



City of Citrus Heights

invites applications for the position of

Administrative Services Director



Citrus Heights, California

Located in the popular Sacramento metropolitan area, Citrus Heights has a population of 87,811 across 14.2 square miles. Incorporated in 1997, Citrus Heights may seem like a relatively young city. However, the area actually has a deep-rooted history dating back to the late 1800s and the Gold Rush days. While those were indeed exciting times made so by adventuresome folks, they had nothing on the small group of tenacious citizens who, in 1984, took on the daunting task of incorporating the community they loved. The County of Sacramento, opposing the incorporation of Citrus Heights, fought the effort at every turn. However, despite countless setbacks, this handful of tenacious men and women never gave up and took their fight for incorporation all the way to the U.S. Supreme Court. On January 1, 1997, after a 12-year battle with the county, Citrus Heights was finally incorporated. This historic effort to gain cityhood has also created an immense amount of civic pride that perseveres to this day. In 2006, the City of Citrus Heights formed its own Police Department which has earned considerable trust and support from the community. The City of Citrus Heights has accomplished much over the last 24 years and the next decades are just as exciting.

In 2018, the City launched its new brand, “Solid roots. New growth.” It highlights the City’s strong leadership and collaborative community spirit that won its cityhood, has kept it in a strong financial position, and continues to be the foundation for the community’s growth today.





City Government

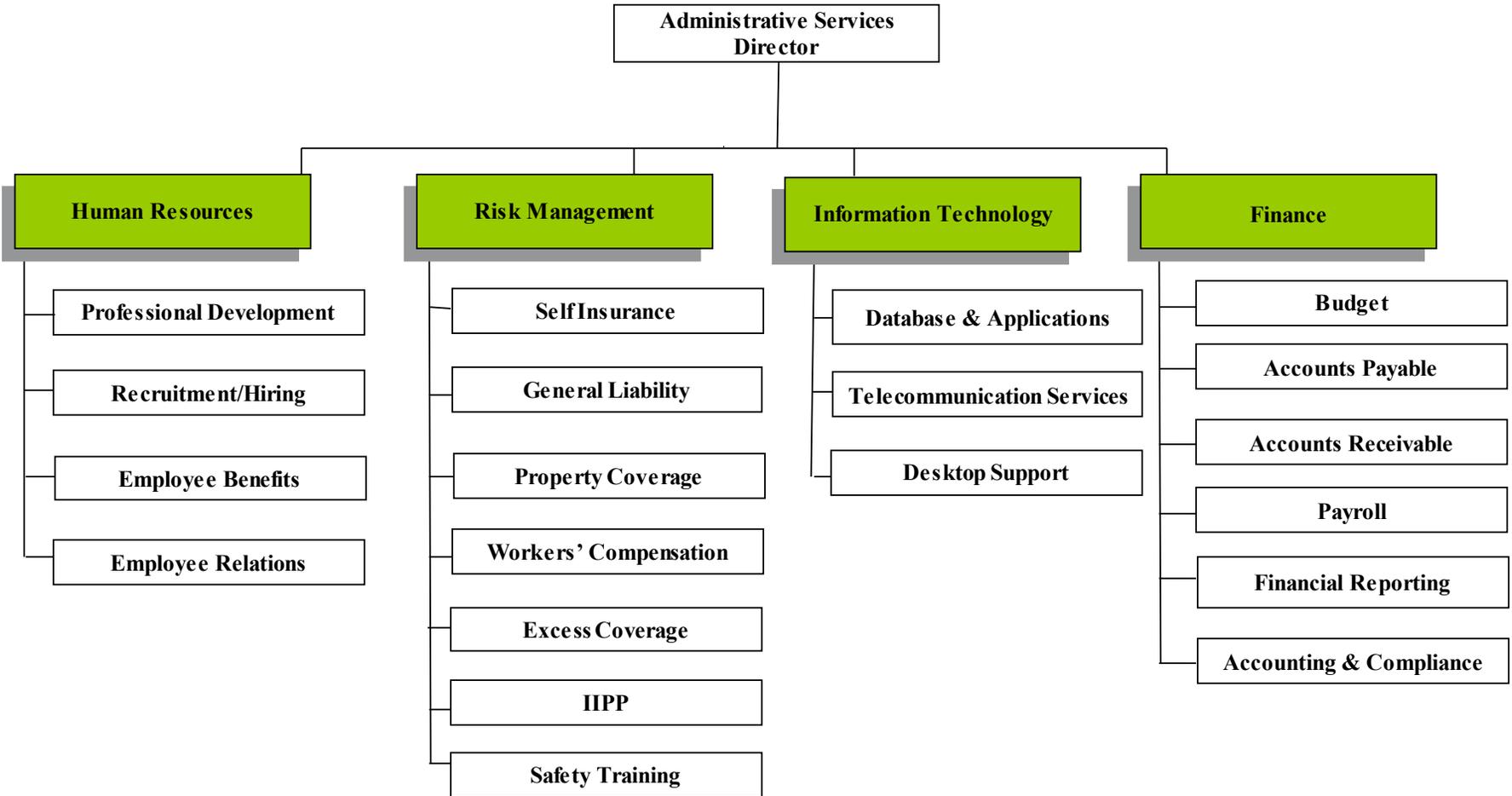
Citrus Heights is a general law city, operating under a council-manager form of government. The five-member City Council is elected by district to four-year overlapping terms. The Council selects one of its members to serve as Mayor for a period of 12 months.

