DIRECTOR OF ADMINISTRATIVE SERVICES

CITY OF ARROYO GRANDE, CALIFORNIA

Recruitment Services Provided By

MOSAIC PUBLIC PARTNERS

The Opportunity

The City of Arroyo Grande is seeking a visionary and collaborative leader to serve as its next Director of Administrative Services. This is an exceptional opportunity to join a high-performing executive team in one of California's most charming Central Coast communities, where innovation, fiscal stewardship, and exceptional public service are highly valued. As a trusted strategic partner to the City Manager and City Council, the Director will oversee the City's financial operations, budgeting, information technology, and administrative functions while helping shape the organization's future. The ideal candidate is an accomplished municipal leader who thrives on building relationships, driving organizational excellence, and delivering creative solutions that enhance services for both employees and the community. If you are an experienced executive with a "working director" mentality, ready to roll up your sleeves and make a lasting impact in a vibrant, forward-thinking city that values integrity, collaboration, and quality of life, Arroyo Grande offers an outstanding opportunity to lead and inspire.

About Arroyo Grande

Founded in 1911, the City of Arroyo Grande is a vibrant Central Coast community ideally situated midway between Los Angeles and San Francisco in scenic San Luis Obispo County. Encompassing just over 5 square miles and home to more than 18,000 residents, Arroyo Grande offers an exceptional quality of life defined by its small-town charm, natural beauty, and strong sense of community.

Nestled between the Pacific Ocean, rolling foothills, and renowned wine country, Arroyo Grande offers attractive neighborhoods and highly regarded schools, with an economy that reflects its rich agricultural heritage while being driven today by hospitality, regional healthcare and education hubs and a vibrant mix of retail, small businesses, and professional services. The City's historic downtown—known locally as "the Village"—serves as its cultural and social centerpiece. This walkable district is rich with character, featuring preserved Victorian architecture, unique boutiques, and a thriving dining scene.

A signature landmark, the Arroyo Grande Swinging Bridge, spans Arroyo Grande Creek and reflects the City's deep historical roots. Originally constructed in 1875 and rebuilt in 2024, the bridge stretches 171 feet and remains the only one of its kind in California, offering both a functional crossing and a beloved community attraction.

Arroyo Grande is equally committed to preserving and enhancing its natural environment and recreational amenities. The City maintains an extensive system of parks, open spaces, sports facilities, and a wildlife preserve that support active lifestyles and community well-being. Signature events such as the Arroyo Grande Harvest Festival and seasonal concert series bring residents and visitors together, reinforcing the City's welcoming and family-friendly atmosphere.

As part of the Central Coast's "Five Cities" region—alongside Grover Beach, Oceano, Pismo Beach, and Shell Beach—Arroyo Grande benefits from regional collaboration and coastal proximity. The area enjoys a Mediterranean climate, with warm, dry summers averaging around 70 degrees and mild winters typically ranging between 50 and 60 degrees, making it an ideal place to live, work, and lead.

City Government

The City of Arroyo Grande is a general law city, operating under the City Council/City Manager form of government. The five-member City Council consists of the directly elected Mayor and four City Council Members. The mayor is elected to a two-year term, and the Council Members are elected to serve four-year overlapping terms from districts. The Council appoints the City Manager and the City Attorney.

Arroyo Grande is a full-service city, with police, streets, engineering, planning, building, parks, recreation, water, and sewer services. Fire services are provided through the Five Cities Fire Authority, a joint powers authority established between the City of Arroyo Grande and the City of Grover Beach. The City's General Fund budget for FY 2026-27 is $25.9 million.

Despite its easy-going coastal charm, Arroyo Grande takes pride in investing in the City's future, investing in the City's infrastructure and facilities, and investing in its people. To demonstrate this, voters in the 2024 General Municipal Election passed Measure E-24, an increase in the City's sales tax by 1% for ten years, generating approximately $6,000,000 annually to provide funding for City services, such as fixing potholes, maintaining city streets, sidewalks, parks, aging infrastructure, and community facilities; providing local fire protection, police, and 9-1-1 emergency services; cleaning up litter/graffiti, and addressing homelessness.

The Administrative Services Department

The Administrative Services Department is responsible for providing accurate and timely financial and accounting information through the maintenance of appropriate financial systems and effective internal controls to promote the City's fiscal sustainability. The Department has an allocated staff of 7 FTEs and is made up of the Financial Services and Information Technology Divisions as described below.

- The Financial Services Division manages the City's financial systems by providing accurate and timely actions and information to City Council, operating departments, and the public. Policies, record keeping, and reporting are carried out in compliance with generally accepted accounting principles and all applicable laws and regulations. Areas of responsibility include treasury management and investing, utility billing, cash receipting, accounts payable, payroll, budgeting, business licensing, and non-departmental charges that are not directly related to a specific department.

- The Information Technology (IT) Division handles all centralized and decentralized City technology services, facilitating the City's ability to deliver effective and efficient service to the public. IT staff perform maintenance and upgrades of the City's IT network system, ensure network security, support multiple software applications, manage the Citywide IT replacement program purchases, provide technical support to City staff members, and complete research and planning for new technology solutions.

