ADMINISTRATIVE SERVICES DIRECTOR/TOWN TREASURER
About the Opportunity

If you have a pioneering spirit or a calling to leave a legacy, the Town of Paradise provides a unique opportunity to be part of the team to rebuild a resilient and fire-wise community. Located in Butte County, in the Sierra Nevada foothills, as of January 2018, the Town population was 26,572. On November 8, 2018, the most destructive wildfire in California State history, the Camp Fire, swept through Town destroying approximately 90% of its structures.

Now fifteen months after the fire, there is tremendous momentum and excitement surrounding rebuild efforts. Policymakers are focused on building standards and fire-resistant strategies. The community is resilient and building development has exceeded expectations. 811 building permit applications have been received to date resulting in 610 building permits issued and increasing. A talented, dedicated and professional staff is committed to assisting the community every step of the way. Collectively, the community, policymakers, and staff are determined to “Make it Paradise” again.
About the Town and Position

Founded in November 1979, the Town is a full-service municipality offering police protection; fire prevention, suppression and medical aid; community development, planning and building safety; public works, capital improvements, and street maintenance; and housing and business development programs. The Town is run through a council-manager form of city government. The Paradise Town Council is the chief policy making body for the Town. The Council is comprised of five members elected at large by the community to four-year staggered terms of office. The Town Manager leads staff in executing the vision and priorities established by the Town Council.

Under direction from the Town Manager, the Administrative Services Director/Town Treasurer oversees finance, budgeting, human resources, risk management, grants management and information technology for the Town of Paradise. This role fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups. The position exercises direct supervision over management, professional, and administrative support staff.

About the Town Treasury and Department

The Town has a dynamic and evolving budget as a result of the many new revenue sources coming in to support recovery efforts. Private grants, donations, insurance proceeds, State revenue backfills, State and Federal grants, and FEMA public assistance are creating the bridge to sustain operations and maintain financial
The Ideal Candidate will possess:

- Experience, skill, and passion for improving financial management systems and processes.
- Effective communication skills to convey financial information and express thoughts and facts clearly, including during presentations to the Town Council and public.
- The ability to quickly analyze information, identify the most critical issues and develop priorities, and appropriate course of action.
- Excellent interpersonal skills and the political astuteness to forward the interests of the Town and its constituents in negotiating and in developing agreements.
- Skill in listening to and engaging staff. Wherewithal to set the tone and culture to build a high-functioning, motivated workforce, and mentor and develop team to help them grow.
Key Job Functions

The Administrative Services Director will manage all finance division programs, services, and activities, including budget management, accounting and financial reporting, treasury and revenue management, purchasing, accounts payable, payroll, and debt management.

Therefore, experience in the following areas will be significant:

• Governmental and fund accounting
• Budget development, implementation, and monitoring
• Financial Management System evaluation and maintenance
• Cash and treasury management

Minimum Qualifications

Equivalent to a bachelor’s degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of progressively responsible management and/or administrative experience in finance, accounting, and/or auditing.

Salary and Benefits

Salary range

The salary range for this position is $112,860 to $144,040 annually, depending on qualifications. Additionally, effective July 6, 2020, the range will increase by 3%.
Benefits
Benefits provided are pursuant to the Management Group MOU. Highlights:

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS retirement</td>
<td>2%@62 for new member, 2%@60 for classic member T-2</td>
</tr>
<tr>
<td>Retiree Medical</td>
<td>Equal to active EE contribution</td>
</tr>
<tr>
<td>Admin Leave</td>
<td>120hrs/yr.</td>
</tr>
<tr>
<td>Longevity</td>
<td>5%@10yrs, up to 7.5%@15yrs</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>96hrs/yr.</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>0-4 years = 120 hrs/yr, 5-9 years = 135 hrs/yr, 10-14 yrs = 176 hrs/yr, 15 &amp; over = 200 hrs/yr</td>
</tr>
<tr>
<td>Holidays</td>
<td>11 days/yr. &amp; 28hrs Floating</td>
</tr>
<tr>
<td>Medical Plan*</td>
<td>PERS Medical Plan*</td>
</tr>
<tr>
<td>Dental Plan*</td>
<td>MetLife Dental</td>
</tr>
<tr>
<td>Vision Plan*</td>
<td>Superior Plan</td>
</tr>
<tr>
<td>*Some employee costs apply to health plans</td>
<td>**Deferred compensation in lieu of medical is an option</td>
</tr>
</tbody>
</table>

Important Application Information
To apply for this opportunity, please visit Koff & Associates; website at [www.koffassociates.com/jobs](http://www.koffassociates.com/jobs) and submit a cover letter and resume.

As an alternative, you can mail the cover letter and resume to this address:
Koff & Associates, 2835 Seventh Street, Berkeley, CA 94710

The deadline to apply is Monday, March 23.