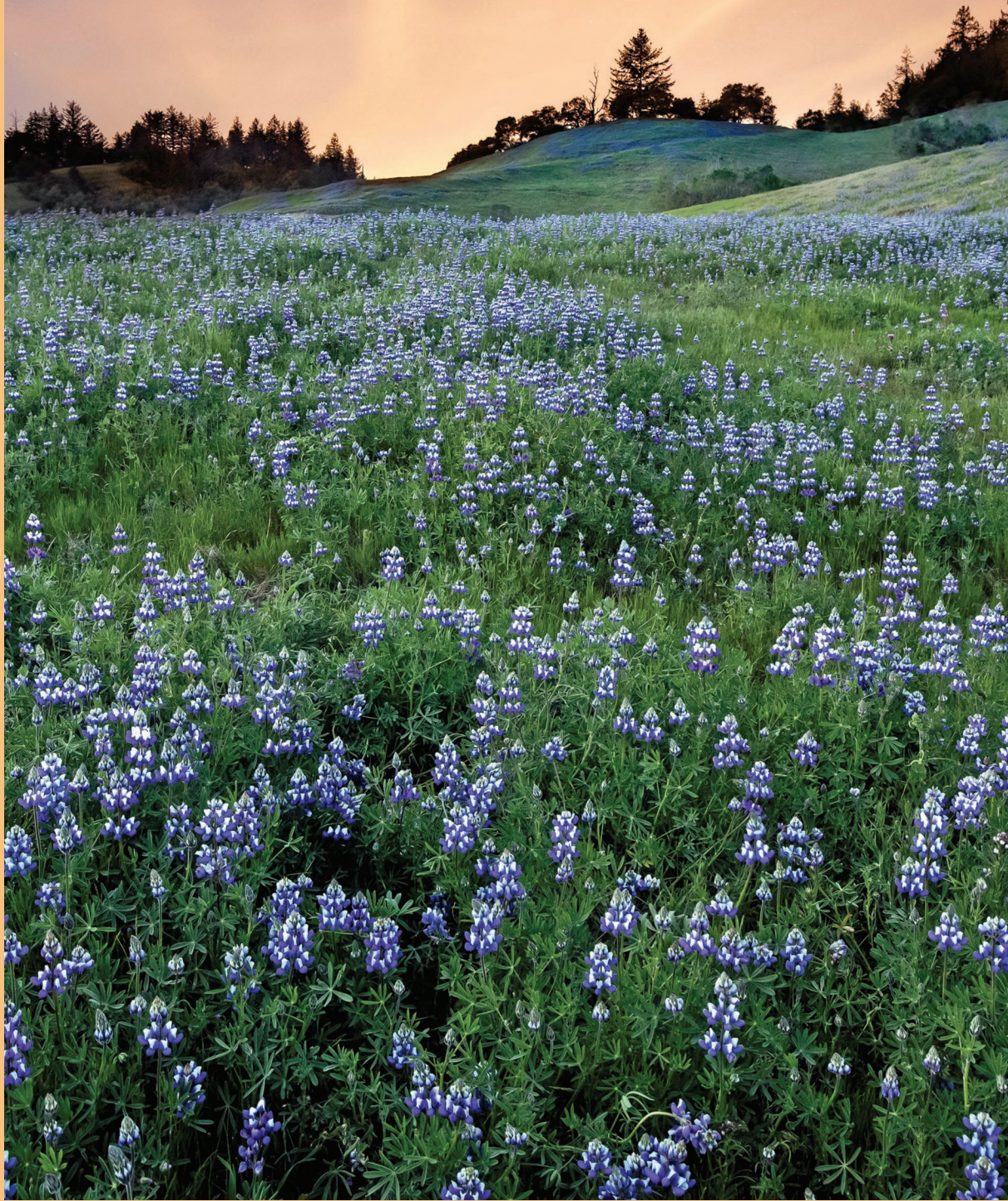


Photo Credit: Paul Zaretsky



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Administrative Services Director
CITY OF SCOTTS VALLEY, CALIFORNIA

THE COMMUNITY

The City of Scotts Valley, with a population of 12,000 and a land area of 4.62 square miles, is nestled in the picturesque Santa Cruz Mountains just six miles northeast of Santa Cruz and yet only twenty miles from San Jose and Silicon Valley. Residents of this small but vibrant community enjoy a year-round climate that is typical of coastal mountain terrain with occasional cool, foggy mornings but generally mild summers and a warm, dry autumn.

