



CITY OF
MENLO PARK



Assistant Administrative Services Director (Finance)

THE COMMUNITY

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to just under 34,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a range of backgrounds and interests who tend to be well educated and actively engaged in community life. Excellent public and private schools serve its many young families, while residents of all ages enjoy the City's numerous parks and recreational facilities. The City's close proximity to Stanford University and Menlo College provide a multitude of academic, cultural, and athletic event opportunities. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by and accessible by Caltrain. These and many other amenities contribute to Menlo Park's outstanding quality of life. The City is committed to advancing diversity, equity, and inclusion initiatives and is a leader in sustainability efforts.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops and restaurants. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park is well situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. The City hosts such major employers as Meta, SRI International, Pacific Biosciences, and CS Bio Co.

Employees of Menlo Park enjoy one of the most beautiful civic center campuses in the Bay Area. City Hall is surrounded by a serene duck pond where you can watch the ducklings grow each spring, heritage trees, a fountain sculpture, and other art sprinkled around the park. The campus includes a nine-acre park, recreation facilities, and the Menlo Park Library. These civic amenities make the campus a noted destination for residents, local employees, and visitors. Conveniently located, the campus is a short walk to our downtown area with food and shopping destinations, as well as the Menlo Park Caltrain Station.

The City has a \$76.1 million General Fund budget, \$131.4 million Capital Improvement budget, and all-funds budget of approximately \$207.6 million. The City has a AAA rating from Moody's. Visit menlopark.gov/budget and menlopark.gov/acfr to learn more.



GOVERNANCE

Menlo Park is a General Law city operating under the Council-Manager form of government with five city council districts. The City Council appoints the City Manager and City Attorney, as well as members of a variety of advisory commissions and committees. The municipal government is organized into six operating departments, including Administrative Services, City Manager's Office, Community Development, Library and Community Services, Police, and Public Works. The City is comprised of approximately 300 full and part-time employees. To learn more about the City of Menlo Park, go to: <https://menlopark.gov/>



THE DEPARTMENT

The Administrative Services Department provides a variety of internal services to help the organization have the tools and resources needed to thrive, including Finance, Human Resources, and Information Technology.

The City believes that reliable and transparent financial practices are critical in building trust with the community.

Finance is responsible for general accounting, budget development, audit and financial reporting, tax and revenue collection, payroll, and business license.

VALUES

In the Administrative Services Department, we believe that it is our people and the power of teamwork that enable us to succeed, and how we get our work done is as important as getting the job done. The Department's values guide how we behave as a team each day, acting with:

- **Humility** – Sharing credit and defining success collectively rather than individually, jumping in to help where we are needed, and putting the needs of the team ahead of our own self-interest.
- **Emotional Intelligence** – Understanding the impact that our words and actions have on one another, knowing when to listen and when to share our perspective, and striving to include everyone by respecting, listening to, helping, and appreciating one another.
- **Passion** – Showing initiative and enthusiasm in our work, delivering outstanding, data-based results, and having a can-do, find-a-way attitude.
- **Integrity** – Doing what we say we are going to do, communicating clearly and openly, and holding ourselves accountable for the work we do in our respective roles.

THE POSITION

Under administrative direction, plans, organizes, manages, directs and oversees the staff, functions and activities of the Administrative Services Department, including finance, human resources, and information technology; exercises independent judgment and discretion in formulating, managing and controlling administrative and fiscal policies; areas of responsibility include general accounting, financial reporting, budget development and business licensing; administers short and long-range fiscal services planning activities; manages the effective use of assigned resources to improve organizational productivity and customer service; provides complex and responsible support to the Administrative Services Director in areas of expertise; and performs related work as required. The Assistant Director leads a Finance staff of 12.75, including a Finance and Budget Manager, Senior Accountant, six Accountants / Accounting Assistants, two Management Analysts, and a Senior Project Manager.



