INVITATION TO AN EXCITING CAREER OPPORTUNITY

# IRVINE

CALIFORNIA

## DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

Salary Range
**$133,411.20 – $207,854.40**
Annually

# POSITION

***Irvine's leadership believes passionately that in order to be a truly effective organization capable of living out its mission, the City must always start with a focus on people. When we collaborate together we continue to improve services and expand our thinking to bring new ideas to life and serve the Irvine community. With this in mind, we are seeking a team-oriented leader to serve as the next Deputy Director of Administrative Services!***

**Essential Duties and Responsibilities**

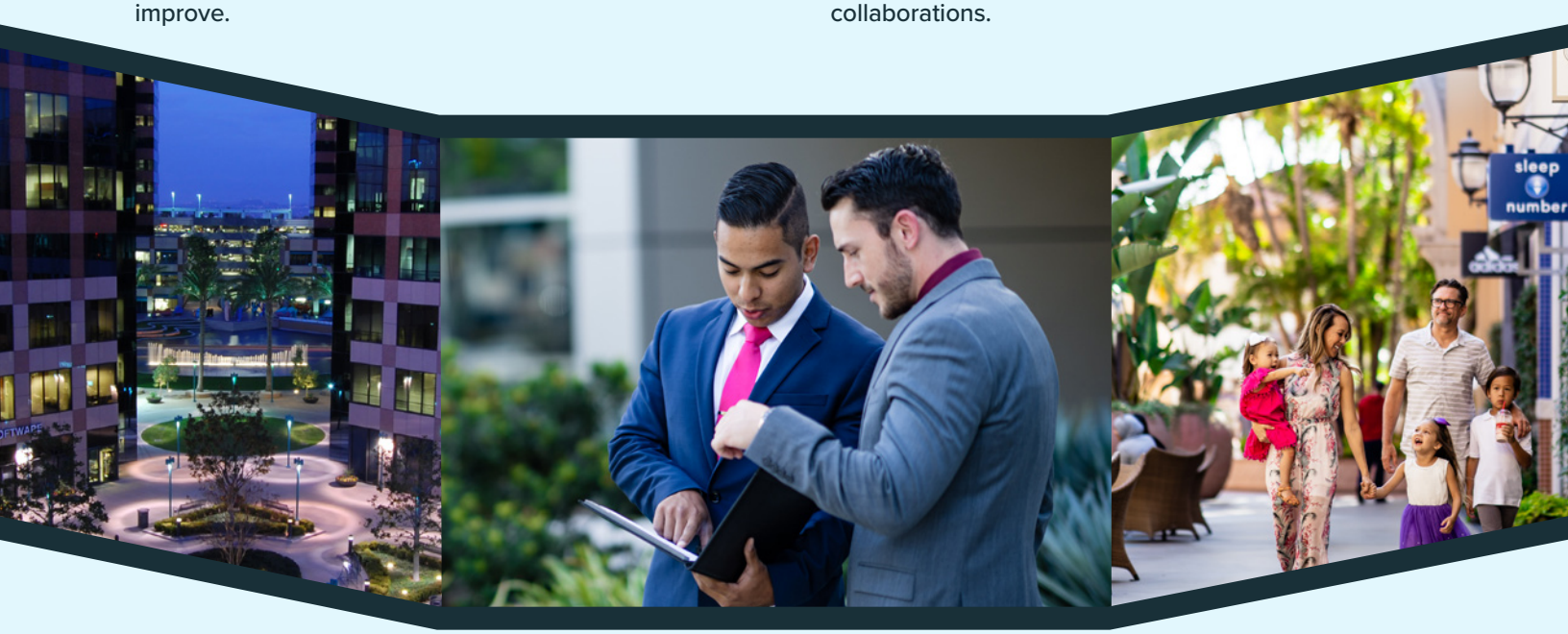
- Provide support to the Director of Administrative Services in directing all Financial Management functions, with major emphasis on treasury, fiscal management, accounting, and payroll functions.
- Supervise and lead professional, technical and clerical staff.
- Ensure continued adherence to government and municipal accounting practices and standards, and financial and accounting reporting requirements.
- Oversees and monitors ongoing implementation of the City's investment policy, continuing disclosure compliance, portfolio management and analysis, and treasury accounting.
- Assist in strategic planning for departmental activities and develops short- and long-range goals, objectives, policies and priorities for division functions and programs.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Identify opportunities for improvement.
- Collaborate with the City Manager, City Council Members, Finance Commissioners, Investment Advisory Committee, managers and staff from all departments, the public, outside entities, and others; represents the City with citizen groups, outside agencies and the general public..
- Coordinate department activities with other departments and other agencies.
- Oversee department services by understanding needs of staff and the City to continue to develop a positive and effective team.