Scotts Valley enjoys convenient access to quality institutions of higher learning including University of California Santa Cruz, San Jose State University and Cabrillo College. The public schools are part of the Scotts Valley Unified School District, and Scotts Valley High School is **ranked #283** among California public high schools by *U.S. News & World Report*.

Scotts Valley and Santa Cruz County offer a multitude of cultural resources such as theater, music and the arts. Recreational opportunities abound with outdoor activities like surfing, boating, camping, biking, hiking, and horseback

riding along miles of scenic redwood forest and coastal trails. Henry Cowell Redwoods State Park is located adjacent to the City on more than 4,650 acres of forested and open land including a 40-acre grove of towering old-growth redwood trees. In addition to Henry Cowell SP, there are many thousands of acres of other public lands in close proximity to the City. From Scotts Valley, it is less than seven miles to the popular Santa Cruz Beach and Boardwalk.

A variety of businesses contribute to a thriving local economy in Scotts Valley. Due to its proximity to the innovation of Silicon Valley and creativity of Santa Cruz, Scotts Valley is the startup home for many global companies like Netflix, CrossFit, FitAid, and Seagate. A thriving biking/motorsports sector includes Fox Factory, Giro, and Zero Motorcycle who all call Scotts Valley home. Tech start-ups ranging from online education to photocell manufacturing are in the process of establishing businesses here. These businesses provide diverse employment to the community and contribute to the City's tax base. The small town feel

of Scotts Valley is bolstered by locally owned boutique shops and restaurants like the new Faultline Brewery and the Original Ferrell's Donut Shop.

Because of its spectacular natural setting and small-town flavor, Scotts Valley is one of the best places to live and work on the central California Coast. Community events like Music in the Park, Food Truck Fridays, the Art, Wine and Beer Festival, soccer tournaments, ultimate frisbee tournaments, and the annual Fourth of July fireworks and parade, are some of the events that contribute to this lively community. Its location provides easy access to both metropolitan and beach communities. To learn more about this beautiful and charming city, visit www.scottsvally.org.

THE ORGANIZATION

Incorporated in 1966, Scotts Valley is a full-service General Law city operating under a Council/Manager form of government. The stable and professional five-member City Council is elected to four-year overlapping terms, and fellow Council Members select the Mayor and Vice Mayor on an annual basis. A City Manager is appointed by and reports to the Mayor and City Council. City Manager Mali LaGoe joined the City of Scotts Valley in January of 2022. One of her top first-year goals, Ms. LaGoe is building a full-strength team of highly dedicated and capable professionals that are helping to lead the City forward.

The City of Scotts Valley has stable revenues — a \$20 million General Fund budget and a \$38 million operating budget citywide. The City employs 66 budgeted full-time employees within the following departments: Administration (City Manager, City Attorney, and City Clerk), Administrative Services (Human Resources, Finance and IT), Police,



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Community Development (Planning and Building), and Public Works, which includes a Parks and Recreation division. The City also operates its own wastewater treatment plant/recycled water facility. Separate special districts provide water and fire services.

The City organization prides itself on being a small but mighty team with a culture built on teamwork, flexibility



and friendliness. We embrace new ideas, support professional growth and thrive on getting things done. A recent employee survey showed 74% positive job satisfaction with the top reasons to stay with Scotts Valley being their relationships with coworkers and enjoying their work.

