

Peckham & McKenney
"All about fit"



Administrative Services Director

CITY OF WESTLAKE VILLAGE, CALIFORNIA

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

THE COMMUNITY

Renowned for its outstanding quality of life, spectacular setting, and all-around beauty, the City of Westlake Village (pop. 8,378) is seeking a dynamic and skilled Administrative Services Director to join this financially healthy and well-managed organization.

Located in Los Angeles County adjacent to the border of Ventura County, the City of Westlake Village was incorporated in 1981 and was one of the first master-planned communities in the country. It continues to be one of the most desirable places to live within the region and possibly one of the top choices on a national scale.

The community has a unique and special small-town charm as it places great emphasis on its unofficial motto: the "city in the country." Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and medians; top-notch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity.

Those who choose to live and work in Westlake Village tend to have a very strong connection to the community given its overall beauty, tranquility, and peacefulness, coupled with the many amenities it offers. The City helps encourage this connection in various ways that promote an engaged lifestyle for its residents. Also typifying this lifestyle is a commitment to public and community service manifested through the support of numerous charitable organizations by the City and by residents through contributions, volunteering, and direct financial support. Residents have a long history of participation in numerous City volunteer projects, committees, and boards, and they have a genuine and sincere appreciation for the quality services provided by the City.

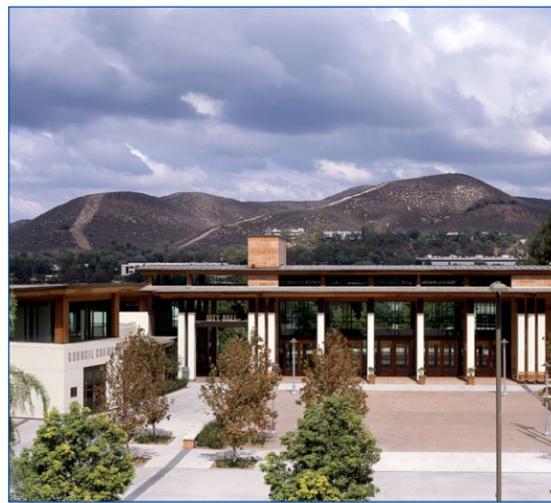
The City is the location of choice for major employers including the headquarters of the Conrad N. Hilton Foundation. The corporate offices of Guitar Center; Bank of America Home Loans; Move, Inc.; and Securitas Security Services are also located within the City limits. Currently, hotels located in the City serving the community and visitors to the region include the Four Seasons Hotel, the Marriott Residence Inn, and the locally owned Westlake Village Inn. Daytime population of the community swells to approximately 10,000

with the influx of employees and visitors.

Although the City is primarily built-out, opportunities and challenges will likely arise in the future centered around meeting State affordable housing requirements, implementing one or more specific plans dealing with upgrades/renovations to existing commercial and business properties, coordinating creative public-private partnerships, addressing long-term capital improvement program priorities and projects, overseeing existing City services and programs aimed at maintaining and enhancing the City's high quality of life for its residents, and addressing and implementing innovative approaches to improve broadband services to residents and businesses.

THE ORGANIZATION

The City operates under the Council-Manager form of government. The five members of the City Council are elected to four-year overlapping terms with the Mayor selected among his/her peers to serve a one-year term. The City Council has a long and well-established tradition of civility and decorum and its relationship with staff is highly respectful and supportive. The City Council appoints the City Manager, who in turn, serves as chief

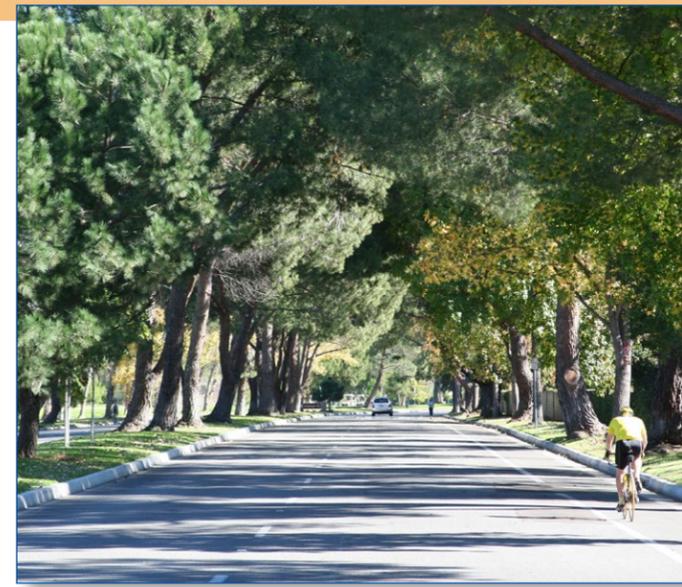


executive of the organization. Additionally, the City Council appoints the City Treasurer and the City Attorney. City Council meetings are held on the second and fourth Wednesdays of every month with the exception of a one-month hiatus in August when the City Council holds no meetings.