The City Council is the legislative body responsible for the overall policies of the City. The Council makes all policy determinations through enactment of ordinances and resolutions and has final authority in the implementation of these policies. The Council determines how the City will obtain and spend funds and reviews and approves the City's bi-annual budget. The City Council appoints the City Manager and City Attorney, as well as the members of the City's various advisory boards and commissions.

The City provides its service through four major departments: Police, Administrative Services, Community Development, and General Services. Each of these departments are led by a director that reports to the City Manager. Also reporting to the City Manager is an Economic Development Division which oversees various aspects of economic development and communications. Overall, the City is staffed with 210 FTE employees and has a current year budget of \$75.3 million. The City's budget can be found online at: <https://www.ralphandersen.com/jobs/asd-citrus-heights-ca/>.

ADMINISTRATIVE SERVICES DEPARTMENT

Organization Chart



The Position

Reporting directly to the City Manager, the Administrative Services Director oversees Human Resources, Budget and Finance, and Information Technology for the City. The direct reports to the Administrative Services Director include a Human Resources Manager, a Finance Manager, an Accounting Manager, and an Information Technology Manager.

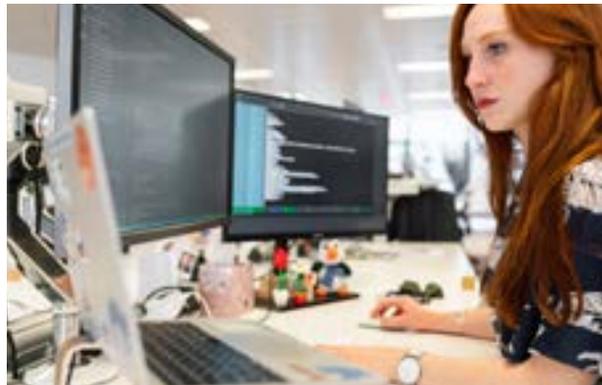
Major responsibilities for this position include:

- Developing, recommending and implementing various policies and procedures across the services areas for this position: finance, human resources, information technology and risk management.
- Coordinate Administrative Services Department activities with those of other departments and outside agencies and organizations.
- Direct, oversee and participate in the development of the Administrative Services Department's work plan.
- Supervise and participate in the development and administration of the City budget.
- Analyze and update the City's ten-year financial forecast on a regular basis.
- Oversee and maintain a sound investment portfolio, including the development of revenue opportunities and cost recovery programs.
- Meet and coordinate with outside auditors, including the collection of appropriate documentation and support throughout the audit process.
- Oversee implementation of all internal fiscal controls, external and internal reporting, and preparation of the Comprehensive Annual Finance Report (CAFR).
- Select, train, motivate and evaluate personnel.
- Act as Human Resource Officer for the City overseeing overall recruitment, retention, and training efforts citywide. Direct administrative policy development, employee classification and compensation, job evaluation, pay for performance plans, employee relations and personnel related legal compliance.
- Work collaboratively with supervisors and employees where performance and disciplinary issues may exist to correct the situation in a positive and proactive manner.
- Direct and oversee the long-range strategy and short-term implementation of technology solutions including computer network, desktop, and telecommunication systems.
- Manage and oversee risk management functions for the City including OSHA compliant safety program, prevention and training plan, workers' compensation administration, and emergency plans.
- Represent the Department to outside groups and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.

The Ideal Candidate

The City is seeking a talented and collaborative local government professional to serve as its next Administrative Services Director who, ideally, has the following characteristics which will lead to success:

- Strong communication and presentation skills are important, as the Administrative Services Director regularly presents to the City Council.
- The ideal candidate will be a strong partner with other members of the City's executive team, providing sound advice and support.
- While significant experience in either finance or human resources would likely promote success in the role, the ideal candidate would have a strong background in human resources with good familiarity with budget, finance and risk management.
- In approximately two years, the City will be considering an new ERP system. Experience with ERP implementations or conversions would be an asset.



Experience and Education

Any combination of education and experience that would provide the knowledge, skills, and abilities necessary is qualifying. The following is a typical way to qualify:

Education: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, accounting, finance, human resources, organizational behavior, organizational development, information technology or a related field. A Master's degree in a related field is highly desirable.

Experience: Seven years of increasingly responsible management level experience in public administration, finance, human resources, or information technology, including four years of administrative and management responsibility.

The Compensation

The salary range for the position of Administrative Services Director is **\$142,858 to \$188,933**, depending upon qualifications. In addition, the City offers a competitive benefits package. Further details on compensation and benefits may be obtained through Ralph Andersen & Associates.

The Recruitment Process

Interested candidates should **apply immediately**. To be considered, submit a compelling cover letter and comprehensive resume to apply@ralphandersen.com. Top candidates may be asked to complete supplemental material to elaborate on areas of expertise and demonstrate their ability to communicate effectively. Candidates are encouraged to apply early for maximum consideration.

References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Greg Nelson or Bryan Noblett, Ralph Andersen & Associates, at (916) 630-4900.



www.citrusheights.net