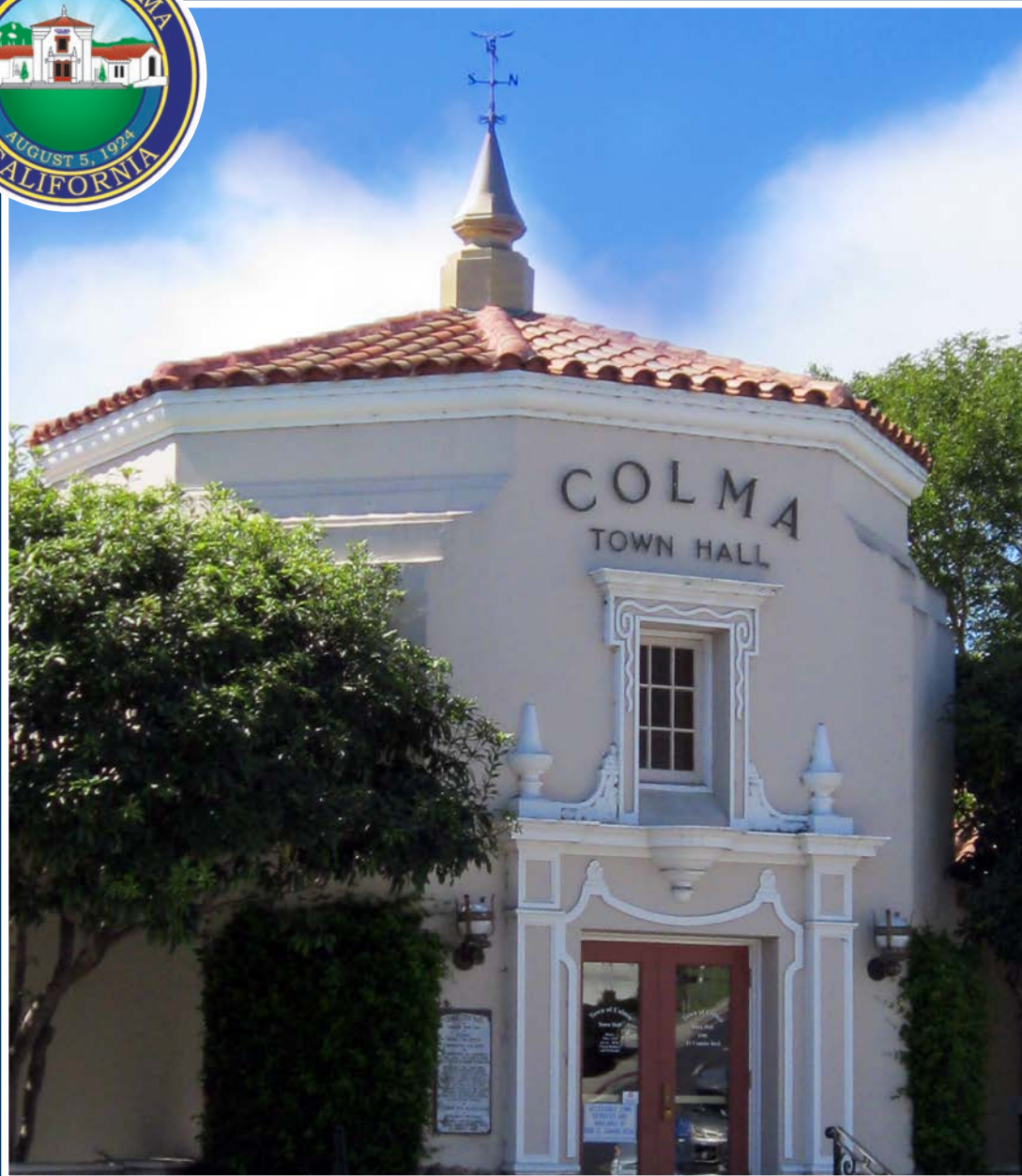


The Town of Colma



invites your interest in the position of

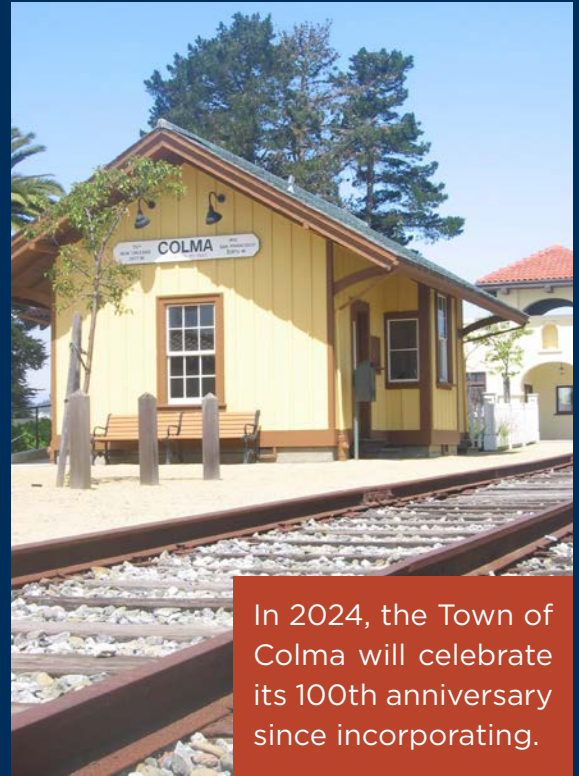
Administrative Services Director



Recruitment Services Provided by
Ralph Andersen & Associates

Exciting Career Opportunity!

Nestled at the northern end of the Peninsula in the San Francisco Bay Area is the small community of Colma. The Town of Colma is conducting a statewide search for a new Administrative Services Director who will contribute as a department director with oversight of finance, human resources, and information technology (outsourced to local IT vendor). The ideal candidate will be an outgoing and engaging individual who enjoys people and public service. The Administrative Services Director also serves as the top fiscal advisor to both the City Manager and the City Council. Colma residents take great pride in their community and are actively involved in participating in the budget process. Community expectations are of clear concise and transparent financial reporting. As such, this is an attractive career opportunity in local government for someone who understands the benefits of having a thriving commercial and retail environment as a means to deliver community services and public safety to residents. With an eye on future, the Administrative Services Director will be a well-rounded professional with a focus on best practices in local government complemented by revenue enhancements and cost efficiencies.



In 2024, the Town of Colma will celebrate its 100th anniversary since incorporating.

About the Town of Colma

