

Compensation and Benefits

The salary range for the Administrative Services Director is \$137,396 to \$218,829 annually. Initial salary placement is dependent upon the selected candidate's experience and qualifications. The City also provides an outstanding benefits package that includes:

- ◆ Retirement: CalPERS, 2% @ 55 for Classic members and 2% @ 62 for new members (as defined by PEPR). Employee pays employee portion.
- ◆ Cafeteria Benefits: The City provides a generous contribution toward the purchase of medical, dental, and vision coverage, or cash (with proof of alternate medical coverage).
- ◆ Deferred Compensation (Section 457 and Section 401a): Employee may use unused benefit dollars and/or pre-tax dollars reduced from salary.
- ◆ Paid Leave: Employee receives 296 hours of annual leave in lieu of vacation, sick, and administrative leave.
- ◆ Holidays: 13 paid holidays with 11 scheduled and two floating holidays.
- ◆ Life Insurance: City pays full premium for employee, three times the annual salary, maximum benefit is \$300,000 and dependent life insurance is also available.
- ◆ Auto Allowance: \$500 per month.
- ◆ Retiree Medical: City contributes \$75 per month into a VEBA.
- ◆ Tuition Reimbursement: Up to \$2,000 annually.



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 Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA
E-mail: jobs@averyassoc.net



The final filing date for this recruitment is October 23, 2015. Preliminary interviews with Avery Associates will take place the week of October 26 and candidate interviews with the City will occur the week of November 16. An appointment will be made by late November and the new ASD is expected to start during the mid-late December timeframe.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net



The City of Moreno Valley

*invites your interest
for the position of*

Administrative Services Director

*Human Resources, Risk Management,
Library, Animal Services &
Facilities/Purchasing*



The Community

Moreno Valley, a dynamic city with a diverse population of nearly 200,000 residents is located approximately 66 miles east of Los Angeles and is shadowed by the spectacular San Bernardino Mountains. Moreno Valley has become the residential hub for the rapidly expanding Inland Southern California region, and will soon be the second largest city in the two-county Inland Empire Region. The City's motto is "People, Pride, Progress."



Moreno Valley's strong population growth has given it a large retail and service sector. The City's economy also features a growing industrial sector featuring a number of fortune 500 corporations, as well as an expanding medical community that is flourishing around the Riverside County Regional Medical Center and the Kaiser Permanente Moreno Valley Medical Center. The March Air Reserve Base is located adjacent to the City.

The City housing market offers a wide variety of options, with an average existing home value of approximately \$186,000 and new homes starting in the low \$300,000's. Moreno Valley's demographic information reveals a solidly middle class, growing community with a diverse population of young families living in a safe and prosperous environment. The average household income in Moreno Valley is \$62,315 with more than 33% of its families earning over \$75,000. Residents are served by two school districts; the campus of UC Riverside is minutes away as are several excellent private universities. Moreno Valley is also home to Moreno Valley College with 10,000 students enrolled.

Moreno Valley offers its residents easy access to the wide range of activities that constitute the Southern California lifestyle. Residents enjoy local amenities, along with a broad range of cultural and entertainment resources in Los Angeles, the Palm Springs desert recreation area, the San Jacinto Mountains and Pacific coast beaches...all within an hour's drive.

City Government

Moreno Valley was incorporated as a General Law City in 1984, merging the communities of Moreno, Sunnymead, and Edgemont. The City operates under a Council/Manager form of government and has a five-member City Council comprised of members elected by district. Each Council Member is elected for four years with staggered terms. In 2016 the City will elect its first directly elected mayor.

The City has a committed, customer care focused workforce of over 400 career and temporary employees, who provide a wide-range of municipal services including public works, community and economic development, parks and community services, and animal control. The City also operates its own municipal electric utility. Police and fire services are provided through contracts with Riverside County; library services are provided via contract under a public-private partnership model. The City's fiscal year 2015-16 operating budget is approximately \$195 million, which includes a \$91 million general fund budget.

The Position and Ideal Candidate

The Administrative Services Director (ASD) is an at-will contract position serving under the terms of an employment contract and is a key member of the City's Executive Team. This senior leadership position manages, directs and integrates the functions, programs and activities of the divisions that comprise the Administrative Services department which provide comprehensive citywide Human Resources, Risk Management (both Workers Compensation and

Liability), Animal Services, Facilities/Purchasing and Library functions. The incumbent provides strategic counsel to the City Manager, Assistant City Manager, City Council and department directors in the development of short and long-term human resources and administrative strategies and plans to meet service delivery objectives while making optimal utilization of the City's financial resources.

The ASD provides strategic leadership in the development and implementation of policies and procedures, systems and processes for the delivery of centralized services and works closely with managers and employee representatives to foster a productive, collaborative and accountable work environment. Responsibilities are broad in scope and involve highly sensitive and publicly visible projects that require a high degree of policy, program and management discretion.

Moreno Valley seeks a leader with multi-departmental management experience, with extensive high-level experience in actively leading all facets of Human Resources and a proven track record for successful contract negotiations. Excellent written, verbal and interpersonal communication skills are basic essentials for success in this "hands on" position. The ideal candidate will have served as a Human Resources Director in a comparable organization, in addition to having broad administrative management experiences in other disciplines. In the area of labor relations, the ASD is a key member of the City's negotiating team, leading contract negotiations with our bargaining groups.

This key executive position leads nearly 60 employees and oversees a total operating budget of approximately \$10.2 million. The ASD will be a positive advocate and leader for the City's Customer Care Initiative and will develop and embrace the employee led steering committee for this effort. Under the direction of the Assistant City Manager, this position will also provide a variety of other administrative support services including making presentations to the public and City Council, formulating policies, leading special studies and management analyses and serving as the City representative on various committees and advisory groups. Success will be incumbent on establishing and maintaining highly effective working relationships with the Mayor, City Council members, The City leadership team, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents, the public and others encountered in the course of this dynamic assignment.

The City is seeking a dynamic and strategically oriented Administrative Services executive to lead the Administrative Services Department. The ideal candidate will be a seasoned and progressive leader with an open and approachable management style who possesses excellent and refined oral, written and interpersonal communication skills. The ASD will be expert in both setting strategic direction and implementing tactical plans. This is a "hands on" management position where the Director also functions as part of the service delivery team, particularly in the human resources area.

The ideal candidate will be loyal, with strong professional and personal ethics, possess excellent analytical skills, sound judgment and a sense of humor. A proactive ability to anticipate and avoid problems along with an ability to empathize with differing perspectives towards building consensus are essential skills for this role. The successful candidate will have a Bachelors' degree in public or business administration, human resources management, psychology or a closely related field. A Masters' degree is preferred. Candidates should possess at least ten years of progressively responsible experience in the development, integration and administration of complex management and/or administrative functions, including at least five years in a management capacity or an equivalent combination of training and experience. A solid and extensive background in human resource management including labor relations and risk management is essential. Experience at the executive level working for a medium to large local government agency is also extremely desirable.