$8.8M
Operating Budget

7 FTE
Employees

The Position

The Director of Administrative Services is appointed by and reports directly to the City Manager. The Director is responsible for planning, directing, managing, and overseeing the activities and operations of the Finance and Information Technology Divisions including developing and implementing efficient and effective financial policies, plans, and reporting systems to ensure the City's long-term fiscal health. Additional job functions include:

- Assuming full management responsibility for all department services and activities including budget preparation, supervision of accounting procedures, and the design and implementation of automated financial accounting systems; and recommending and administering policies and procedures.
- Planning, directing, and coordinating, through subordinate staff, the Administrative Services Department's work plan; assigning projects and programmatic areas of responsibility; reviewing and evaluating work methods and procedures; and meeting with key staff to identify and resolve problems.
- Advising the City Council and City Manager on fiscal and technology matters, including the review of Council agenda reports and other policy documents for fiscal effects.
- Developing purchasing policies, standards and procedures; and monitoring purchasing for compliance with established guidelines.
- Issuing interim reports on the City's fiscal and budgetary status; coordinating annual and special audits; and preparing annual financial reports.
- Overseeing the processing of payroll and vendor payments; and administering fee schedules, overseeing rate studies, setting rates, and leading the associated communication efforts and public hearings for water and sewer enterprises..
- Administering the City's investment portfolio, including daily investments as well as long-range investment policies; and managing and monitoring the City's complex debt structure.
- Administering the City's utility billing, business tax collection, accounts receivable and cashier/public counter activities.
- Overseeing and participating in the preparation, development and administration of Citywide operating and capital budgets; approving the forecast of funds needed for staffing, equipment, materials and supplies; and approving expenditures and implementing budgetary adjustments as appropriate and necessary.
- Serving as Treasurer for the Five Cities Fire Authority, a JPA for Fire Services with neighboring Grover Beach. This includes budget preparation, financial administration, and analysis. The work associated with the Five Cities Fire Authority is an important piece of the Director's overall workload and responsibility.
- Serving on the City's labor negotiations team with the Human Resources Officer.

Challenges & Opportunities

The next Director of Administrative Services in Arroyo Grande will be presented with a few known challenges and opportunities in which to excel, including:

- The next Director will have the opportunity to examine all elements of the department and make an assessment and recommendation as to process enhancements or realignments of job duties that could strengthen the organization.
- The Director of Administrative Services and their team additionally support the Five Cities Fire Authority (FCFA) with budgeting, procurement, payroll, and other internal services.
- The City of Arroyo Grande transitioned to Tyler Munis approximately 2 years ago and is now in phase 3 of that integration (utility billing). The next Director will have the opportunity to complete that important final phase of implementation.
- Given that a water and sewer rate study has been initiated through a consultant, the next Director of Administrative Services will work with the City Manager and City Council to implement findings.

Ideal Candidate

The City of Arroyo Grande seeks a dynamic and proactive public finance professional with astute attention to detail to lead the City's Administrative Services Department. The Director of Administrative Services is an integral part of the City Manager's executive team and will serve as a strategic partner to the City Manager and members of the City Executive Team. The ideal candidate will be a skilled communicator who is as comfortable leading their staff as they are communicating clearly and effectively with City Council to address their requests. Impeccable customer service is the cornerstone of City operations, so the next Director will bring a very strong service orientation to the position. Other key attributes required to be successful as the next Director of Administrative Services in Arroyo Grande include:

- Proven experience in governmental finance, budgeting, treasury, debt management, investing, accounting, and related activities.
- This is a working director position, so hands-on experience, especially in a similarly sized small city, will benefit the successful candidate.
- Experience in labor negotiations and financial costing of financial scenarios.
- The ability to effectively synthesize and communicate complicated financial concepts and terminology in public meetings and other venues is desired.
- Demonstrated experience in financial forecasting and the ability to navigate budget challenges while still getting projects advanced will be highly valued by the City.
- Exceptional analytical and problem-solving abilities.
- A personable, approachable leader who is highly visible inside the department and community.
- Demonstrated experience in technology enhancements and fostering a culture of innovation that improves service delivery.
- A collaborative style and commitment to working with City leadership, external partners, and allied agencies.
- The successful candidate will possess a transparent and communicative nature that instills trust both inside and outside the organization.

Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, accounting, finance or a related field.

Experience: Five (5) years of increasingly responsible financial management or governmental accounting experience including three (3) years of management and administrative responsibility.

Licensure: While not required, a CPA or CPFO designation is highly desirable.

Salary & Benefits

The City of Arroyo Grande will offer a highly competitive salary and benefits package to its next Director of Administrative Services. The salary range for the position is **$176,715 to $214,798** annually. Placement in the range will be dependent on the successful candidate's experience and work history. Additional benefits include:

CalPERS Retirement System: The City participates in the California Public Employees' Retirement System (CalPERS) with a 2.0% at 55 formula for Classic members and 2.0% at 62 for PEPRA members. The City of Arroyo Grande also participates in Social Security.

Deferred Compensation: An optional 457(b) through Mission Square is offered and the City matches contributions up to $3,000 per year for Department Directors.

Insurance: A Cafeteria Plan contribution toward premiums for the employee and dependents is provided. Dental and Vision plan premiums are fully paid by the City.

Annual Leave: Starts at 29 days per year and increases with years of service. Annual Leave is used for vacation, sick leave, and management leave. Employees may convert up to 48 hours of Annual Leave per year to salary compensation if eligibility requirements are met.

Holidays: 13 fixed holidays and 1 floating holiday are provided.

Life and AD&D Insurance: Life insurance equal to the employee's annual salary, not to exceed $50,000 is provided by the City.

Vehicle Allowance: A vehicle allowance of $200 per month is provided by the City.

Application & Selection Process

Interested candidates should apply quickly, as candidates will be considered as application materials are received. An initial review of candidates is tentatively scheduled for the week of **August 10, 2026**; however, the City may close the recruitment at any time once a suitably strong group of candidates has been established. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 217-3696

RECRUITMENT TIMELINE:

First review of candidate materials:	Week of August 10, 2026
Candidates selected for interviews:	Week of August 17, 2026
In-person interviews:	September 9-10, 2026
Estimated start date for new Director:	October 2026

The City of Arroyo Grande is an equal opportunity employer.