

**Administrative Services Director
City of Citrus Heights**

Citrus Heights, California

Located in the popular Sacramento metropolitan area, Citrus Heights has a population of 87,811 across 14.2 square miles. Incorporated in 1997, Citrus Heights may seem like a relatively young city. However, the area actually has a deep-rooted history dating back to the late 1800s and the Gold Rush days. Citrus Heights is a general law city, operating under a council-manager form of government. The City provides its service through four major departments: Police, Administrative Services, Community Development, and General Services. Each of these departments are led by a director that reports to the City Manager. The City has an overall staff of 210 FTE employees and has a current year budget of \$75.3 million. Reporting directly to the City Manager, the Administrative Services Director oversees Human Resources, Budget and Finance, and Information Technology for the City. The direct reports to the Administrative Services Director include a Human Resources Manager, a Finance Manager, an Accounting Manager, and an Information Technology Manager. Any combination of education and experience that would provide the knowledge, skills, and abilities necessary is qualifying. The following is a typical way to qualify: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, accounting, finance, human resources, organizational behavior, organizational development, information technology or a related field. A Master's degree in a related field is highly desirable. Seven years of increasingly responsible management level experience in public administration, finance, human resources, or information technology, including four years of administrative and management responsibility. The salary range for the position is **\$142,858 to \$188,933**, depending upon qualifications. In addition, the City offers a competitive benefits package. Interested candidates should apply by October 25, 2021. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume. Confidential inquiries welcomed to Greg Nelson at (916) 630-4900. Detailed brochure available at www.ralphandersen.com.