



*The City of Lodi invites you  
to apply for the position of*

## **ADMINISTRATIVE SERVICES DIRECTOR**

Are you a seasoned municipal leader with financial expertise and a passion for strengthening internal operations? The City of Lodi is searching for a steady, solutions-oriented professional who can guide three interconnected divisions through continued improvements, modernization and organizational growth.

In this department head role, you'll oversee Finance, Human Resources and Information Technology, leading a dedicated group of managers and staff. The Administrative Services Director will serve as a key advisor to the City Manager and Council, ensure essential processes are followed and enhance customer service for employees and residents alike.



# About the City of Lodi

## THE COMMUNITY

Lodi is a scenic, tight-knit city celebrated for its family-friendly neighborhoods, charming downtown and rich agricultural heritage. Known as the "Zinfandel Capital of the World," it offers a distinctive blend of small-town warmth and big opportunities surrounded by vineyards, farmland and open spaces that personify its relaxed and inviting character.

Home to just under 70,000 residents, Lodi embraces a strong culture of connection and teamwork. City employees, local businesses and residents take pride in supporting one another. Lodi's lively downtown hosts year-round events, from farmers markets and the renowned Lodi Street Fair to summer concerts and seasonal celebrations that bring the community together.

Lodi's natural beauty, thriving economy and welcoming spirit make it more than just a place to work, but a place to live, connect and thrive.

### LODI BY THE NUMBERS



**69,320** POPULATION



**37** MEDIAN AGE



**\$86,458** MEDIAN  
HOUSEHOLD INCOME



**55%** COLLEGE EDUCATED



**\$520,000** MEDIAN HOME VALUE



**24** UNIVERSITIES WITHIN 50 MILES



**21** AVERAGE MINUTES  
SPENT COMMUTING TO WORK



**35** MILES FROM CALIFORNIA'S  
STATE CAPITAL



**85+** WINERIES



**3** AIRPORTS WITHIN 90 MINUTES

## OUR MISSION

*The City of Lodi's purpose is to enhance the quality of life for Lodi residents, reflecting our high community standards.*

## WHY WORK FOR US?

The City of Lodi offers a workplace defined by loyalty, pride and purpose. Our employees are deeply rooted in the community and are dedicated to serving it well. Many have built long-standing, rewarding careers here.

What makes Lodi special isn't just the work we do, but how the work is done. Here, teams support one another, departments work in sync and a genuine sense of unity is established across the organization. It's the kind of place where people show up for each other, take ownership of their work and celebrate shared success.

At Lodi, you'll find steady leadership, a supportive environment and meaningful opportunities to grow. Whether you're leading major projects or improving daily operations, your work directly shapes the City's future and enhances the quality of life for everyone who calls Lodi home.

## FUN FACT:

*The City was originally named Mokelumne and was renamed to Lodi in 1874.*

# THE ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Director oversees the City's internal service functions, which include Finance, Human Resources and Information Technology. Together, these divisions support every City department through financial stewardship, workforce services and modernized technology solutions. With a budget exceeding \$3.8 million, the Department supports 38 full-time employees.

## FINANCE DIVISION

With approximately 25 team members, the Finance Division oversees accounting, budget development, revenue services, utility billing and collections, including electric, wastewater and solid waste. The division is responsible for daily banking, payroll, purchasing, treasury operations and maintaining the City's financial records and accounts. Staff prepare the City's Annual Comprehensive Financial Report, support annual audits and deliver high-volume customer service. The division also administers financial systems and is currently implementing new utility payment platforms while planning for future system upgrades.

## HUMAN RESOURCES DIVISION

The Human Resources Division, composed of five professionals, oversees a full range of personnel functions, including recruitment and selection, benefits administration, labor relations, classification and compensation, training and policy development. With nine collective bargaining units, the division plays a central role in negotiations and maintains strong partnerships with employee groups across the organization.

## INFORMATION TECHNOLOGY DIVISION

The IT Division includes 11 staff and supports all Citywide technology systems, cybersecurity, data center operations, LAN and WAN infrastructure, programming, data analytics and desktop and peripheral support. Key projects include the upcoming Office 365 migration, enhanced security initiatives and modernization of internal applications. Within IT, strong coordination with departments is essential, as they work to improve system performance, streamline workflows and update platforms that support long-term organizational goals.

### **FUN FACT:**

*The Lodi Mission Arch was built in 1907 and is a California Registered Historic Landmark.*

**The Administrative Services Department serves as the operational backbone of the City, providing essential support enabling other departments to deliver reliable and efficient services.**

#### **+** Supporting Citywide Decision-Making

Providing reliable financial data, analysis and administrative support that informs leadership decisions and helps departments plan, prioritize and manage resources effectively.

#### **+** Safeguarding Processes and Public Trust

Ensuring policies, controls and procedures are consistently applied to maintain audit readiness, regulatory compliance and accountability in the use of public funds.

#### **+** Enabling a Strong Workforce

Creating the frameworks that support recruitment, training, labor relations and employee development, while promoting consistency and fairness across the organization.