# THE IDEAL CANDIDATE

## *Deputy Director of Administrative Services*

***To meet the standards of this high performing organization, Irvine expects more than just someone with sophisticated technical knowledge and skills. The successful candidate will also be an innovative leader who is grounded in humility and appreciates the critical importance people play in building a successful organization.***

- Be willing to put the needs of the team ahead of any personal desires or ambitions.
- Demonstrate a desire to engage in the hard work needed for an agency to be premier and deliver services.
- High standards and continually brainstorming ways to improve.
- Innovative thinking while setting realistic goals for the department.
- Polished and professional
- A strategic problem-solver
- Self-motivated and able to self-start projects and solicit collaborations.




### MINIMUM QUALIFICATION

- Bachelor's degree in Finance, Accounting, Public Administration, Business Administration or a related field.
- Eight (8) years of increasingly responsible experience in financial management and accounting in a governmental entity, including a minimum of two (2) years in an administrative or supervisory role.
- Any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Desirable Qualifications: Certification as a Professional Accountant (CPA).
- Expert level knowledge of sound fiscal management practices, municipal accounting, reporting, auditing. Understanding of municipal finance and IT and ability to inspire a talented team of individuals.
- Thorough knowledge of the current principles and best practices for organization, management and personnel management.
- A sound technical foundation is desired, but more importantly the vision and ability to guide efforts through broader policies and to desired objectives while balancing the various strategic and political interests.
- Excellent communication skills to effectively lead and work well with others. Equally diplomatic, respectful and attuned communicator with those at all levels of the organization and public.
- Constructive and supportive putting team goals first. An unbiased supporter and advocate of all staff.
- Analyze and evaluate complex issues with thoughtful recommendations.
- Experience working and interacting with elected officials.

## UPCOMING PROJECTS, CHALLENGES & OPPORTUNITIES

- Assisting with financial aspects related to advancing the development of the Great Park, which serves as one of the largest municipal capital projects being advanced anywhere in the country.
- Leading an Enterprise Resource Planning (ERP) assessment and implementation.
- Working closely with the City's executive management team to manage the City's approximately $30 million surplus funding.
- Identifying prudent strategies to ensure the City's strong financial position is expanded into the future while assisting with the allocation of funding to advance key community priorities.

# CITY OF IRVINE

TOP WORK PLACES 2022

THE ORANGE COUNTY REGISTER

The City of Irvine is a Charter City, operating under a Council/Manager form of government. Its eight departments include Administrative Services, the City Manager's Office, City Clerk's Office, Community Development, Community Services, Human Resources, Public Safety, and Public Works & Transportation. Since its incorporation in 1971, Irvine has become a nationally recognized City, with a population of over 310,000 that spans 66 square miles and is recognized as one of America's safest and most successfully master-planned urban communities. In 2021, Irvine was the fastest growing city in California, and is now the 13th largest city in the State by population. Irvine is home to more than 20,000 businesses and several robust industry clusters, including life sciences, information technology, aerospace, advanced manufacturing, and digital arts and media. Top-rated educational institutions like UC Irvine, an enterprising business atmosphere, sound environmental stewardship, and respect for diversity, equity, and inclusion all contribute to Irvine's high quality of life. This family-friendly City features more than 16,000 acres of parks, sports fields, and dedicated open space and is the home of Great Park. Other notable attractions include the Irvine Spectrum Center, Irvine Barclay Theatre, and Bommer Canyon.

IRVINE REMAINS THE

## SAFEST CITY IN AMERICA

FOR THE 17TH CONSECUTIVE YEAR, BASED UPON FBI STATISTICS FOR VIOLENT CRIMES.

**SALARY:**

**$133,411.20 – $207,854.40**

**Annually Depending on Qualification**

# BENEFITS PACKAGE*

***The City of Irvine offers a highly competitive compensation and benefits package including:***

### RETIREMENT

CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency.

### HEALTH PLAN

The City currently offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance and a disability plan for employees.

### LEAVE TIME

120 to 200 hours of annual vacation accrual, depending on years of service; 12 paid holidays per year; 96 hours of sick leave per year; 60 hours of administrative leave per year; and 80 hours of annual personal leave.

### CAR ALLOWANCE

The City provides a monthly car allowance of $550.

### MANAGEMENT INCENTIVE COMPENSATION

The City offers additional compensation in the amount of 3% above base salary.

### PARENTHOOD LEAVE

160 hours of paid parenthood leave within 1 year of birth or adoption.

### CELLULAR PHONE ALLOWANCE

The City provides a monthly cellular phone allowance of $100 plus a reimbursement of up to $1,000 for cellular equipment once every two years.

### EMPLOYEE DISCOUNTS

Entertainment discounts available for many theme parks and attractions throughout Orange County and San Diego.

### FLEXIBLE SCHEDULE

City employees may work a 9/80 hour work week schedule.

### EMPLOYEE DEVELOPMENT

Health and Wellness Benefit of $1,000 per year for work related expenses, training costs and other unreimbursed expenses.

### WELLNESS PROGRAM

City Wellness program that includes on-site fitness centers.

