



DIRECTOR OF ADMINISTRATIVE SERVICES

Salary: \$60,010 - \$72,942 (currently under review) annually, plus excellent benefits

Overview

The City of Mendota is pleased to announce it is recruiting for the position of Director of Administrative Services. Mendota is nestled in the heart of California's Central Valley and located in Fresno County. The City has a population of over 11,000 residents and bears the destination Cantaloupe Center of the World as agriculture is an important part of the City's economy. The Administrative Director will be a highly motivated individual with knowledge of and experience in administrative services and have the ability to adeptly manage a multitude of departments simultaneously.

Ideal Qualifications

- Three (3) years of increasingly responsible professional, supervisory, and administrative experience in personnel or closely related field.
- Bachelor's Degree in Public Administration, Business Administration or related field.
- Knowledge and experience in human resources, risk management, municipal aviation, and grant management.
- Ability to provide leadership of the department with a clear focus on the duties and responsibilities of administrative services for the City.

Benefits

Insurance: The position has fully paid health insurance premiums and deductibles for employee and dependents as established per resolution. Dental and vision insurance are fully covered and paid for qualified dependents. Employee is also eligible to receive \$500.00 per month in-lieu payment if choosing to not participate in the medical insurance coverage.

Retirement CalPERS Program: 2% @ 62, three highest years for members. Employers pay 6.55% on a pre-tax basis.

SDI: City shall pay the full amount of employee's S.D.I.

Retirement: 401(k) Contribution Plan

Vacation: Accrual of 10 days per year but up to 20 after depending on tenure

Holiday: Accrual of 15 days per year

Admin Leave: 6 days per year

Sick Leave: Accrual of 12 days per year

Life Insurance: \$50,000 in term life insurance paid by the City

LTD, STD, and AD&D: Fully paid by City

Education Reimbursement Program: Maximum of \$300 per year

Employee Assistance Program (EAP): Provided to employee and qualifying family members.

How to Apply

Obtain an application online at www.cityofmendota.com and mail your documents, marked **CONFIDENTIAL** to: City of Mendota Personnel Department, 643 Quince Street, Mendota, CA 93640. For more information, call Matt Flood at (559)655-3291.

Women, minorities and people with disabilities are encouraged to apply. EOE/ADA

Final filing date

Open until filled.