#### **+** Advancing Modern, Secure Operations

Guiding the adoption of technology and systems that improve efficiency, protect City data and support evolving service delivery needs.

#### **+** Serving as an Organizational Partner

Working alongside departments to explain requirements, provide training and deliver solutions with clarity, sensitivity and a strong customer service mindset.



# The Position

The Administrative Services Director plays a central role in how the City functions, overseeing the systems, policies and resources that support daily operations and long-term stability. With experienced managers across Finance, Human Resources and Information Technology, this role is focused on setting direction, strengthening accountability and helping the organization adapt to evolving needs and expectations.

## Reporting to the City Manager, you will:

- ✚ Oversee the coordination and performance of Finance, Human Resources and Information Technology to ensure effective service delivery across the organization.
- ✚ Direct the City's financial framework, including budget development, financial reporting, revenue administration and audit coordination.
- ✚ Guide employee relations, negotiations and organizational practices in partnership with department leadership and employee groups.
- ✚ Champion secure, reliable and modern technology systems that support City operations and data protection.
- ✚ Define and uphold internal policies and procedures that promote consistency, transparency and compliance.
- ✚ Provide clear, balanced guidance to the City Manager, City Council and departments on complex administrative and operational matters.

This role is well-suited for a highly experienced local government professional who brings sound judgement, decisiveness and a collaborative mindset to their leadership.

[Click here to read the full job description.](#)

## Administrative Services Director AREAS OF RESPONSIBILITY

- Department Leadership and Executive Administration
- Financial Management and Fiscal Oversight
- Human Resources Strategy and Labor Relations
- Information Technology Governance and Cybersecurity
- Policy, Procedure and Internal Controls Development
- Procurement, Contracts and Vendor Management
- Interdepartmental Coordination and Organizational Support





## OUR IDEAL CANDIDATE

The Administrative Services Director is a leader who brings structure and credibility to the City's internal operations. Success in this role depends on the ability to manage complexity, uphold critical standards and foster cooperation across departments, all while maintaining a strong sense of accountability and service.

### You're our ideal match if you're:

- ✚ Experienced in public sector financial management, particularly in managing long-term obligations like pensions, and committed to ensuring the City's long-term fiscal stability.
- ✚ Comfortable exercising sound judgment in high-visibility and high-sensitivity situations.
- ✚ Able to articulate complex administrative and financial concepts in a clear, practical manner.
- ✚ Effective at reinforcing policies and procedures while maintaining positive working relationships.
- ✚ Skilled at working across departments and aligning differing perspectives, constructively resolving issues.
- ✚ Dedicated to providing responsive, professional service to employees, leadership and the public.
- ✚ Confident providing oversight and strategic direction, setting expectations and ensuring follow-through.
- ✚ Proactive in training staff across all departments, reinforcing procedures and supporting implementation as policies and processes are revised.

# Qualifications

## EDUCATION & EXPERIENCE

Any combination of education and experience that provides the required knowledge and skills is acceptable, provided that the minimum education requirement is met.

### Education

Possession of a Bachelor's degree from an accredited college or university, with major course work in public administration, finance or a closely related field is required. A Master's degree in public administration, or a closely related field, is highly desirable.

### Experience

Ten years of management experience and four of those years must demonstrate experience in financial management and human resources, preferably in a public agency or governmental setting.

## LICENSES & CERTIFICATES

- An appropriate, valid driver's license from the California Department of Motor Vehicles.

## COMPENSATION & BENEFITS

The annual salary for the Administrative Services Director is **\$195,261.52**.

- **9/80 Work Schedule with every other Friday off**
- **Leave Benefits**
  - Holidays:** 10.5 fixed holidays per year, plus 4 floating holidays
  - Vacation:** 2 weeks of paid vacation annually
  - Sick Leave:** 3.70 hours earned per pay period
  - Administrative Leave:** 80 hours annually, ability to cash out up to 80 hours
- **Deferred Compensation**
  - 3% match
- **Tuition Reimbursement**
  - Up to \$3,000 per fiscal year
- **Health Insurance**
  - Medical:** CalPERS HMO and PPO plans available  
City contribution capped at:
    - \$771.35 for employee
    - \$1,542.71 for employee + one
    - \$2,005.52 for family
  - Dental:** City contributes \$1,250 per year (including \$1,250 orthodontic for each family member)
  - Vision & Chiropractic:** 100% City-paid premium
- **Participation in Section 125 Cafeteria Plan**
  - Section 125 Cafeteria Plan**  
Pre-tax premium payments and medical/dependent care expense options available
- **Life Insurance**
  - Full premium for employee and dependent life insurance at two times the annual salary, with maximum benefit of \$250,000
- **Long-Term Disability**
  - Long-term disability provides up to approximately  $\frac{2}{3}$  of an employee's salary, with maximum monthly benefit of \$10,000
- **Retirement**
  - Member of CalPERS
  - 2% @ 55 for classic employees
  - 2% @ 62 for new employees
  - The City does not participate in Social Security.

# How to Apply

To be considered for this position, send your resume and cover letter to Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com) by February 17, 2026.

Candidates may be screened for qualifications following the submission deadline. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