In Westlake Village, the City Council also serves as the Planning Commission. The City utilizes two advisory Boards including the Cultural Recreation Advisory Board, composed of 15 residents and 2 members of the City Council, and the Public Safety Advisory Board, composed of seven residents and two members of the City Council. Typically, the City will rely upon these boards, as well as both standing and ad-hoc City Council committees, to review and work through City issues leading to recommendations to the full City Council.

The City's FY 2019/20 consolidated budget is approximately \$21 million, with General Fund operating expenses of approximately \$13.6 million and a \$5.5 million Capital Improvement Program, and a full-time staff of 13 along with 2 part-time staff not including the appointed Treasurer. The City is financially stable with over \$6.4 million in general fund reserves and \$15 million in the restricted and unrestricted capital improvement program reserves.

Currently, the City contracts for animal control, building and safety, legal, library,



parks, recreation and cultural services, law enforcement, and public works. Fire protection services are provided by the Los Angeles County Consolidated Fire District.

To learn more about the City of Westlake Village, please visit www.wlv.org.

THE POSITION

The Administrative Services Director is appointed by and will report to the City Manager, Rob de Geus, who joined the City of Westlake Village in 2019. The Director will be responsible for overseeing the operations, programs and planning of administrative services including finance, budget, information technology, economic development, human resources, organizational performance, and risk management.

The City is seeking a candidate with experience in municipal financial operations, including debt issuance, investment of municipal funds, and reporting of operational results; administration of municipal bonds and grants of various types; annual, quarterly and monthly financial reporting; and final approval of journal entries, fund transfers, and bill payments. The Administrative Services Director will also serve as the lead interface with the City's outside auditing firm in the preparation of the comprehensive annual financial report.

The Administrative Services Director will oversee all human resource services and activities focused on classification and compensation administration, human resources records, benefits administration, and development of personnel policies and procedures. Serving as the City's Risk Manager, the Administrative Services Director will oversee administration of the workers' compensation program; and work with the City Attorney, other staff and Joint Powers Insurance Authority on liability claims administration.

The City of Westlake Village contracts with an IT consultant, and the Director will provide oversight to all City information technologies and the telecommunications system. The Administrative Services Director will oversee the City's process management functions, including citywide contract management and adherence to City procedures and policies.

As a member of the Executive Team, the Director will provide advice and assistance to the City Council and City Manager on complex financial management issues; will





respond to staff and citizen inquiries; and will assist other departments in all matters involving finance, human resources, and technology issues. On occasion, the City Manager will request that the Administrative Services Director conduct special studies and analyses on operational and administrative issues; conduct organization and management reviews; and subsequently formulate recommendations and prepare reports for consideration.

This position requires a Bachelor's degree from an accredited college or university in Finance, Business, Public Administration, or a related field. A Master's degree is highly preferred. In addition, qualified candidates will bring a minimum of five years of progressively responsible experience in public sector financial and administrative management.

THE COMPENSATION

The City is prepared to offer a competitive salary range of \$143,412 to \$206,100 plus executive level benefits including:

RETIREMENT: Classic Member - PERS 3% @ 60, highest three years. Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share. New Member — PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

MEDICAL INSURANCE: City contributes up to \$1,805/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, dental and vision.

RETIREE HEALTH INSURANCE: City contribution for retiree health insurance for retired employees with at least five years of service with the City.

OTHER INSURANCE BENEFITS: City pays 100% of AD&D, short- and long-term disability insurance.

VACATION: 10-20 days annual accrual based on years of service.

ADDITIONAL LEAVE: 12 days of sick leave per year, 14 days paid holiday leave per year, and 9 days of administrative leave per year.

DEFERRED COMPENSATION: City contributes \$50/month match into an ICMA 457 plan.

AUTO ALLOWANCE — \$400 per month.

The City does not participate in Social Security.

SEARCH SCHEDULE

Filing Deadline June 1, 2020
Preliminary Interviews June 8-9, 2020
Recommendation of Candidates June 12, 2020
Finalist Interview Process June 19, 2020

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



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