



## **DIRECTOR OF ADMINISTRATIVE SERVICES**

City of Fullerton

Up to \$217,400 annually

Plus Excellent Benefits

Future general salary increases: 4% - July 2025; 3% - July 2026

Under the general administrative direction of the City Manager, the Director of Administrative Services plans, directs, manages, and oversees the activities and operations of the Administrative Services Department. The Director of Administrative Services will provide advice and consultation to management and the City Council in assigned program areas and is a key Executive strategist for the organization.

**The Ideal Candidate:** The successful candidate for this position must be an exceptional leader capable of planning and directing the full range of financial and administrative services within a sophisticated and fast-paced culture. This full-service city will expect top contenders to have a proven track record of career accomplishments complemented by a high degree of professionalism, sophistication, and emotional intelligence. The ideal candidate is a proven financial leader who is well versed in California public financial practices, exhibits a positive, forward progress attitude, and maintains a high degree of accountability within the department, City organization, and community. This successful candidate will be appropriately assertive in presenting his or her opinions in a tactful and diplomatic manner. This position requires a person with a high energy level, capable of operating with significant independence and initiative, yet open to direction from City management and policy makers. A hands-on approach and willingness to lead by example are also required.

**Education:** Graduation from an accredited four-year college or university with major coursework in finance, management, business administration, public administration, or a related field. A Master's degree in a related field is desirable. **Experience:** This position requires a minimum of eight years of progressively responsible administrative, finance, municipal management, or a closely related field, including three years at the mid-management level in an organization comparable to Fullerton in terms of the scope of activity. **Professional License:** A California CPA license is desirable.

Interested candidates should apply no later than April 20, 2025, but the City may close the recruitment at any time once a suitable strong group of candidates has been established. Along with the City of Fullerton application, submissions must also include a cover letter, resume and five professional references. For detailed information about the position and to apply, please visit our website at [www.cityoffullerton.com](http://www.cityoffullerton.com) under "Career Opportunities." Questions can be sent to Laura Giannetti-Mercer, Human Resources Manager II at [laura.gm@cityoffullerton.com](mailto:laura.gm@cityoffullerton.com).