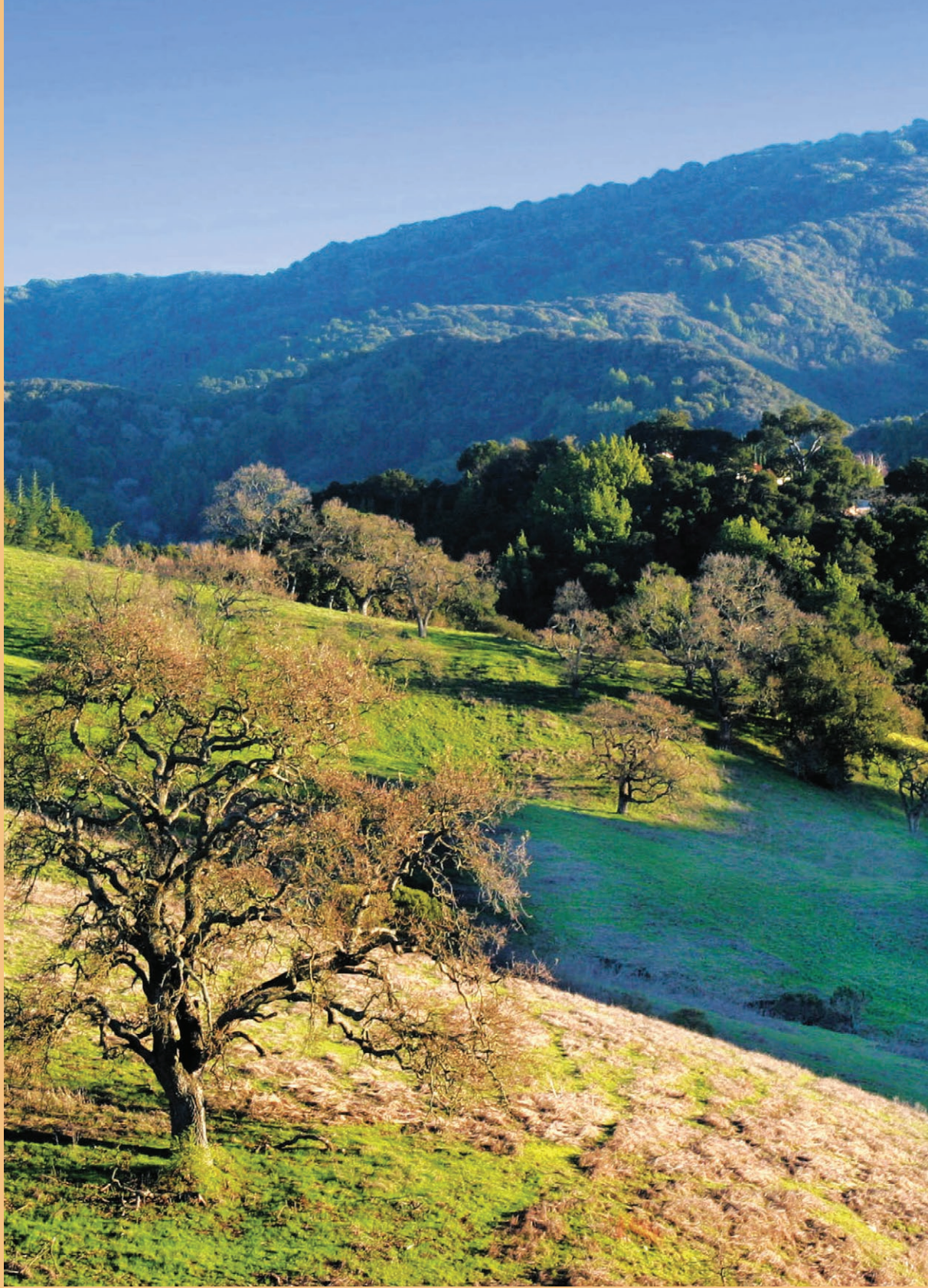


Peckham & McKenney
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EXECUTIVE SEARCH

Administrative Services Director

TOWN OF LOS ALTOS HILLS, CALIFORNIA

THE COMMUNITY

The Town of Los Altos Hills, a premier residential community, is nestled in the scenic hills of northern Santa Clara County adjacent to the cities of Palo Alto and Los Altos. Incorporated in 1956, the Town is 35 miles south of San Francisco, 5 miles south of Stanford University and 17 miles north of downtown San Jose. The Town of Los Altos Hills encompasses nine square miles, making it one of the smallest incorporated towns in Santa Clara County. The Town is primarily residential, with a population of approximately 8,400.

