

CAREER OPPORTUNITY

ADMINISTRATIVE SERVICES DIRECTOR

TOWN OF LOS GATOS, CA

Salary: \$204,000 - \$275,000 DOE/DOQ

CLICK TO
APPLY BY
DEC. 8!

The **Town of Los Gatos, CA (Town)** is seeking a skilled and articulate finance professional to serve as its next **Administrative Services Director**. This newly restructured executive position provides a unique opportunity to guide the Town's financial strategy while also overseeing the Human Resources and Information Technology Departments. While direct experience in HR and IT is desired but not required, this role offers an exceptional opportunity to broaden one's professional portfolio beyond finance and gain meaningful executive-level exposure across organizational functions. With a collaborative executive team, a highly engaged community, and a Town Council deeply committed to fiscal sustainability, this position is ideal for a financial expert who excels at communicating complex technical information with clarity and purpose, helping bridge the gap between data, decision-making, and community understanding.

*This is your opportunity to lead with purpose—apply today and help guide
Los Gatos toward a sustainable and thriving future.*

ATTACHMENT 3



THE COMMUNITY

Nestled at the base of the Sierra Azules, just 50 miles south of San Francisco, the Town of Los Gatos, CA is one of the Bay Area's most picturesque and desirable communities. Framed by the Santa Cruz Mountains and the Santa Clara Valley, Los Gatos blends historic small-town charm with the innovation and energy of Silicon Valley.

Home to approximately 33k residents, Los Gatos prides itself on being a welcoming, family-oriented, and safe community with exceptional schools, scenic open spaces, and a vibrant, pedestrian-friendly downtown listed on the National Register of Historic Places. With over 3k local businesses, the Town's economy is diverse—ranging from technology and professional services to boutique retail and fine dining—providing both residents and visitors with a strong sense of community identity and quality of life. In its 2025 Community Survey, over 94% of residents rated Los Gatos as a good and excellent place to live and raise children.

Los Gatos enjoys a mild Mediterranean climate and a strong civic culture defined by collaboration, pride, and engagement. Residents and local leaders share a deep commitment to preserving the Town's distinctive character while fostering innovation, sustainability, and fiscal responsibility.



33K
APPROX.
POPULATION SIZE



15
CITY SQUARE
MILES



3K+
LOCAL
BUSINESSES



330
AVERAGE DAYS
OF SUNSHINE

THE ORGANIZATION: COUNCIL-MANAGER FORM OF GOVERNMENT

The Town operates under a Council-Manager form of government and is recognized throughout the Bay Area for its professionalism, efficiency, and dedication to service. The Town Manager, appointed by the [Town Council](#), oversees the daily operations of all Town departments and an 2025-26 annual expenditure budget of \$80.6M. The Town employs approximately 153 dedicated staff who deliver high-quality municipal services guided by the Town's Core Goals: Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Engagement and Public Safety.

The Town's leadership is committed to strategic, long-term financial planning and to maintaining structural balance while advancing the community's vision. The [Town Council's 2025-2027 Strategic Priorities](#) include strengthening fiscal stability, advancing emergency preparedness and resiliency, supporting housing opportunities, and fostering civic inclusivity.



**CLICK BELOW
TO LEARN MORE:**

[Town Website](#)

[Strategic Priorities](#)

[FY 25-26 Budget](#)

[Annual Comprehensive
Financial Reports](#)

THE DEPARTMENT

The Administrative Services Department is central to the Town's operational and strategic success, encompassing the Finance, Human Resources (HR), and Information Technology (IT) Departments. Together, these teams provide the internal systems, expertise, and resources that enable the Town to deliver high-quality, responsive public services.

To create greater alignment between administrative services and the Town's overall strategy, vision, and organizational goals, the former Finance Director position has been restructured and elevated to the Administrative Services Director. This change reflects the Town's commitment to integrating fiscal stewardship with organizational development and technological innovation.

The next Administrative Services Director will serve as both the Town's Chief Financial Officer and the executive leader overseeing HR and IT, providing a unified approach to how the Town manages its people, systems, and resources. While the Town seeks a professional with strong expertise in local government finance and budgeting, this is a great opportunity for someone to increase their knowledge and skills in HR and IT as this individual will also play a key role in advancing organization-wide efficiency, collaboration, and modernization.

The department is supported by a capable and dedicated team, including experienced HR and IT Directors, positioning the next Administrative Services Director to set strategic direction, empower staff, and continue building a culture of excellence, collaboration, and continuous improvement.

 [CLICK FOR DEPARTMENT ORG CHART](#)

THE POSITION & FINANCIAL FOCUS

Reporting to the Town Manager, the Administrative Services Director serves as a key member of the executive leadership team and as the Town's Chief Financial Officer, providing strategic oversight of the Finance, Human Resources, and Information Technology Departments. The Director will manage 4 direct staff (two of which are directors), with oversight of 14 total staff, and will play a central role in ensuring the Town's long-term fiscal sustainability and organizational effectiveness.

This position offers the opportunity to lead a highly skilled and motivated team while shaping the Town's financial future. The Administrative Services Director will develop sustainable financial strategies that align with Council priorities, strengthen fiscal resilience, and ensure transparent and easily digestible communication of financial realities to the Finance Commission, Town Council, and the community. While they will have a more technical focus on finance, the Director will be a strong leader that fosters collaboration across HR, IT, and Finance.

