



# The City of Fullerton, California

invites your interest in  
the position of

## Director of Administrative Services



# City of Fullerton



*The City of Fullerton is a full-service General Law city operating under a Council/Manager form of government. The City Council, comprised of five members elected at large, enacts policy and provides political leadership, while the City Manager directs City departments in carrying out that policy. The City Council also serves as the Fullerton Redevelopment Agency Board. City government is organized into departments including Administrative Services, Human Resources, Fire, Police, Community Development, Engineering, Maintenance Services, Parks & Recreation, Library and Redevelopment. The City is staffed by approximately 750 employees and has a budget of \$244 million (City and Redevelopment Agency).*

*The City of Fullerton seeks to hire a Director of Administrative Services to succeed the incumbent who is retiring after 26 years of service with the City.*

## The Position

The new Director of Administrative Services will serve as a key member of the Executive Management Team and is appointed by and reports directly to the City Manager. The City of Fullerton, like many other municipalities throughout the state and the nation, is facing financial challenges now and in the immediate future. The Director of Administrative Services will play a **critical role** in ensuring successful navigation through the various threats to the City's financial stability.

The Director supervises a professional and administrative support staff and through them, all Department employees. The incumbent is responsible for preparing and managing the department's \$14.8 million operating budget and ensuring completion of goals, objectives and performance measures. This position has continuing interaction with the City Council, Redevelopment Agency Board, other City department heads, management staff, bargaining unit representatives, the public, the media, and representatives of neighboring agencies.

## The Ideal Candidate

*The City seeks a municipal finance professional with a Bachelors Degree in Finance, Management, Business Administration, Public Administration or a related field from an accredited college or university; an appropriate graduate degree is desirable as is at least eight years of recent, continuous, progressively responsible public municipal finance experience, including two years at the director level or five years at the*

*mid-management level or higher in an organization comparable to Fullerton. The ideal candidate:*

- Demonstrates solid, proven expertise in municipal finance.
- Projects a strong leadership presence and a confident, capable demeanor.
- Problem solves with vision and provides viable solutions to complex challenges.
- Effectively evaluates and communicates short and long term implications of financial and investment decisions.
- Skillfully team builds and establishes positive working relationships with the City Council, the City Manager, other members of the Executive team, and departments.
- Makes presentations to City Council and other groups in a clear, concise, and credible manner.
- Embraces expanded use of technology to improve services.
- Efficiently manages multiple programs and responsibilities while consistently meeting deadlines.
- Possesses substantial knowledge of CalPERS retirement programs; Federal and State laws impacting finance, investments, and payroll; and municipal debt instruments.
- Ensures success of the department by establishing and maintain meaningful and realistic goals.

# Our Community

Approximately 22 square miles in size and the seventh largest city in Orange County, Fullerton is a dynamic and diverse community of 136,000 residents who enjoy 1,000 acres of parks and trails, and a revitalized historic downtown area.

Fullerton's historic buildings, tree-lined streets, specialty shops and restaurants, and the Downtown Fullerton Market all contribute to a small town atmosphere while myriad recreational, cultural and educational opportunities are available through 52 parks and 28 miles of hiking, biking and equestrian trails, two 18-hole golf courses, five universities and colleges, two public libraries, an arboretum, and a number of cultural and community centers. Orange County's only municipal airport is located in Fullerton as is a major transportation hub.

Located just 20 miles south of Los Angeles with access to two major freeways, Fullerton is also a short drive from beaches, mountains and the desert. Major nearby attractions include Disneyland, major sports facilities for the Angels and the Ducks, water and theme parks, and performing arts centers.

## The Department

The Administrative Services Department is staffed with 41.3 funded regular positions and additional contract positions. Internal and external customers are served through the following divisions:

**Administration** establishes and carries out policies and procedures for overall direction of the department and provides administrative and clerical support for the other divisions. The division is responsible for preparation and presentation of periodic financial reports to the City Council.

**Fiscal Services** provides accounting, financial and budget services including payroll, accounts payable/receivable, general accounting, and preparation of the City's two-year budget. The division is also responsible for preparing the Comprehensive Annual Financial Report, the Annual Report of the Redevelopment Agency, and a variety of financial reports to the City Council, the Redevelopment Agency Board, departments, and other governmental entities.

**Purchasing** provides administration of contracts for supplies, equipment and services. The division is also responsible for reprographic and mail services.



**Revenue & Utility Services** is responsible for investment of the City and Redevelopment Agency monies; establishment and maintenance of banking and broker relationships and accounts; administration of the business registration program, collection of local taxes, airport leases and other revenue producing contracts; administration of water utility customer service, meter reading, billing and collection programs; management of refuse, gas, and electric franchise agreements; and centralized cashiering. The division also provides reception services for City Hall.

**Information Technology** is responsible for the administration and operation of City management information systems resources; oversight of the City's computer center, maintenance and support of software application, training and support of personal computers, center computer and network server maintenance, and planning for future system and software needs. The division includes both in-house and contract staff.

**Legal Services** provides administration of City Attorney contract and serves as the cost center for City Attorney services.

**Refuse Collection** provides administration of the exclusive franchise agreement with MG Disposal.

# Salary and Benefits

*The salary control point (midpoint of the salary range) is \$153,269. Appointment will be made within the range DOQE. The City offers an attractive benefits package including:*



- Full City payment of the employee's 7% contribution to the California Public Employees' Retirement System (CalPERS), which includes the "2% at 55" formula. Fullerton does not participate in the Social Security retirement system.
- Personalized benefits alternatives, including a tax-free reimbursement plan, choice of health insurance coverage with Blue Cross, Kaiser or CaliforniaCare, and dental insurance through Blue Cross. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.
- City-paid life insurance equal to annual salary.
- City-paid long-term disability insurance.
- A vehicle allowance of \$350 per month.
- Eleven holidays, liberal vacation benefits and nine days of executive leave each year.
- Tuition reimbursement of up to \$2,500 for job-related education.
- Up to \$750 per year for a comprehensive medical examination and/or wellness program.
- 9/80 work schedule.

## Selection Procedure

To participate in the selection process, a completed City application, resume and supplemental questionnaire must be received in the Human Resources Department by December 9, 2009. A resume will not be accepted in lieu of any portion of the City application.

Application packets will be thoroughly reviewed. Those candidates whose applications clearly show they most closely meet the needs of the City in terms of expertise, experience, education and other job-related characteristics will be selected to continue in the recruitment process. This process may include multiple interviews and other testing processes. **Interviews are tentatively anticipated to occur during the period January 11, 2010 through January 22, 2010.**

The finalists will be subject to an in-depth background and reference check. The appointee must pass a City paid medical examination before the appointment can be confirmed. The final selection will be made by the City Manager.

**FOR AN APPLICATION  
PACKET, PLEASE  
CONTACT:  
Human Resources  
Department**

Fullerton City Hall  
303 W. Commonwealth Ave.  
Fullerton, CA 92832

Phone:  
(714) 738-6361

Email:  
HumanResources  
@ci.fullerton.ca.us

Web:  
[www.cityoffullerton.com](http://www.cityoffullerton.com)

Questions may be directed  
to Gretchen Beatty,  
Director of Human  
Resources,  
at  
[GretchenB@ci.fullerton.ca.us](mailto:GretchenB@ci.fullerton.ca.us)  
or at the above  
telephone.

