

City of Sanger



ADMINISTRATIVE SERVICES DIRECTOR

Current Annual Salary \$93,360 to \$113,484

Effective July 1, 2022—\$96,624 to \$117,444

Effective July 1, 2023—\$100,008 to \$121,560

APPLICATIONS MAY BE FILED AT: Personnel Department
Sanger City Hall
1700 7th Street
Sanger, CA 93657

TO APPLY ONLINE: www.calopps.org/city-of-sanger

FILING DEADLINE: Friday, February 4, 2022

THE ORGANIZATION

The City of Sanger was incorporated as a general law city in 1911. Sanger has a population of approximately 25,000 and is located in the heart of the Central Valley just 13 miles east of Fresno along California State Route 180. Sanger is officially designated as “The Nation’s Christmas Tree City.”

THE POSITION

Under the direction of the City Manager, the Administrative Services Director plans, organizes, and directs the activities of the Finance Department including investment of funds, accounting and revenue administration; administers the financial affairs of the City and acts as City Treasurer.

The incumbent exercises considerable judgement and discretion in the administration and direction of the department. The Administrative Services Director is responsible for the financial planning, fund investment and revenue enhancement, accounting and auditing, license and permits issuance, payroll and utilities billing and collection, purchasing and budget preparation and administration.

The Administrative Services Director oversees, reviews, and analyzes the City’s information technology services in conjunction with the City’s information technology system consultants. The Administrative Services Director will make recommendations on the selection of hardware, firmware, and software as well as oversee the development and training for users. The Administrative Services Director also administers contracts or assists departments in preparation of Requests for Proposals, and manages and administers grants.

EDUCATION AND EXPERIENCE

A Bachelor’s degree with major course work in Accounting and Business Administration or Public Administration or closely related field and five (5) years in professional supervisory and administrative experience in the public or private finance administration working with local government audits.

COMPENSATION AND BENEFITS

The current monthly salary range for the Administrative Services Director is \$7,780 to \$9,457 per month. A 3.5% salary increase will be effective July 1, 2022, and an additional 3.5% salary increase will be effective July 1, 2023. Eligible for Merit Pay. Benefits include health, dental and vision insurance at no cost to the employee and \$45 monthly contribution for dependent coverage. The City offers a monthly reimbursement for those that opt-out of City health coverage. Executive benefits also include paid vacation, 9 days of management leave annually, 11 paid holidays, paid sick leave, life insurance, short term disability and long term disability insurance. The City is a member of the California Employees Retirement System (CalPERS) with the 2.5% @ 55 formula for classic/legacy members and 2% @ 62 formula for new members (as defined by PEPR). The City of Sanger participates in Social Security.

HOW TO APPLY

Interested candidates should apply by submitting a letter of interest, resume, salary history and a list of six (6) professional references marked CONFIDENTIAL to City of Sanger, Personnel Department, 1700 7th Street, Sanger, California 93657.

FINAL FILING DATE IS **FRIDAY, FEBRUARY 4, 2022.**