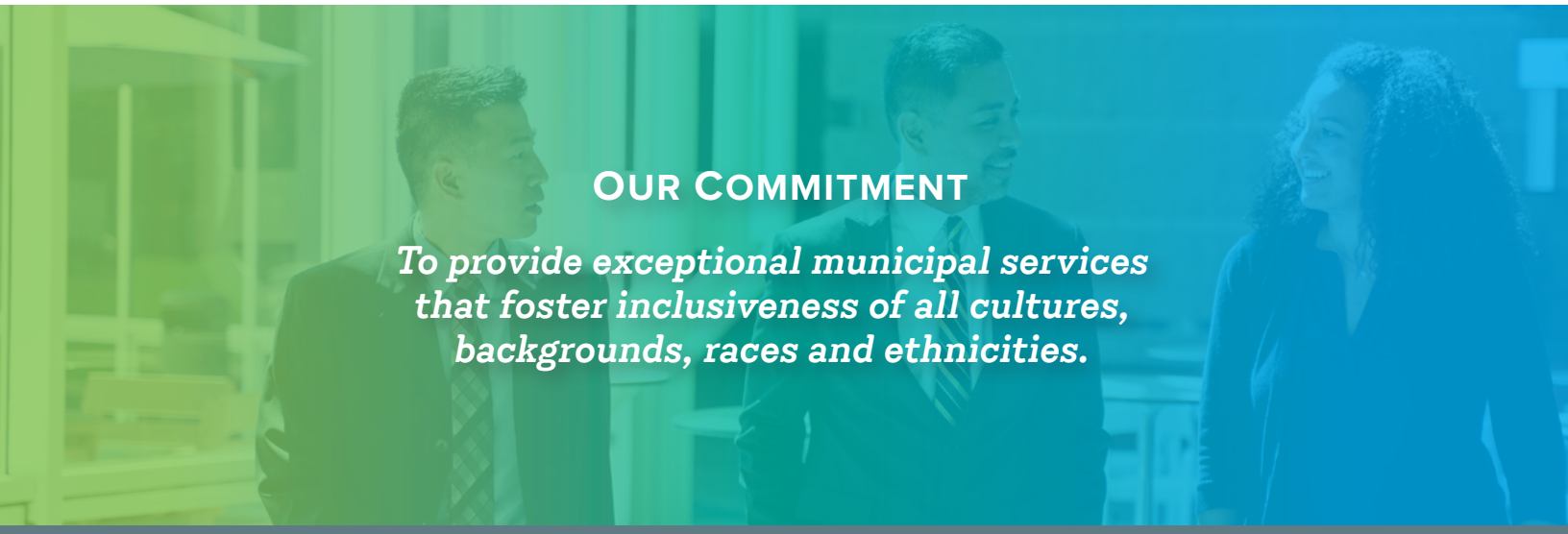
### DEFERRED COMPENSATION

The City shall contribute an amount equal to 4% of an employee's base salary in a deferred compensation account.

*Please note that benefits may vary depending on timing of hire and individual circumstances.

The City of Irvine is recognized as one of the most ethnically diverse and fully integrated cities in the country. With a population of more than 310,000 residents, the City has grown significantly since its incorporation in 1971. Many residents, businesses, and employees have selected Irvine to live and work because of its history of celebrating diversity, equity and inclusion. The City is committed to ensuring that every person living and working in our community is treated with fairness, and has access to equitable services and opportunities.

Our commitment is to promote diversity in the City of Irvine workforce by recruiting highly qualified candidates and fostering meaningful collaborative partnerships with City departments and the community. The City of Irvine is taking steps to ensure we embrace and celebrate diversity in all aspects of our community and foster a workplace environment that is inclusive of all cultures, backgrounds, races, and ethnicities.



## Our Commitment

***To provide exceptional municipal services that foster inclusiveness of all cultures, backgrounds, races and ethnicities.***

# ONE IRVINE

## THE IMPORTANCE OF ORGANIZATIONAL CULTURE & FIT IN IRVINE

In Irvine, we have worked to develop a workplace culture built around the premise that people are the most important foundational element that will drive long-term success for our community. To further that objective, we have spent time identifying explicitly that we expect members of our team to embrace in a team-oriented model, as defined through our **One Irvine** values framework.

***We are One Irvine... through embrace of a TEAM-ORIENTED approach by living our values every day.***

**HUMILITY**

Consistently put the needs of the team ahead of individual self-interest.

**INNOVATION**

Ensure process discipline, while also embracing a continuous improvement philosophy.

**EMPATHY**

Include everyone by respecting, listening, helping, and appreciating others.

**PASSION**

Show initiative and courage while staying enthusiastic about our people and work.

**INTEGRITY**

Communicate candidly, work hard, and hold ourselves accountable for our role in the delivery of results.

# APPLY HERE

Deadline to apply is **February 3, 2023**.

**FOR QUESTIONS AND INQUIRIES, CONTACT:**

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