



# Employment Opportunity Administrative Services Director

Areas of responsibility:  
Finance, Human Resources, Information Technology, Risk Management

\$12,192 - \$14,820  
per month and excellent benefits

Apply by February 15, 2018



Colma Town Hall Expansion – Summer 2018

## The Position

Under the executive direction of the City Manager, the Administrative Service Director oversees the Finance Department and the functional areas of Human Resources, Information Technology and Risk Management. This position is an integral member of the Town's leadership team and provides:

- Professional technical support and guidance to all Town operations
- Day-to-day management of the Finance Department
- Direction to the Human Resources Manager
- Oversight of the information technology contract
- Management of the Town's liability insurance programs



## Priorities

- Advise City Manager and Department Heads on complex personnel, budget and liability matters.
- Supervise two Accounting Technicians and Human Resources Manager.
- Understand 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, internal accounting controls and audits.
- Lead Town's annual budget development process.
- Direct and support the full range of human resource 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.
- 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 our staff and community.
- Be a steward of the resources provided.

## Minimum Qualifications

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 years of increasingly responsible experience in finance or human resources management. While city 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

- Salary: \$12,192 to \$14,820 per month
- Fully Town-paid medical, dental and vision insurance for employee and eligible dependents
- PERS Retirement - Classic 2%@60 or PEPRA 2%@62
- Town paid \$50,000 Life insurance for employee
- \$100 monthly matching Deferred Compensation Program (voluntary)
- Health Club fees 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 service
- Sick Leave - accrued at 8 hours per month

## To Apply

Interested candidates are invited to submit a cover letter and resume by February 15, 2018, to [lburns@colma.ca.gov](mailto:lburns@colma.ca.gov) or :

**Town of Colma  
Human Resources Department  
1198 El Camino Real  
Colma, CA 94014**

If you have any questions, please contact Lori Burns, Human Resources Manager, at 650.997.8306.

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## 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 16 cemeteries. It is a small, yet mighty, unique municipality – well managed, fiscally healthy, surrounded by much larger cities and has approximately 44 FTE 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. The newly expanded Town Hall grand opening is set for summer 2018.

Within its 2 square mile boundaries, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a card room. There are two BART stations nearby.

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*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.*