

CITY OF DINUBA



INVITES APPLICATIONS FOR
ADMINISTRATIVE SERVICES DIRECTOR

TOGETHER, A BETTER COMMUNITY



Administrative Services Department

- Finance
- Budget
- Utility Billing (water, sewer, disposal)
- Ambulance Billing
- Accounts Payable/Receivable
- Payroll
- Purchasing
- Information Technology
- Risk Management
- Human Resources
- Golf Course
- Dinuba Public Transit Center

THE COMMUNITY

The City of Dinuba (approximate population 24,657) is located in the heart of the agricultural-rich Central San Joaquin Valley. The community is a short drive to the Kings Canyon and Yosemite National Parks.

Dinuba is a full-service Charter City that provides police, fire, ambulance, water, sewer, public works, planning, building, engineering, public transit, parks and community services. Solid waste is contracted with a private hauler, and the City handles billing and collection. The overall city-wide budget is \$51 million with a general fund budget of \$11 million and a total of 154 full time employees.

The community's business friendly attitude and long-term investment in critical infrastructure has resulted in the attraction of businesses of all sizes including Tulare County's largest employer, Ruiz Foods, Inc. BestBuy Distribution, Patterson Logistics, Ed Dena's Chevrolet Auto Dealership, Walmart Super Center, and many others. To accommodate ongoing growth and development, Dinuba is currently working on financing and construction of a \$28 million dollar expansion to the wastewater treatment plant and a \$4.5 million dollar new Fire Station No. 2.

The City has a Council-Manager form of government. There are five Council members elected by district and the Mayor is selected by the Council. Dinuba is a progressive community focused on diversification of its local economy to expand employment, shopping, and residential opportunities for the community.

THE ADMINISTRATIVE SERVICES DEPARTMENT

The newly formed Administrative Services Department consists of 15 employees and is organized into the following divisions:

- **Finance** is responsible for the safeguarding and accounting of city's financial assets. This includes development and management of the budget, reporting of financial information to the City Council and various regulatory agencies, completion of the comprehensive annual audit process, and investment of the city's assets in accordance with the city's investment policy. Finance also handles payroll, accounts payable, accounts receivables, utility and ambulance billing.
- **Information Technology** is responsible for providing cost effective and innovative technology leadership that supports the city's operation. IT maintains the city's network infrastructure and applications to ensure critical city operations are available 24/7.
- **Human Resources** oversees the City's employment process including recruitment, employment development and training, labor negotiations, classifications and salary administration, employee relations, payroll support, and benefit administration. Human Resource ensures compliance with applicable laws and coordinates the employee evaluation process.
- **Risk Management** is responsible for financial management of self-insured general liability and worker's compensation insurance program.

Each division is responsible for meeting the needs of both internal departments and external customers. The Director has "hands-on" responsibilities and functions.

Capital Projects

The City is currently planning for some major capital projects including a \$28 million dollar expansion and upgrade of the Wastewater Treatment Plant and new \$2 million dollar water well. The Director will play a key role in the financing of these projects.

Ridge Creek Golf Course

The City of Dinuba owns an 18-hole links-style public golf course. The City contracts with a private firm to operate, manage, and maintain the golf course. The Director will be responsible for overseeing the financial reporting and administration of the contract.

New Fire Station No. 2

The City is in the process of finalizing the design of a new second fire station. The Director will take the lead in administering the financing of the \$4.5 million dollar project. The construction of the project is expected to begin in March of 2017.



THE POSITION

The Administrative Services Director is an at-will position reporting directly to the City Manager and is a key member of the Executive Leadership Team responsible for planning, managing, supervising, and directing the day-to-day management and operations of the Administrative Services Department. Operating within broad general policy guidelines and in alignment with the City Manager, the director exercises substantial latitude and discretion to achieve effective and efficient utilization of resources to manage the department. The Director must be well versed in aspects of municipal finance and must display a good working knowledge of human resource policies and practices as well as have a general understanding of how technology can serve to enhance capacity and efficiency within City operations.

THE IDEAL CANDIDATE

The Administrative Services Director will have solid leadership and management skills, superior team building and communication skills, and a high level of financial expertise. Experience in developing budgets, understanding multi-year planning processes, completing a Comprehensive Annual Finance Report (CAFR), and familiarity with the development of comprehensive fiscal policies consistent with the City Manager and City Council goals and objectives.

The Administrative Service Director will have a strong track record of working cooperatively with other department directors and managers on a City-wide basis. The top candidate will have knowledge of current trends, issues, and legislative matters, including the ability to monitor and implement GASB pronouncements and assess their future fiscal impacts on the organization.

QUALIFICATIONS

Any combination of equivalent experience, education, and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical entrance background would be graduation from an accredited college or university with a Bachelor's degree in Accounting or closely related field and four years of increasingly responsible experience in municipal public administration and four years of supervision or management. A CPA Certificate or Master's Degree in Public Administration or Business Administration is desirable.



SALARY AND BENEFITS

Salary: \$8,556 - \$10,400 per mo.

Benefits:

- PERS retirement 2% @ 55 formula for classic members; 2% @ 62 formula for new members (as defined by PEPRRA)
- Health, dental, and vision plans for employees and dependents, Preferred Provider Organization (PPO) plan \$65.94 per month for family coverage, Exclusive Provider Organization (EPO) plan no cost to employee
- Longevity sick leave incentive
- Life Insurance, long term disability, and accidental death & dismemberment insurance
- 457 deferred compensation contributions starting at \$108.15 per pay period
- Sick leave: 13 days per year
- Vacation leave starting at: 10 days per year
- Administrative leave: 11 days per year
- Cash out options for vacation and administrative leave
- Vehicle allowance: \$263.16 per month
- Educational assistance: Up to \$500 per fiscal year
- Well-fitness incentives: Up to \$350 per year
- City observes 13 paid holidays (11 designated and 2 floating)



Together, A Better Community

TO APPLY

If you are interested in this outstanding opportunity, please visit our website to download an employment application at:

www.dinuba.org

If you have any questions, please contact Brenda Garcia at:
(559) 591-5900 ext. 110
bgarcia@dinuba.ca.gov

FILING DEADLINE:

Monday, December 19, 2016