pays 100% medical, dental, and vision insurance for employee and eligible dependents.

Educational Reimbursement - City reimburses up to \$3,600 per year for tuition expenses or existing student loan payments, subject to program guidelines.

Life Insurance - City provided policy equal to 1.5 times the employee's annual salary up to \$350,000.

Deferred Compensation - City matches employee contribution up to 4% of salary or to the IRS maximum, whichever is less.



Paid Time Off - Includes 338 hours of General Leave, 80 hours of Management Leave, and 11 official paid holidays per year. Up to 120 hours may be cashed-out annually. Accrued General Leave is fully paid out upon separation from the City.

Health Reimbursement - City contribution of \$2,500 per year for health reimbursement account.

Auto Allowance - Employees who are not assigned a City vehicle receive an auto allowance of \$278 per pay period.

Annual Bonus - City Manager may award a bonus of up to \$20,000 per fiscal year.

Additional Benefits - City paid long-term disability and AD&D insurance. Counseling and referral services provided through the Employee Assistance Program. Access to on-site gym.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
September 8, 2025

***Resumes reviewed upon receipt.**

Projected Interview Date:
September 12, 2025

Resumes will be reviewed on an ongoing basis. Qualified resumes will be sent forward to the City for review. The most qualified candidates will be invited to finalist interviews with the City of Menlo Park.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

