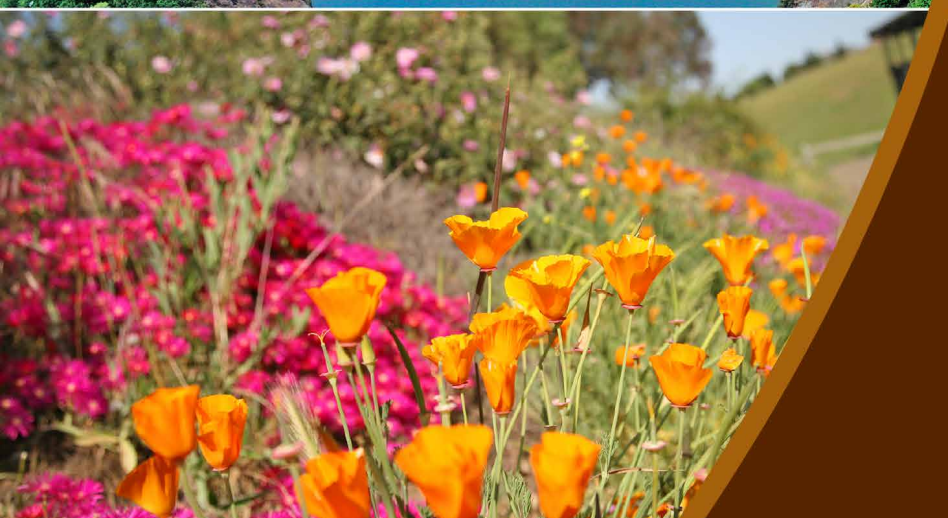








LOS ALTOS HILLS

CALIFORNIA

FINANCE DIRECTOR

BOB MURRAY & ASSOCIATES

EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY



Incorporated in 1956, the Town of Los Altos Hills is a premier Silicon Valley residential community located adjacent to the City of Los Altos, approximately 35 miles south of San Francisco, five miles south of Stanford University, and 17 miles north of downtown San Jose. From its earliest days, the Town has been guided by a commitment to preserving the "rural atmosphere of the foothills and orderly and unhurried growth"—a vision that continues to shape the community today.

Encompassing approximately nine square miles, Los Altos Hills is one of the smallest incorporated communities in Santa Clara County. An additional 5.2 square miles of unincorporated land adjacent to the Town's boundaries is within its sphere of influence and may be subject to the Town's guidelines or future annexation.

Los Altos Hills has grown from an original population of approximately 2,500 in 1956 to just over 8,000 residents today. Residents are drawn to the Town's rolling hills, picturesque valleys, mild climate, open spaces, and spectacular views of the South and East Bay. Perhaps most distinctive is the Town's enduring commitment to preserving a residential-agricultural lifestyle, reflected in spacious homes, expansive open land, and a uniquely rural character that permits horses and farm animals.

The Town's commitment to maintaining its residential character is further reflected in the absence of commercial activity. While schools, religious institutions, recreational clubs, and other permitted uses serve the community, Los Altos Hills has intentionally preserved the quiet, residential environment envisioned by its founders and embraced by generations of residents. Together, its natural beauty, physical assets, and strong community commitment make Los Altos Hills one of Northern California's most distinctive and desirable residential communities.

A hallmark of life in Los Altos Hills is the Town's approximately 80-mile Pathway System. Meandering throughout the community, these trails and off-road paths provide residents with a unique way to walk, run, bicycle, or even ride horseback while enjoying the Town's natural beauty. Developed through a combination of resident cooperation, easements, and donations, the pathways also provide emergency egress and serve as important corridors for wildlife. Each year, the Parks and Recreation Department hosts the popular Pathways Run, bringing residents of all ages together to enjoy this distinctive community asset.

Residents have access to multiple public school districts as well as numerous private schools in the surrounding area. Foothill-De Anza Community College District operates Foothill College within Los Altos Hills, providing additional educational opportunities close to home.

THE ORGANIZATION

The Town of Los Altos Hills operates under a council-manager form of government and is supported by a highly focused workforce of approximately 30 employees. With a proposed FY 2026-27 budget of $20.6 million, the Town is committed to maintaining its exceptional quality of life while promoting public safety, strengthening service delivery, protecting infrastructure, and managing organizational risk.

The Town's small size creates an environment in which leaders work closely across organizational boundaries and have a meaningful opportunity to influence the community and the organization. The City Manager and Town Council value collaboration, work-life balance, and a family-oriented workplace culture, fostering a close-knit management team where employees are encouraged to work together, solve problems, and deliver high-quality services.



Town departments and functions include the City Manager's Office; City Clerk; Finance, which includes responsibility for Human Resources, Community Development, which includes Code Enforcement, Building, Planning, and Sustainability; Community Services; and Public Works, which includes Engineering and Maintenance.