- Plans, manages, and oversees the daily functions, operations, and activities of the Finance Division; areas of responsibility include general accounting, budget, payroll, treasury, business license, tax and revenue collection, and financial reporting.
- Directs and participates in the development of the City-wide operating and capital budget; works with departments to provide data and support for their budget development; monitors departmental budget performance and makes recommendations for adjustments as needed; and conducts ongoing analysis of the City's financial condition, reporting to, and advising, executive management on fiscal matters.
- Directs the preparation of, and participates in developing fiscal reports including monthly, quarterly and annual reports as well as the City's Annual Comprehensive Financial Report (ACFR), ensuring adherence to mandated rules, regulations and professional standards.
- Prepare and update the five-year financial forecast and other long-term projections and plans.
- Oversees the treasury function, including managing the City's investment portfolio, ensuring availability of City funds, and preparing investment reports with consultant assistance.
- Oversees the City's debt issuance and management policy.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops, negotiates, and reviews contract terms and amendments; ensures contractor compliance with City and department standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise.



THE IDEAL CANDIDATE

The Assistant Administrative Services Director oversees the Finance Division, including City-wide and department fiscal and budget operations. This position provides support to the City's Administrative Services Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background in financial management as well as skill in coordinating work with other City divisions, departments, and outside agencies. The incumbent should possess knowledge in public policy, municipal functions, and activities, including the role of an elected City Council and the Finance and Audit Commission, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public administration, business administration or a related field.
- Five (5) years of progressively responsible experience in municipal finance.
- Three (3) years of lead or supervisory experience.
- A Master's in Finance/Accounting is desirable.
- Designation as a Certified Public Accountant (CPA) or Certified Municipal Finance Officer (CMFO) is highly desirable.



- Provides highly complex staff assistance to the Administrative Services Director; conducts a variety of organizational and operational studies, special projects, and investigations; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the financial field; monitors changes in regulations that may affect business systems operations; implements policy and procedural changes after approval.
- A compassionate leader and effective change agent, who can assist, support, and mentor employees and provide growth and development opportunities.
- Enjoys creativity and innovation in streamlining procedures and processes to eliminate unnecessary bureaucracy and other roadblocks to success.

Upcoming Projects

The selected candidate will get to work on the following projects in the coming months:

- Implementing and expanding software modules, including OpenGov and GovInvest among others, to assist with various finance-related needs, such as transparency and GASB standards compliance.
- Following the loss of the City's Utility Users Tax, the City is considering placing a revenue-generating measure on the November 2024 ballot. This position will help prepare and develop options and financial forecasts to the City Manager and City Council.
- Train and mentor staff members in Finance to form a cohesive team equipped to succeed.
- Review current processes and identify improvements to streamline and improve understanding across the organization.
- The City budgets on a fiscal basis (June to July) and commences its Fiscal Year (FY) 2023-24 mid-year budget adjustment in February 2024 and FY 2024-25 budget in March 2024.
- Storm Water Capital Improvement Plan Financing



SALARY AND BENEFITS

The salary range for this position is \$130,376 - \$187,407 DOE. Future adjustments to be determined by labor negotiations in late 2023.

The City provides a generous benefits package designed to achieve total compensation above the market median among comparable agencies and promote employee health, wellness, and work-life balance, including:

- CalPERS retirement: 2.0% @ 60 formula for classic members; 2.0% @ 62 formula for all others
- 100% city-paid medical, dental, and vision insurance for employee and dependents
- Deferred compensation: city matches employee contribution up to 4% of salary or to the IRS maximum, whichever is less, for Tier 2 "classic" and all "new" members
- Health reimbursement account: \$2,500 per year city contribution
- Auto allowance: \$6,838 per year (adjusted annually by CPI)
- The City Manager may award employees a bonus of up to \$20,000 each fiscal year, subject to annual budget appropriations
- General leave: 338 hours of leave accrual each year
- Management leave: 80 hours of leave granted every October, prorated based on hire date
- Holidays: 11 official paid holidays
- Reimbursement up to \$3,600 per year for tuition expenses and/or assistance with student loan payments
- Life insurance: city-paid policy equal to 1.5 times regular annual wage
- Long term disability and AD&D insurance: city-paid coverage
- Employees are provided with access to an on-site gym inside City Hall at no cost.

- A city-paid Caltrain Go Pass for unlimited rides. City Hall is less than one block from the Menlo Park Caltrain station and easy walking distance from downtown Menlo Park. Other programs available for non-Caltrain riders.
- Hybrid and Flexible Schedule options including 9/80 and 4/10s. Employees are required to be onsite a minimum of three days per week.

APPLICATION AND RECRUITMENT PROCESS

This position will be open until Monday, November 13, 2023.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted until the later stages of the recruitment) to: <https://koffassociates.com/asst-dir-admin-svcs-finance/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.