THE POSITION

Reporting to the City Manager, the Administrative Services Director will oversee a staff of 3 full-time equivalent positions. The City is seeking a candidate with experience in municipal financial operations and knowledgeable of general accounting functions, fiscal reporting, accounts payable/receivable, payroll, business licensing, internal accounting controls, external audit coordination, annual budget preparation and oversight, and all other finance-related matters. Prior

experience with budgeting, financial management and enterprise resource planning (ERP) software using the OpenGov platform is a plus.

The Administrative Services Director oversees all human resource services and activities focused on classification and compensation administration, human resource records, benefits administration, and development of personnel policies and procedures. The Administrative Services Director also takes responsibility for ensuring that City departments are adhering to the City's risk management program policies and best practices and oversees the City's contract IT services.

The ideal candidate is as follows:

1. Works collaboratively and as a partner with the City Manager, executive management team, and staff in a respectful, collegial, and responsive manner.
2. Possesses strong municipal finance experience and skills and is knowledgeable and conversant on matters of local government human resources and technology.
3. A highly ethical self-starter who can hit the ground running.
4. Has a public service mindset, cares about the community and is willing to embrace the opportunities of working in a smaller city government.
5. Possesses good presentation, communication, and listening skills.
6. A mentor who is approachable and committed to staff training and development and leads by example.

As a member of the Executive Team, the Director will provide advice and assistance to the City Council and City Manager on complex financial management issues; will respond to staff and citizen inquiries; and will assist other departments in all matters involving finance, human resources, and technology issues. On occasion, the City Manager will request that the Administrative Services Director retain and make use of consulting experts to perform special studies and analyses on operational and administrative issues, conduct organization and management reviews, and subsequently formulate recommendations and prepare reports for consideration.

This position requires a Bachelor's degree from an accredited college or university in Accounting, Finance, Business, Public Administration, or a related field. A Master's degree is highly preferred. In addition, qualified candidates will



bring a minimum of five years of progressively responsible experience in public sector financial or administrative management.

THE COMPENSATION

The City of Scotts Valley is offering a competitive annual salary of \$136,716 to 183,228, and appointment within the range will depend on the qualifications and experience of the selected candidate. In addition, the City provides the following benefit package:

RETIREMENT: California Public Employees' Retirement System (CalPERS). Retirement formula of 2.5% at 55 based on a single-highest year compensation, with employee paying an employee contribution of 8% (Classic). For new CalPERS Members (PEPRA), the retirement formula is 2% at 62, based on a three-year final compensation period, with the employee paying a 6.75% contribution.

SOCIAL SECURITY: The City of Scotts Valley participates in Social Security.

HEALTH INSURANCE: CalPERS medical — Medical premiums paid by the City per month as follows: \$1,000

SEARCH SCHEDULE

Filing Deadline.....	December 2, 2022
Preliminary Interviews.....	December 5-16, 2022
Recommendation of Candidates	December 21, 2022
Initial Panel Interview with the City	January 12, 2023
Finalist(s) interview.....	January 18, 2023

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

Employee; \$2,000 Employee + 1; \$3,000 Employee + 2. City self-insured dental, and vision coverage premium paid at 100% for employee and dependents. Retiree medical coverage for employee and spouse based on years of service.

LIFE INSURANCE: City-paid life insurance policy of \$50,000.

DISABILITY INSURANCE: City-paid long-term insurance.

VACATION: 15-25 days annually depending on years of service.

HOLIDAYS: 14 designated days and 2 floating holidays per year.

ADMINISTRATIVE LEAVE: 80 hours per fiscal year.

SICK LEAVE: 12 days per year.

The City of Scotts Valley will consider generous sign-on or retention bonuses, vacation accrual rate credit for years served at other public agencies and alternative or hybrid work schedules for the Administrative Services Director position.

The City of Scotts Valley is an Equal Opportunity Employer.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, we invite you to visit our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Carl Cahill, Executive Recruiter at (650) 504-3515 or carl@peckhamandmckenney.com if you have any questions regarding this position or the recruitment process.

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