The Town contracts with the Santa Clara County Sheriff's Department for law enforcement and public safety services. Fire protection, suppression, and safety services are provided through the Los Altos Hills County Fire District, with the Town contracting with the Santa Clara County Fire Department for fire services.

ABOUT THE DEPARTMENT

The Finance Department plays a central role in protecting the Town's financial resources and ensuring the responsible stewardship of the public assets entrusted to Los Altos Hills. Working under the direction of the City Manager and within the financial framework established by the Town Council's annual budget, the department helps ensure that the Town has the financial, personnel, equipment, and facility resources necessary to deliver high-quality municipal services.

The Town operates on a two-year (biennial) budget cycle, with each fiscal year running from July 1 through June 30. The department leads the development and administration of the biennial budget and conducts an annual mid-cycle review, providing an opportunity to evaluate revenues and expenditures, update financial projections, and recommend adjustments based on changing priorities and financial conditions.

The department oversees a broad range of financial and administrative functions. These include cash receipting, business licensing, accounts payable and receivable, planning, building and engineering development deposits, sewer reimbursement agreements, employee payroll and benefits, recruitment and retention, and contract management. The department also manages contractors providing ongoing investment portfolio advisory services, technology support, and facility maintenance.

Each autumn, the department oversees the Town's independent financial audit, helping ensure that the Town's financial statements are prepared in accordance with generally accepted accounting standards and applicable laws and accurately reflect the Town's financial position.

Given the Town's small organizational structure, the department has a broad and highly visible role. Its work extends beyond traditional accounting and finance functions to support sound decision-making, effective administration, long-term financial sustainability, and the Town's overall organizational effectiveness.



FINANCE & INVESTMENT COMMITTEE

The Finance Director serves as the staff liaison to the City Council-appointed Finance and Investment Committee (FIC) and works closely with its members on matters of significant financial importance to the Town. As staff liaison, the Finance Director is expected to attend and support all FIC meetings, which are generally held on the first Monday of each month at 4:00 p.m., and to provide the financial information, analysis, and professional guidance necessary to support the Committee's work.

The FIC provides valuable expertise and perspective on the Town's financial policies and long-term fiscal planning. The Committee has played an important role in areas such as sewer rate reviews, financial planning for unfunded liabilities, and the annual review of the Town's investment policy.

The successful candidate will view the Committee as a valued partner, fostering a collaborative and productive relationship while providing the financial expertise and analysis necessary to support thoughtful decision-making by the City Council and Town leadership.

THE POSITION

Under the general direction of the City Manager, the Finance Director provides leadership and oversight for the Town's financial services and serves as a key member of the executive management team. This is a hands-on leadership opportunity for a finance professional who enjoys working in a small, collaborative organization where their expertise can have a direct and meaningful impact.

The Finance Director is responsible for planning, organizing, and directing the Town's financial operations, including maintaining and monitoring financial and accounting systems; preparing and analyzing comprehensive financial statements; overseeing data processing and treasury functions; developing and administering the Town's operating and capital budgets; coordinating the annual independent audit; and supporting risk management activities.

The Director supervises Finance staff and works collaboratively with the City Manager, City Council, Finance and Investment Committee, department leaders, employees, and community members. The position will play an important role in ensuring the Town's financial resources are managed responsibly, transparently, and strategically while supporting the delivery of high-quality municipal services.



THE IDEAL CANDIDATE

The Town of Los Altos Hills seeks a knowledgeable and highly collaborative finance professional who combines strong technical expertise with sound judgment, political acumen, and a genuine commitment to customer service. The ideal candidate will be a trusted financial advisor and strategic partner who can translate complex financial information into clear, useful information for the City Manager, Town Council, Finance and Investment Committee, staff, and community.

Success in this role will require more than technical proficiency. The Finance Director must be approachable, responsive, and comfortable building strong relationships throughout a small organization. The ability to listen, communicate effectively, creatively solve problems, and bring people together will be essential. The successful candidate will have a collaborative management style that encourages interdepartmental cooperation, coordination, accountability, and productivity while maintaining high professional standards.

The Town is also seeking a leader who can look beyond day-to-day financial operations and contribute to broader organizational priorities. The Finance Director will have the opportunity to support employee retention, evaluate growth plans and the organizational classification structure, streamline processes, expand automation, modernize systems, and update policies that enhance organizational effectiveness. The successful candidate will bring curiosity, initiative, and a continuous-improvement mindset to these efforts and will be willing to step forward as a partner on strategic projects across the organization.

Above all, the ideal candidate will appreciate the unique nature of Los Altos Hills—a small, highly engaged community with strong expectations for thoughtful stewardship, responsive government, and preservation of its distinctive character. The successful Finance Director will bring integrity, professionalism, financial expertise, and a service-oriented approach to helping the Town maintain its strong financial foundation while planning thoughtfully for the future.

