



CITY OF
WINTERS
california
Est. 1875

DIRECTOR OF ADMINISTRATIVE SERVICES

CITY OF WINTERS, CALIFORNIA

The central graphic features the official logo of the City of Winters, California, which includes a stylized green plant and the text 'CITY OF WINTERS california Est. 1875'. Below the logo, the title 'DIRECTOR OF ADMINISTRATIVE SERVICES' and the city name 'CITY OF WINTERS, CALIFORNIA' are displayed in a bold, italicized, green font.

OUR COMMUNITY

Winters has a population of approximately 7,300 residents in three square miles and is located in the southwestern corner of Yolo County, just east of Lake Berryessa and the Blue Ridge Coastal Range. The broader Winters community includes unincorporated pristine farmland and rolling hills with orchards and vineyards. Residents love Winters for its friendly, small-town atmosphere, community events and easy access to outdoor activities. The Winters Joint Unified School District serves approximately 1,550 students from Winters and the surrounding unincorporated areas of Yolo and Solano counties. Nearby UC Davis and Solano Community College provide advanced educational opportunities. Just thirty miles from Sacramento and an hour to the San Francisco Bay, Winters is perfectly situated in the countryside with convenient access to suburban and metropolitan areas.

This charming, historic town boasts one of the more vibrant downtowns in Northern California, including farm to table restaurants, wineries, breweries, coffee houses, and boutiques. A number of transformational capital projects have already been completed, including a new Public Safety Facility, new Winters Community Library, the Bobbi Greenwood Aquatic Center, the replacement of the Putah Creek Car Bridge, and the renovation of the historic 1906 Trestle Bridge. The PG&E Gas Safety Academy, a vocational training facility for 8,000 gas employees, opened in Winters in 2015. Hotel Winters, which opened in February 2020, is a nearly \$15 million boutique hotel catering to the Bay Area and serving the many event venues that exist in the Winters Area.

New project areas include the construction of a new senior center which will break ground this fall, a \$1.3 million upgrade to the wastewater treatment facility, a downtown visioning project to continue revitalization efforts, and ongoing, significant subdivision development work that will continue a rapid building pace for several years to come.

To learn more about the City of Winters, please visit www.cityofwinters.org and come visit us to truly appreciate how special this community is.

CURRENT PROJECTS

Working collaboratively with the City Manager, a primary goal of the newly formed Administrative Services Department is to expand financial, data management and administrative support across the organization in service to the operating departments, except public safety which is served by their own Administrative Coordinator. Underpinning the departments with strong administrative services will provide operational stability and succession planning.

To that end, a number of technology platforms are being implemented across the agency: an RMS system for Police in partnership with the City of West Sacramento; OpenGov for budgeting, financial transparency, storyboards and surveys; NeoGov for payroll; the newest version of EnerGov for permitting; and Granicus for agenda management and streaming of Council meetings. Our next technology project will be a new website platform consistent with more current functionality and setting up GIS services. Finally, the City needs to implement a Capital Improvement Plan budget and update its financial forecasting model as part of its budget stabilization efforts.



OUR ORGANIZATION

The City of Winters was founded in 1875 and incorporated in 1898; it employs the Council/Manager form of government. Winters has enjoyed a long history of stable Councils whose members are elected at-large for staggered four-year terms. The Council appoints the Mayor and Mayor Pro Tem to a two-year term after each election. The next election is June 2022.

The Council appoints the City Manager, City Attorney, and all members of the various boards and commissions that serve in an advisory capacity to the City Council. The Council embraces its role establishing policy on all public matters and prioritizing resource allocation, while the City Manager leads the organization. The Council recently completed goal setting, identifying 15 priority projects within the areas of Fiscal Stability, Community Development & Placemaking, Community Engagement & Transparency, Economic Development, Environmental Sustainability, and Organizational Excellence.

Like many rural cities, the City of Winters provides a complete range of municipal services, including police and fire protection; water, sewer and wastewater treatment services; infrastructure maintenance; community development; and recreational activities and special events. Given the small size of the organization, this position is a great opportunity to dive deep into a number of projects with a truly full-service city.

Winters has a small, and mighty full-time equivalent staff of 48 employees as well as seasonal employees, volunteer firefighters, and contract service providers. The City typically operates on a two-year budget; however, due to COVID-19, an annual budget was adopted for Fiscal Year 2021/2022 that totals \$10.53 million for all funds.



OUR IDEAL CANDIDATE

Under the general administrative direction of the City Manager, the Director of Administrative Services oversees and manages our Finance, Information Technology (IT), and Recreation Departments. The Director also serves as the City Treasurer managing the City's investments. In addition to the Director, the department is comprised of three full-time staff responsible for all accounting activities, payroll, utility billing, and recreation coordination, which includes seasonal sports (basketball and softball), facility rentals, and an aquatic program at the Bobbie Greenwood Swim Center. IT infrastructure services are provided by an outside contractor while software support is managed by lead platform users within the agency.

Fiscal stability and economic development are key priorities, and the new Director will play a pivotal role in identifying potential revenue enhancement and cost containment strategies. Someone with a broad perspective and strong understanding of municipal operations is highly desirable.

The successful candidate will possess a strong knowledge of operations, services, and activities of a comprehensive municipal financial management program; principles, practices, and methods of government accounting, auditing, and financial administration; municipal debt administration; and investment management. The candidate should also demonstrate initiative, a desire to collaborate with others, and the ability to effectively communicate complex financial management and budget information in a clear, concise, and steady manner to staff, the Council, and the community. The ideal candidate is prepared to roll up their sleeves, dig in, reach out, and be an approachable, supportive, and creative member of the team.

Candidates must possess seven (7) years of increasingly responsible professional accounting or auditing experience, including at least three (3) years of supervisory experience. Public sector experience is highly desirable. Graduation from an accredited college or university with a Bachelor's degree in accounting or business administration or closely related field is required.

This is an excellent opportunity to either become an executive in a supportive environment or finish an executive career helping to lead the organization to the next level in a truly remarkable and special community. The City Manager will adapt to the experience and qualifications of the successful candidate as she leads the organization forward.



RECRUITMENT SCHEDULE

This confidential recruitment is being coordinated by Human Resources Manager Alison Bigham, who may be reached at: Alison.Bigham@cityofwinters.org for any questions. All applicants should apply directly through our careers page, found [here](#). This recruitment closes on October 6, 2021, at 11:59 PM (PDT). Panel interviews for qualified applicants are tentatively scheduled for the week of November 1, 2021, and second interviews with the City Manager the week of November 8, 2021. References for finalists will be contacted only following candidate approval. Applicants will be advised of the status of the recruitment following the selection of the new director.

The anticipated start date for the successful candidate will be early January 2022.

The retiring director will assist with the transition and be available to support the new director to the degree desired.



COMPENSATION & BENEFITS

The salary range is \$109,000 and \$132,720, depending on qualifications.

In addition, the City offers a very competitive benefits package, including:

9/80 Schedule—City Hall is closed every other Friday and during lunch

Flexible Schedule—Ability to telecommute, subject to City Manager approval

Vacation—Minimum of 12 days accrued per year; subject to negotiation based upon years of experience.

Administrative Leave—12 days accrued per year

Sick—12 days accrued per year

Holidays—12.5 holidays observed plus 2 floating holidays

Longevity pay—After 5 years of service, ½ month of base pay per year on anniversary date.

CalPERS retirement plan—2% at 55 for Classic or 2%@ 60 for PEPR.

Medical, Dental, Vision, AFLAC—With generous cafeteria benefit plan, or a Medical Opt-Out amount of \$1,332.

CALGOVEBA—Participation in CALGOVEBA—a voluntary employee benefit account for the Public sector that provides tax free savings for retirement health costs, including health insurance and deductibles.

Life Insurance/LTD— Both life insurance and long term disability (LTD) are employer paid benefits. Life insurance is provided at two times your annual salary, while our LTD benefit pays up to \$8,000 per month (begins on 181st day of disability).

The City of Winters also participates in Social Security and Medicare.