Many are drawn to this Town because of the beauty of the area - rolling hills, numerous creeks, densely wooded areas, and an extensive Pathway System comprised of 85 miles of beautiful trails and off-road paths that meander around and connect to most of the community. Combined with the natural beauty, physical assets, and the determination of the residents to maintain their rural lifestyles, the Town remains one of the most beautiful and desirable residential communities in Northern California. One of the most distinctive features of the town is the singular dedication to the preservation of a "residential-agricultural" lifestyle, which is



manifested in gracious homes, vast open lands rolling hills, spectacular views of the South and East Bay communities, and a uniquely rural atmosphere—a rarity in the one of most densely populated counties in California. Another significant feature of the Town is the absence of commercial activity, which the founding fathers foresaw, and present residents have long upheld as necessary to preserve the kind of lifestyle they desire by choosing to live within the Town limits.

Town residents are known for their spirit of community volunteerism and are very active in Town activities and programs, serve on Town committees, and participate in local events. Demonstrating a “pride in ownership” philosophy, the town boasts 12 active committees. This inclusive, open style of local government is embraced by

the residents and is part of what makes Los Altos Hills a unique and desirable community. [Town of Los Altos Hills Website](#).

THE ORGANIZATION

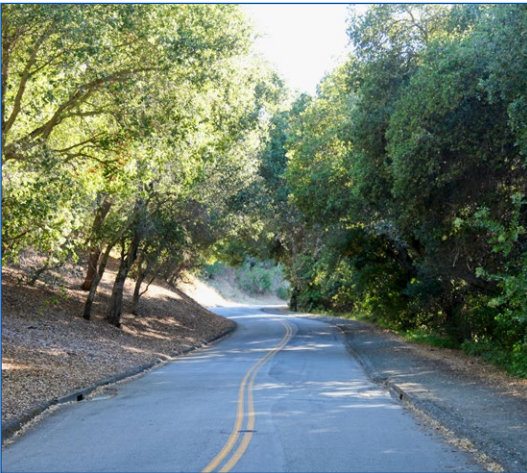
The Town of Los Altos Hills operates with a council-manager form of government with 28 employees that support a range of services, including planning, building inspection, code enforcement, engineering, public infrastructure maintenance, parks maintenance, a sewer system, recreation programs and other governmental functions. The FY 2023-24 general fund budget is \$16 million and supports the five Town Council priorities: Maintain Quality of Life and Community Character, Promote Public Safety, Increase Effective Service Delivery and Governance, Protect and Maintain Infrastructure, and Risk Management. The City Manager and Town Council support and encourage a healthy life / work balance. The City Manager and Town’s management team are family oriented, cohesive, collaborative, and unified.

THE DEPARTMENT

The Administrative Services Department consists of four full-time employees including the Administrative Services Director, Senior Accountant, Accountant, and an Accounting Technician. The Department’s goals are to provide oversight and support of the Town’s organization including: timely and accurate financial transaction processing and reporting; providing services that effectively protect and maximize the use of Town resources for the good of the community; supporting workforce best practices and policies consistent with Federal, State and local mandates and regulations; and ensuring implementation of safety policies and risk management best practices and procedures to mitigate the Town’s risk exposure. The Department’s 2023-24 budget is \$929,236.



The Administrative Services Director is staff liaison to the **Finance & Investment Committee** which is comprised of a minimum of five and a maximum of nine members and meets at 4:00 p.m. the first Monday of each month.



THE POSITION

Under the general direction of the City Manager, the Administrative Services Director oversees, plans, and directs the Town's financial services, human resources, and other general administrative functions. This includes the maintenance and monitoring of financial and accounting systems; preparation and analysis of complete financial statements; administration of personnel, employee benefits, and related contracts; data processing; treasury functions; and preparation of the Town's operating and capital budgets. The Director supervises a staff of three and is a key member of the Town's executive management team.

THE IDEAL CANDIDATE

The City Manager is seeking a solution-oriented professional who thrives working in a small team environment in support of the Town's objectives. The new Director must be comfortable and enthusiastic about working with a very engaged, sophisticated, and informed community. They will have significant experience in municipal finance and

will bring strong leadership to the Administrative Services Department and the Town. Experience in human resources, either from a technical or management perspective, will be valued. Given the size of the Town, a successful Director will need to work at a high-level to effectively develop and address strategic initiatives while also being detail oriented to assist and support day-to-day operations. The new Director must be willing and able to work with a high level of independence and apply a high standard of professional ethics to their decision making and recommendations.