QUALIFICATIONS

Qualified candidates will possess a bachelor's degree from an accredited four-year college or university, with major coursework in business, public administration, accounting, finance, or a related field, and at least five years of progressively responsible accounting experience, including a minimum of three years of municipal accounting experience. An advanced degree and/or CPA is desirable.

Candidates should also possess familiarity with computer networks and demonstrated experience with accounting software and other computer applications used in financial and administrative functions.

COMPENSATION

The annual salary for the Finance Director position is $197,899 - $267,432; placement within this range is dependent on qualifications and experience. The salary receives an automatic CIP adjustment every July. The Town of Los Altos Hills provides a competitive benefits package including:

Flexible Work Schedule – Staff have the option to work 9/80, 4/10, or 1 day of telecommuting per week.

Retirement – Membership in California Public Employees Retirement System (CalPERS)

Classic Employee: 2.0% at age 60 or 55 retirement formula depending upon first participation in CalPERS.; employee pays 7% toward normal pension benefits costs. The Town pays employer contributions.

New Employee (PEPRA): 2% at age 62 retirement formula; employee pays 8.25% toward normal pension benefit costs. The Town pays employer contributions.

401(a) Plan - Defined Contribution – The Town provides an employer match of up to 4 percent of the employee's annual salary, capped at the PEPRA compensation limit, for employees who participate in the Town's 457 Deferred Compensation Plan. Employer contributions are made on a matching basis.

Retiree Health – Town employees hired after October 11, 2007, will receive retiree health from age 60 to 65 with the following qualifiers; must work with the Town for at least five years; must retire from the Town. The benefits will be effective at 60 years of age; a vesting schedule would be implemented based on CalPERS service and would determine the Town's contribution towards the retiree's health premium.

Vacation Accrual – Vacation accrues monthly based on years of service, as shown below:

Years of Service	Hours per Month	Hours per Year	Days per Year
0 to 2 years	8	96	12
Over 2 to 5 years	10	120	15
Over 5 to 8 years	13.33	160	20
Over 8 to 11 years	16.67	200	25
11+ years	20	240	30

At the time of hire, the City Manager may grant credit for prior service with another public agency for purposes of determining the employee's vacation accrual tier.

The maximum vacation accrual is 320 hours. Employees may cash out up to their full annual vacation accrual at year-end, provided they have used at least 40 hours of leave in the prior 12 months and retain a minimum balance of 80 hours after the cash-out.

Health Insurance – The Town provides a generous cafeteria plan allowance, currently set at the cost of the Kaiser medical premium. The Town's monthly flexible dollar contribution is as follows:

Level of Coverage	Monthly Flexible Dollar Amount
Employee	$1,168.86
Employee Plus One	$2,220.83
Employee Plus Two or More	$2,852.02

The Town's contribution is based on Kaiser rates as follows:100 percent of the Kaiser premium for employee-only coverage; 90 percent of the Kaiser premium for employee plus one and employee plus two coverage.

Employees who select a medical plan with a premium higher than Kaiser are responsible for paying the difference. Full-time employees who waive medical coverage and provide proof of alternative coverage are eligible for a monthly cash benefit of; $460 for employee-only or employee plus one coverage; $600 for employee plus two coverage.

Dental Insurance – The Town presently provides insurance through MetLife Dental Benefits for employees and eligible dependents. Use of this benefit may require unreimbursed co-payments by the employee.

Vision Insurance – The Town presently provides insurance through VSP for employees and eligible dependents. Use of this benefit may require unreimbursed co-payments by the employee.

Holidays – The Town presently offers 11 paid holidays and 3 floating holidays per year.

Administrative Leave – The City Manager may grant leave up to a maximum accrual of ninety-six (96) hours per calendar year.

Sick Leave – Employees accrue 12 sick days annually (or 3.69 hours per biweekly pay period). Employees do not have a vested right to cash payment for unused sick leave.

Life and Accidental Death and Dismemberment (ADD) Insurance – The Town pays for Life and ADD insurance for active employees, which provides coverage amounts based on the employee's annual salary in the event of a qualifying loss while employed by the Town.

Long-Term Disability (LTD) Insurance – The Town pays for LTD insurance for active employees in the event of a qualifying disability. The benefit is 60% of wages, up to $5,000 per month, beginning 90 days following the disabling event.

Wellness Reimbursement Program – The Town offers a Wellness Reimbursement Program that pays up to $1,075.00 annually.

Employee Assistance Program – Employee Assistance Program paid by the Town.

Deferred Compensation – Voluntary 457 Deferred Compensation Plan through Mission Square and CalPERS Voya.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
September 27, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Town of Los Altos Hills. Candidates will be advised of the status of the recruitment following selection of the Finance Director.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH