

# *The City of Sausalito*

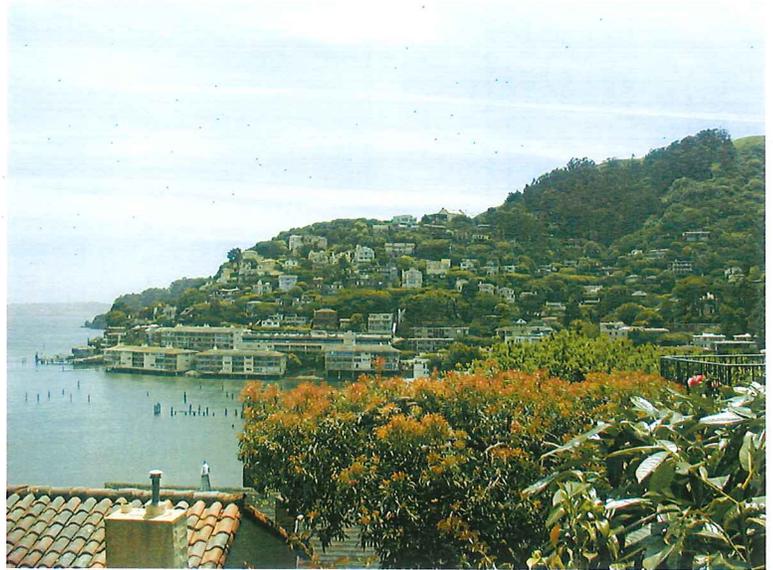
*invites your interest  
for the position of*

**Administrative  
Services  
Director**



## The Community of Sausalito

The City of Sausalito is a beautiful bay-front community known for its Mediterranean flair and breathtaking views. The City is nestled at the foot of the Golden Gate National Recreation area and within its 2.2 square miles, houses 7,500 residents and a robust year-round tourism industry that hosts over 450,000 visitors annually. Located in Marin County just a short trip over the Golden Gate Bridge from San Francisco, Sausalito offers small-town charm with a close-knit, community-oriented citizenry, as well as close proximity to a wide range of cultural opportunities.



Boasting a colorful history, Sausalito has a variety of natural features that define the City's distinct residential neighborhoods, harbors, waterfront, commercial districts, and the maritime-oriented office and industrial district. Victorian homes dotting the lower hillsides give way to modern redwood-and-glass creations clinging precariously to the ridgelines. Green hills and a beautiful waterfront bring focus to the City's lively downtown area, offering boutique shopping, over 25 unique restaurants, and art galleries. Sausalito is also home to the Bay Model, a 3-D model of the San Francisco Bay and the Delta. The City's year-round event calendar includes the Sausalito Art Festival, considered one of the finest outdoor festivals in the country, the summer Jazz and Blues by the Bay Series and in December, the Lighted Yacht Parade.

Those seeking recreational activities need not look far. Within the town, there are walking tours, bike rentals, kayaking, and boating. The City's location in Marin County offers varied hiking opportunities, from the Marin Headlands to nearby Mount Tamalpais. The delights of Sonoma Wine Country and the big-city bustle of San Francisco are each only a short drive away. The combination of wooded hillsides, sweeping Bay views, and ideal location makes Sausalito a community of unparalleled charm and natural beauty.

## City Government

The City of Sausalito was incorporated in 1893 as a General Law City. The City operates under a Council-Manager form of government. There are five Council Members who serve overlapping terms of four years, and the Council, in turn, elects one of the Council Members to serve as Mayor for one year.

Under the direction of the City Manager, city services include: public safety (police and civil defense), highways and streets, sanitary sewer, storm drainage, culture-recreation, library, public works, planning and zoning, and general administrative services. Fire protection and utility services are handled by Special Districts. The City operates with a staff of 73 FTEs and with an annual operating budget of almost \$34 million, including a General Fund of \$14.9 million.

### **Mission Statement:**

**The City of Sausalito serves its people and promotes creativity in its unique waterfront community.**

## The Position and Ideal Candidate Profile

The new Administrative Services Director (ASD) will report to the City Manager as a key member of the City's senior management team and will oversee the finance, accounting, treasury, purchasing, human resources, information technology and property management functions within the City. In managing a staff of six, the ASD will provide exceptional leadership, innovative solution and strong mentorship to the Department and city leadership team.



