ADMINISTRATIVE SERVICES DIRECTOR

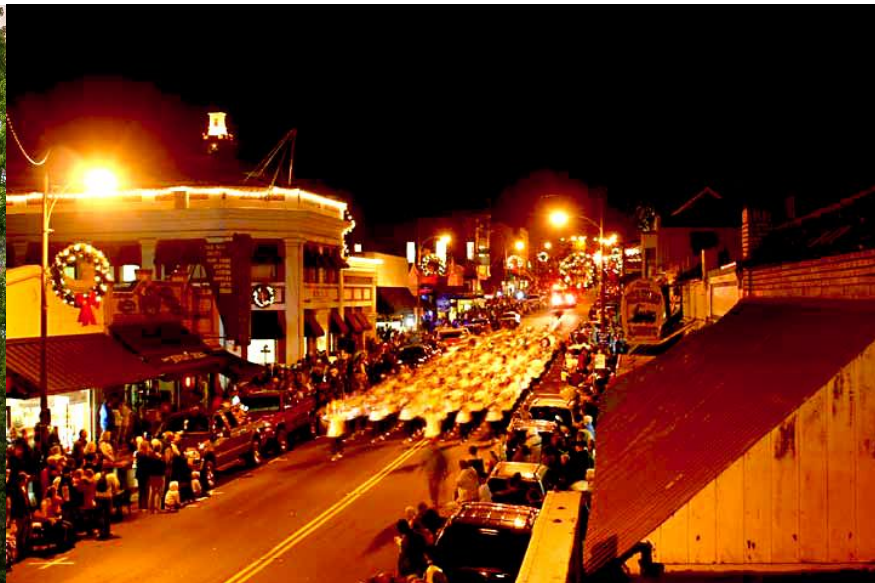
$10,689 ~ $13,643/Monthly

$61.67 ~ $78.71/Hourly

Open Until Filled

Application, Supplemental Questionnaire
and Job Description at: Employment – City of Sonora

Located in the scenic Sierra Nevada Foothills, at the heart of California's renowned Gold Country, the City of Sonora offers a unique blend of history, charm, and opportunity. Established by miners from Sonora, Mexico, in 1848, the city is known as the "Queen of the Southern Mines" and remains a vibrant community that celebrates its rich heritage. Today, Sonora's historic downtown, thriving local businesses, and role as the region's commercial, governmental, and cultural center make it an exceptional place to live, work, and serve.



THE POSITION

Under the direction of the City Administrator, plans, organizes and directs the activities of the Administrative Services Department; is responsible for the following functions: accounting, treasury, purchasing, business license program, payroll, audits, information technology and human resource functions. Primary responsibilities include developing and implementing efficient and effective financial policies; planning and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health; effectively using the City's information technology resources to improve customer service and productivity; and providing quality services to all of the department's customers--both internal and external to the organization.

EMPLOYMENT INFORMATION:

< Educational Incentives provide additional 2.5% Each for Masters/CPA and Doctorate Degree.
< CalPERS 2.7%@55 (Classic) or 2.0%@62 (New)
< Medical, Dental, Vision, Life plus LTD insurances
< Credit Unions and Deferred Compensation plans
< Down Payment Assistance Program and Computer Purchase Plan
< Vacation, Sick Leave, Administrative Leave accruals
< Pro-Rated Retirement Medical, Dental and Vision
< Annual physical exam reimbursement up to $250
< Automatic Longevity pay and Holiday accrual

EXAMPLES OF KNOWLEDGE REQUIRED:

< Governmental accounting and generally accepted accounting principles and practices used by local and state government.
< Auditing principles and practices.
< Research methods and techniques.
< GASB accounting practices.
< Community and Assessment District finances.
< Community Development Block Grant/Municipal Grant finances.
< Computer operations and finance reporting software.
< Administration of public personnel and risk management operations.

For Information about the City of Sonora, Tuolumne County and the Surrounding Area:

www.sonoraca.com ~ www.tcchamber.com
www.tuolcoe.k12.ca.us ~ www.mymotherlode.com
www.uniondemocrat.com ~ www.tcvb.com

EXAMPLES OF ABILITIES REQUIRED:

< Prepare Comprehensive Annual Financial Reports.
< Plan, direct and supervise the financial and personnel activities of the City.
< Develop, collate and analyze information and data and make administrative or policy recommendations therefrom.
< Work closely and cooperatively with the City Administrator and other department heads and employees.
< Have strong organizational and analytical skills.
< Operate computer (prepare finance related graphs & charts), 10 key and other office related equipment.

EDUCATION & EXPERIENCE:

< Graduation from an accredited four-year college or university with a degree in accounting, public or business administration, economics, personnel administration or related field. Ten years of fulltime/ benefitted experience in an administrative/ supervisory finance related classification can be substituted for the degree.
< Five years of increasingly responsible municipal administrative experience, providing a knowledge of finance and budget preparation and personnel administration, including three years of administrative/supervisory responsibility.
< Possession of a valid Class C Driver's License.

HOW TO APPLY/SELECTION PROCESS:

To be considered for this outstanding job opportunity:

1. All applicants must complete a standard City of Sonora *"Application for Employment"* form and a Supplemental Questionnaire.
2. Oral Interview: Weighted one hundred percent (100%).
3. Successful completion of background investigation, drug/alcohol testing and physical exam.

Completed and signed applications must be submitted to:

Nicole McCutchen
Administrative Services Officer
94 N Washington Street
Sonora, CA 95370

Or you can email your application to:
nmccutchen@sonoraca.com