The Town's Financial Focus

As the executive responsible for leading the **Town's annual budget development process**, the Administrative Services Director will serve as both the technical finance expert and the strategic advisor who helps the Town Manager, Department Directors, and Town Council architect data-informed decisions that strengthen fiscal sustainability. The Town follows a disciplined and transparent fiscal framework guided by long-range forecasting and strategic use of reserves. Each year, the budget cycle begins in January with departmental kickoff meetings and concludes with Council adoption in June, following public review in May. The 2025–26 Operating Budget is \$80.6M, with \$22.7M in Capital Improvement Program (CIP) appropriations. The Town is currently addressing a projected \$3.6M structural deficit, requiring innovative approaches to revenue generation, expenditure control, and organization-wide efficiency.

THE IDEAL CANDIDATE

The Town of Los Gatos is seeking a financial strategist and storyteller who is an accomplished local government finance professional bringing not only deep technical expertise, but also the ability to effectively communicate complex financial concepts with clarity, precision, and impact.

The ideal candidate will be an expert communicator who can translate intricate financial information into meaningful narratives tailored for diverse audiences: Finance Commission members with strong private-sector backgrounds, Town Councilmembers seeking accessible and actionable insights, and community stakeholders who want to understand how fiscal decisions shape services and priorities. This individual will transform numbers into understanding which bridges the gap between technical data and strategic decision-making fostering transparency, confidence, and trust.

While a strong background in public-sector finance and budgeting is essential, experience in Human Resources and Information Technology is desired but not required. However, the successful candidate will bring an interest and openness to learning in these areas, viewing this role as an opportunity to broaden their executive skill set beyond finance. This is an exceptional opportunity for someone who ultimately aspires to serve as a Deputy City Manager, Assistant City Manager, or City Manager, and who is eager to develop a well-rounded leadership portfolio under an experienced Town Manager who values mentorship, development, and teamwork.

The successful candidate will be a strategic advisor, a collaborative partner, and an inspiring mentor who can be a leader guiding the organization through fiscal challenges with creativity and integrity while championing innovation, professional development, and cross-departmental collaboration.

KEY UPCOMING CHALLENGES & OPPORTUNITIES:

- Managing an external consultant-led financial analysis evaluating financial current and future conditions, performing 10-year projections, and determining impact of future housing developments which will inform a multi-year program to ensure long-term fiscal sustainability.
- Optimization of the Town's newly implemented ERP system (Tyler Munis Technologies).
- Enhancing internal processes to improve efficiency, and streamline operations across the organization, and ensure adequate internal control.
- Strengthening succession planning, empowering staff, and supporting professional development.
- Advancing cross-departmental collaboration to align operations with the Town's strategic goals.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

A typical way to obtain the knowledge, skills and abilities would be a Bachelor's degree in finance, accounting, public administration, business administration or a closely related field and six (6) years of increasingly responsible experience in governmental finances, preferably in a California municipality, including three (3) years of supervisory experience. A Master's degree in Public Administration is desirable. The ability to communicate complex financial information in an easy-to-understand manner is strongly desired.

License and Certification (positions in this class may require one or more of the following): A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Outlook, Word, Excel, and other common business applications.
- Able to quickly learn and effectively use financial and reporting systems.
- Skilled in analyzing and communicating complex financial information clearly.



SALARY & BENEFITS

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PLUS A GENEROUS BENEFITS PACKAGE THAT INCLUDES:

- **Retirement:** California Public Employees' Retirement System (PERS) defined benefit retirement plan. 2% @60 for "Classic" members and 2% @62 for new members as defined by PEPR. Subject to employee contribution. Both the Town and the employee contribute toward CalPERS retirement contributions. The Town does not participate in Social Security.
- **Healthcare:** Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage; employees may waive coverage and receive cash-in-lieu up to \$400/month.
- **Section 125 Flexible Spending Accounts:** Voluntary pre-tax employee contributions up to \$3,200 per year for health care expenses and up to \$5,000 per year for dependent care expenses.
- **Deferred Compensation:** Voluntary 457 Deferred Compensation Plan.
- **Income Protection:** \$50,000 Town-paid term life insurance coverage; short-term and long-term disability insurance.
- **Vacation:** Up to 25 days accrual per calendar year (maximum balance of 500 hours); eligible for cash out 2x/year and at separation. Prior years of public sector service counted towards vacation accrual tier.
- **Management Leave:** Up to five (5) days per year awarded at the end of the calendar year, as authorized by the Town Manager.
- **Personal Leave:** Six (6) days per year.
- **Sick Leave:** 12 days accrued per year.
- **Holidays:** 12 designated holidays per year.
- **Cell Phone Stipend:** \$120 per month.
- **Tuition Reimbursement:** \$3,000 per fiscal year.



HOW TO APPLY:

For first consideration apply
as soon as possible,
but no later than December 8, 2025 at:

 www.tristargovsolutions.com/careers

The Town will be reviewing applications as they are received and conducting rolling interviews throughout the process. **Candidates are strongly encouraged to apply early, as the Town may identify and select a finalist prior to the application deadline.**

SAVE THE DATES: The **first round of in-person interviews** are scheduled for **December 8 & 9**. If a hire is not made after the first round of interviews and the interview of additional candidates is needed, **a second round of in-person interviews** will take place on **December 15 & 16**.

QUESTIONS? Please contact your recruiter, Sam Sackman, with any questions:

- Email: sam@tristargovsolutions.com
- Website: www.tristargovsolutions.com
- Phone: 408-605-0790