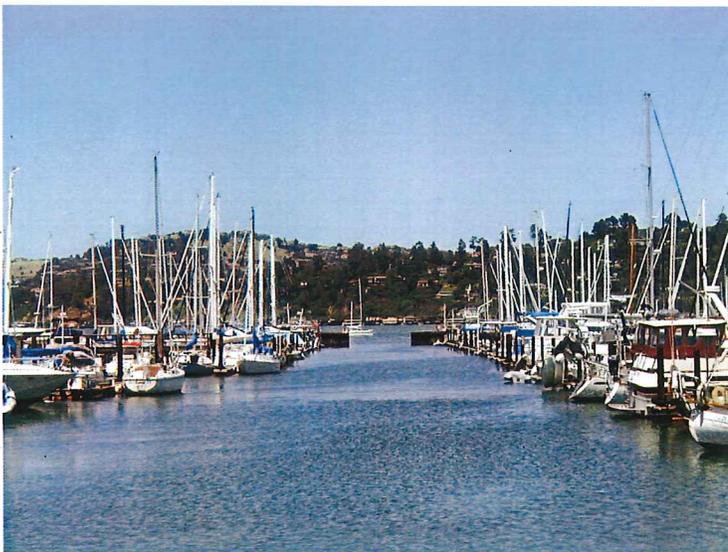
Among the key priorities for the ASD is outreach and communication to the community. The director must provide informative, transparent and insightful financial information related to budgets, financial analysis and other relevant financial topics. Effective written and public speaking skills with the ability to present complex financial information in an informative, non-technical manner will be critical to establishing and maintaining credibility with the entire community. The new ASD must have a strong systems orientation, as he/she regularly evaluates how the use of technology can assist in productivity, efficiency and transparency. As part of this effort, the City has deployed OpenGov, a powerful, web-based platform that presents and visualizes the City's revenues and expenses—from multi-year trends to object-level details. Residents and staff can use the site to enhance access, understanding, and analysis of the City of Sausalito's annual budget. The information is available at <https://sausalitoca.opengov.com>.

Internally, service delivery and staff development are a continual theme and will be reinforced through a supportive and participative style augmented with performance based management and an accountability for results. In working with the City leadership team, the new ASD will augment the professionalism and knowledge of the team and reinforce a work environment that is collegial, collaborative and team oriented.

The new ASD must be comfortable working at both a strategic high level and within a "hands-on" environment. An upbeat, positive, friendly and flexible interpersonal style with the ability to effectively interact at all levels of the organization and community will be essential. Professional development and mentorship both internally and externally is a key value

to the City as it started and now annually hosts a Leadership Academy for Southern Marin. The ASD will participate as a role model serving as "Champions of the Profession" in helping foster and create success stories for other public sector employees.

This position requires a background that includes five or more years of managerial and supervisory responsibility in the areas of municipal finance and/or accounting or administrative services within a public sector agency. Experience and education equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, economics, business or public administration is required. A Master's degree and/or a CPA are highly desirable.



## Compensation and Benefits

The City of Sausalito offers an excellent compensation and benefits package. The salary range for the Administrative Services Director is open and negotiable, dependent on qualifications. The City also provides an attractive benefits program that includes:

- ◆ CalPERS Retirement: 2.0% @55 for Classic PERS participants. 2.0% @ 62 for new PERS participants. The City does not participate in Social Security.
- ◆ Total Health Plan: City will provide \$850.52 monthly for single coverage; \$1,534.89 monthly for employee and one dependent; \$1,925.488 for employee with more than one dependent. Employee may choose to waive coverage (if covered elsewhere) and receive payment equal to the Cafeteria Plan of Benefits for single employee credit.
- ◆ Vacation: Accrual at the rate of 136 hours annually for the first 10 years of service. Maximum accrual of 240 hours total.
- ◆ Administrative Leave: 80 hours per calendar year.
- ◆ Holidays: 10 designated holidays.
- ◆ Sick Leave: Accrual at the rate of eight (8) hours per month. Upon retirement, employee can chose payout for up to 600 hours or convert to additional service credit.
- ◆ Auto Allowance: \$250 per month.
- ◆ Additional Benefits Include: employee development reimbursement, life insurance, AD&D insurance, long-term disability insurance and more.



## The Process

To apply for this exceptional and unique career opportunity, please submit your cover letter, resume, current salary and contact information including email addresses for five work-related references (who will not be called until mutual interest is established and you have approved the contact) to:

Paul Kimura and/or Cris Piasecki  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The final filing period for this recruitment is September 4, 2015.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Cris Piasecki at 408.234.2025 or [crisp@averyassoc.net](mailto:crisp@averyassoc.net).