The person selected for this position must possess significant knowledge of municipal operations, be team oriented, and be able to work effectively with others at all levels of the organization, including Town Councilmembers, commissioners, and members of the public. The Director will have the ability to anticipate issues, identify alternate courses of action, and present recommendations to the appropriate stakeholders. Excellent communication skills, both oral and written, are essential.

Being able to bring people together solve problems creatively is another skillset that is highly desirable, as is an approachable, friendly, open, and participatory management philosophy that encourages interdepartmental cooperation, coordination, and high productivity.

Through the Town's strategic planning process, there are a number of initiatives where the Administrative Services Director will be engaged beyond day-to-day operations. Some of these initiatives include efforts to support employee attraction and retention, reviewing the

Town's classification structure and planning for growth, streamlining and automation of current systems and processes, and policy updates to enhance organizational effectiveness. The Director will also support other strategic initiatives throughout the organization.

EXPERIENCE/EDUCATION REQUIREMENTS

The selected candidate will possess a Bachelor's degree from an accredited four year college or university, with major course work in business, public administration, and/or related fields and five years of progressively responsible accounting experience, with at least three years of experience in municipal accounting.

THE COMPENSATION PACKAGE

The annual salary for this at-will position is up to \$245,605, depending on qualifications. The salary will receive an automatic CIP adjustment each July.

The Town offers the following excellent benefits:

FLEXIBLE WORK SCHEDULE: Staff have the option to work a 9/80 schedule or telecommute one to two days per week with City Manager approval. Town Hall is closed to the public on Fridays.

AUTO ALLOWANCE: \$250 per month.

Retirement:

- CalPERS Defined Benefit Pension:
 - » Classic members 2% @ 60 - Employees pay the 7% employee contribution.



- » PEPRAs members 2% @ 62 – Employees pay the full employee contribution (50% of the normal cost).
- Mission Square 401a Supplemental Retirement Plan: Town will contribute up to 4% base salary with a cap of the PEPRAs salary maximum.
- Mission Square 457 Plan – Voluntary contribution.
- The Town does not participate in Social Security System, however, it does participate in Medicare and the employee portion is 1.45%.

RETIREE MEDICAL

REIMBURSEMENT: Employees who retire from the Town with at least 5 years of service and a minimum of 10 years credited service in CalPERS will receive reimbursement for their PEMHCA premium on a sliding scale up to 100% (at 20 years). Reimbursement starts at age 60, ends at 65, and is based on the Kaiser employee only subscriber rate.

MEDICAL BENEFITS: The Town offers a flexible benefit plan and will contribute \$913.74 (employee only), \$1,736.11 (employee +1), or \$2,229.52 (family) per month that may be used to select any CalPERS PEMHCA medical plan, short-term disability, a variety of indemnity benefits, and/or contribute



SEARCH SCHEDULE

- Filing Deadline:..... October 7, 2023
- Preliminary Interviews (telephonic): October 16 & 17, 2023
- Recommendation to Town: October 27, 2023
- Panel Interviews (In-Person): November 6, 2023
- Finalist Interviews (In-Person):..... November 6 or 7, 2023

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

to a flexible spending account. If the employee selects a plan with a premium higher than the Town contributions, the difference will be paid by the employee. Cash-in-lieu for opt out is available with proof of insurance.

DENTAL & VISION: The Town pays 100% of the premium for the employee and all eligible dependents.

LIFE INSURANCE / AD&D: Life insurance equal to one time the annual base salary to a maximum of \$150,000 is paid for by the Town.

LTD / STD: The Town provides long-term disability coverage of 60% of monthly salary to a cap of \$5,000 after a 90-day waiting period.

EMPLOYEE WELLNESS: Up to \$575 annually may be reimbursed for programs, activities, and equipment that promote good health.

PAID TIME OFF: The Town provides up to 20 days of vacation per year depending on longevity; 8 hours of sick leave per month; 14 holidays; and up to 96 hours of administrative leave per year. The City Manager may provide credit for years of service for the purpose of determining vacation accrual.

TUITION REIMBURSEMENT: Up to \$1,500 may be reimbursed per fiscal year for approved college, university, or technical school courses that have a strong nexus to the employee’s service to the Town.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume, with month and year of employment, and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com