The Town of Colma, known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,506 residents – and 1.5 million “souls;” however, Colma is more than just 17 cemeteries. It is a small, yet mighty, unique municipality – well managed, fiscally healthy, surrounded by much larger cities and has approximately 44 FTEs including its own Police Department.

Colma’s commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm, from brick-paved residential streets and ornamental street lamps, to a restored historical museum and railroad depot located at its 5,500 square foot Community Center. The Police Station is characterized by inlaid arches and a three-story clock tower.



“It’s great to be alive in Colma”

Colma Today

The Town of Colma covers only 2.2 square miles. The overall activity and traffic levels resemble a much larger community in terms of visitors, shoppers, and commuters. Daily visitors often exceed 20,000.

The community has excellent freeway access and is also served by the BART System. The Colma Station is served by the Pittsburg/Bay Point-SFO/Millbrae and Richmond-Millbrae lines. Residents are proud of having their own police department. The Police Chief is supported by an active department (19 sworn staff; 7.5 non-sworn) providing three shifts that serve the community and also offer mutual aid to its neighbors. Other services provided by the Town include recreation, public works, maintenance, planning, and economic development. Staffing is comprised of both in-house and various service providers/contractors. For Fiscal Year 2023-2024, total expenditures for all funds are budgeted at \$23 million, comprised of \$21.7 million in Operating Expenditures and \$1.3 million in Capital Improvement Projects. The General Fund Reserve balance is \$35.1 million.

