



NOW HIRING

FINANCE & HR DIRECTOR



The Los Gatos-Saratoga Department of Community Education and Recreation was formed in 1956 by the Los Gatos-Saratoga Union High School District. Commonly known as "LGS Recreation", the department was re-organized by the three local school districts as a separate joint powers agency to ensure the effective and efficient provision of community education and recreation services to the communities of Los Gatos, Saratoga, Monte Sereno and Mountain communities.

ABOUT THE COMMUNITY

Nestled at the base of the Santa Cruz Mountains, the neighboring communities of Los Gatos, Saratoga, and Monte Sereno offer a blend of small-town charm and Silicon Valley sophistication. Known for their tree-lined neighborhoods, vibrant local businesses, and strong sense of community, these towns attract families and professionals seeking an exceptional quality of life. Residents enjoy top-rated schools, scenic parks and trails, historic downtown districts, and convenient access to major tech hubs, all while maintaining a welcoming, close-knit atmosphere that makes these communities truly special places to live and work.



FINANCE DIRECTOR

The Finance Director is a department head under the administrative direction of the Executive Director. This position is responsible for the planning, organizing, directing and coordinating the Finance department including payroll, financial reporting, audit procedures, cash flow management, purchasing, fixed asset inventory, tax and audits. Further, the Finance Director engages in financial analysis in such areas as forecasting, budgeting, cost reduction analysis, and reviewing operational performance. In addition, this position is responsible for keeping the Agency's financial processes in compliance and aligned with other State, Federal and Public-sector accounting laws, regulations and practices.



COMPENSATION

The annual salary range for the Finance Director and Human Resources Director is \$144,468 to \$224,124. Placement within this range is dependent on experience and qualifications. Los Gatos-Saratoga Department of Community Education & Recreation also offers an excellent benefit package including:

- CalPERS Retirement
- Health, Dental, and Vision Insurance
- Long Term and Life Disability Insurance
- Dependent Care Flexible Spending Account
- Health Care Flexible Spending Account
- Other Voluntary Supplemental Coverage
- Paid Holidays (15)
- Sick Leave
- Vacation
- Agency Contribution to a 457b plan
- Discount for Recreation Programs



HR DIRECTOR

The Human Resources Director is a department head, under the administrative direction of the Executive Director. This position is responsible for the management, supervision and operation of the Human Resources department of the Agency; provides direction for departmental and related programs; performs administrative and managerial work related to carry out Agency and department goals, objectives and priorities; and performs related work as required. The ideal candidate will bring experience working within a public sector environment, along with a strong understanding of the California Education Code and its application in practice.



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