Today and since the 1980s, Colma has expanded its economic base and become more diversified, with a variety of retail businesses and automobile dealerships, which have brought more sales tax revenue to the Town government. There are 17 cemeteries; 10 auto dealerships, representing 15 automobile brands; and a vibrant and active cardroom (Lucky Chances) that employs more than 600 individuals. Major retail and key employers include: Target (Serra Center), Kohls, Office Depot, Ashley's Furniture, Beverages and More (BevMo!), Boot Barn, CarMax, Good Feet, Pet Club, Home Depot, and a Home Depot Pro as well as the 280 Metro Center. All electric car makers Tesla and VinFast have chosen the Town of Colma as one of their primary sales and service centers. The fiscal stability and outlook for the future is strong. Current reserves demonstrate the overall health of the organization with continued emphasis on sales tax and conservative fiscal practices of the Town's leadership. Continuing this strong sales tax base is important to both the City Council and the residents.

Residents continue to celebrate many community events throughout the year that are extremely well attended. Events include Family Field Day & BBQ, Town Picnic and Colma Game Night as well as many other activities supporting youth and the active senior population. Town-sponsored events reflect a close-knit community and the type of interaction, visibility, and civic engagement that residents and the City Council will expect from the new City Manager.

Candidates should be aware that housing and rental stock in Town are scarce and infrequently available. As a result, the majority of the Town's staff commute to work and do not live in Town. The City Council has publicly stated and understands that the City Manager will not be expected to live in Colma.



Organizational Leadership / Governance

Colma is a general law city, and the City Council is the governing body of the Town. The focus of the City Council has consistently been to preserve and enhance the character unique to the Town of Colma and promote the community as “business friendly.” Municipal Elections are held in November of even-numbered years. The Mayor and Vice Mayor are elected by the Council for one-year terms each December. Council Meetings are held the second and fourth Wednesday of each month at 7:00 p.m.

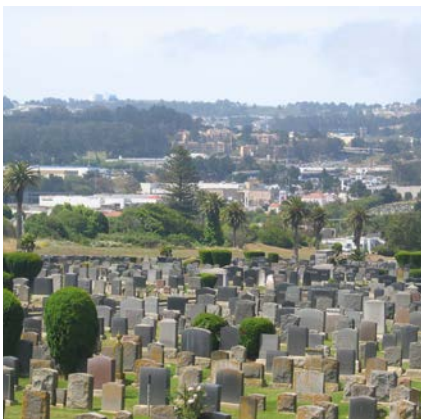
The City Manager is Daniel Barros, recently appointed in August 2023. To view a current organization chart of the Town of Colma, click [here](#).

Administrative Services Director

This position is an at-will employee and reports directly to the City Manager. The role has broad latitude to perform the functions under the established policies of the Town and best practices in local government. The Director is a key and vital member of the Town’s leadership team.

Under the executive direction of the City Manager, the Administrative Services Director:

- ◆ Provides professional technical support and guidance.
- ◆ Acts as a consultant and advisor to operating departments.
- ◆ Supervises and oversees functions in the areas of Finance, General Services, Human Resources and Risk Management, which includes:
 - ◇ Day-to-day management of the Finance Department, including the following staffing: Accounting Manager and two Accounting Technicians (who report directly to the director level);
 - ◇ Provides direction to the Human Resources Manager;
 - ◇ Oversight of the Information Technology contract; and
 - ◇ Management of the Town’s liability insurance and risk management programs.
- ◆ Oversight including investments, financial transaction processing, record keeping and reporting, and payroll. Importantly, the Director also coordinates the production and the administration of the Town’s Budget and coordinates assigned activities with other departments, officials, outside agencies, and the public. The Director also provides highly responsible and complex professional assistance to the City Manager, often in a public forum.
- ◆ Has responsibility for short- and long-term planning, development, and administration of departmental policies, procedures, and services with the ability to develop, oversee, and implement projects and programs in a variety of areas.
- ◆ Coordinates the activities of other outside agencies and regulators.



Priorities

- ◆ Advise City Manager and Department Heads on complex personnel, budget, and liability matters;
- ◆ Understand and strategically review, recommend, and implement the latest information and communication technology;
- ◆ Act as a hands-on Director, actively participating in general accounting functions, fiscal reporting, accounts payable and receivable, payroll, and internal accounting controls and audits;
- ◆ Lead Town's annual budget development process;
- ◆ Direct and support the full range of human resources activities of the Town including: recruitment, selection, compensation and development of employees; benefits administration; labor relations; contract negotiations; and leave management;
- ◆ Serve as Risk Manager and administer daily activities of the Town's insurance programs;
- ◆ Develop policies and procedures for all areas of responsibility;
- ◆ Ensure legal compliance with local, state, and federal laws; and
- ◆ Prepare staff reports, resolutions, policies, procedures, and other materials for presentation to City Council.

Ideal Candidate

The ideal candidate is an experienced, well-rounded municipal professional with a strong financial background, who is ready to make an immediate impact and work side-by-side all levels of staff to get the work done. As is common with small organizations, collaboration and multi-tasking abilities are extremely important. The ideal candidate will:

- ◆ Maintain cooperative relationships with the public, elected officials, and other employees;
- ◆ Respect the diversity of staff and the community; and
- ◆ Be a steward of the resources provided.

Additionally, the Director will have the following characteristics and attributes which will lead to success:

- ◆ Engaging and collaborative leadership style;
- ◆ Strategic and focused on the big picture primarily in the area of financial management, budget, and long-range financial management;
- ◆ Desire to mentor and guide staff in a positive and productive way that builds-up the individual members of the team;
- ◆ Strong communication and presentation skills to support frequent interaction in a public forum with the City Council, elected officials, or community groups;
- ◆ Excellent relationship-builder in order to partner with other members of the Town's executive team, providing sound advice and support; and
- ◆ Ability and willingness to implement and deliver on best practices in local government.

Qualifications – Education and Experience

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:** Requires possession of a Bachelor's degree in Human Resources, Information Technology, Business, Public Administration, Finance/Accounting, or closely related field. Master's degree is desirable.
- ◆ **Experience:** Requires five (5) years of increasingly responsible experience in finance or human resources management. While municipal government experience is not required, some familiarity with municipal operations is necessary to perform this high-level management job. Possession of a Master's degree in one of the areas noted above may be substituted for one year of the required general experience.

Knowledge of: Principles and practices of municipal finance, human resources, risk management, technology and communication systems, budget preparation, and administration; principles of supervision, training, and performance evaluation; principles and practices of team building and leadership; applicable State and Federal laws and regulations; and contract management.

Ability to: Establish, maintain, and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in-person, via e-mail, and over the phone; communicate effectively, both orally and in writing; develop and coordinate finance, human resources, information technology and risk management programs; conceive, propose, implement, and maintain sound procedures and records; compile, correlate, and analyze a large volume of written and numerical data; and prepare and present staff reports at City Council meetings.

Salary and Benefits

- ◆ Annual salary of \$174,845 to \$212,534. Placement in the range will be based upon qualifications and experience;
- ◆ Fully Town-paid medical, dental, and vision insurance for employee and eligible dependents;
- ◆ PERS Retirement - Classic 2%@60 or PEPRA 2%@62. Candidates should be aware that the Town does participate in Social Security and Medicare;
- ◆ Town paid \$50,000 Life insurance for employee;
- ◆ \$100 monthly matching Deferred Compensation Program (voluntary);
- ◆ Health Club fees are fully paid up to \$47.00/month;
- ◆ 1.5% salary contribution to portable, 100% vested Retiree Health Savings Account;
- ◆ Management Leave - 10 days per year;
- ◆ Vacation - Accrued at 10 - 25 days annually, based on length of prior public service; and
- ◆ Sick Leave - Accrued at 8 hours per month.

WWW.COLMA.CA.GOV

To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the recruitment closing on **Monday, May 20, 2024**. Candidates should submit a comprehensive résumé and a compelling cover letter via email to: apply@ralphandersen.com. Confidential inquiries should be directed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices.

