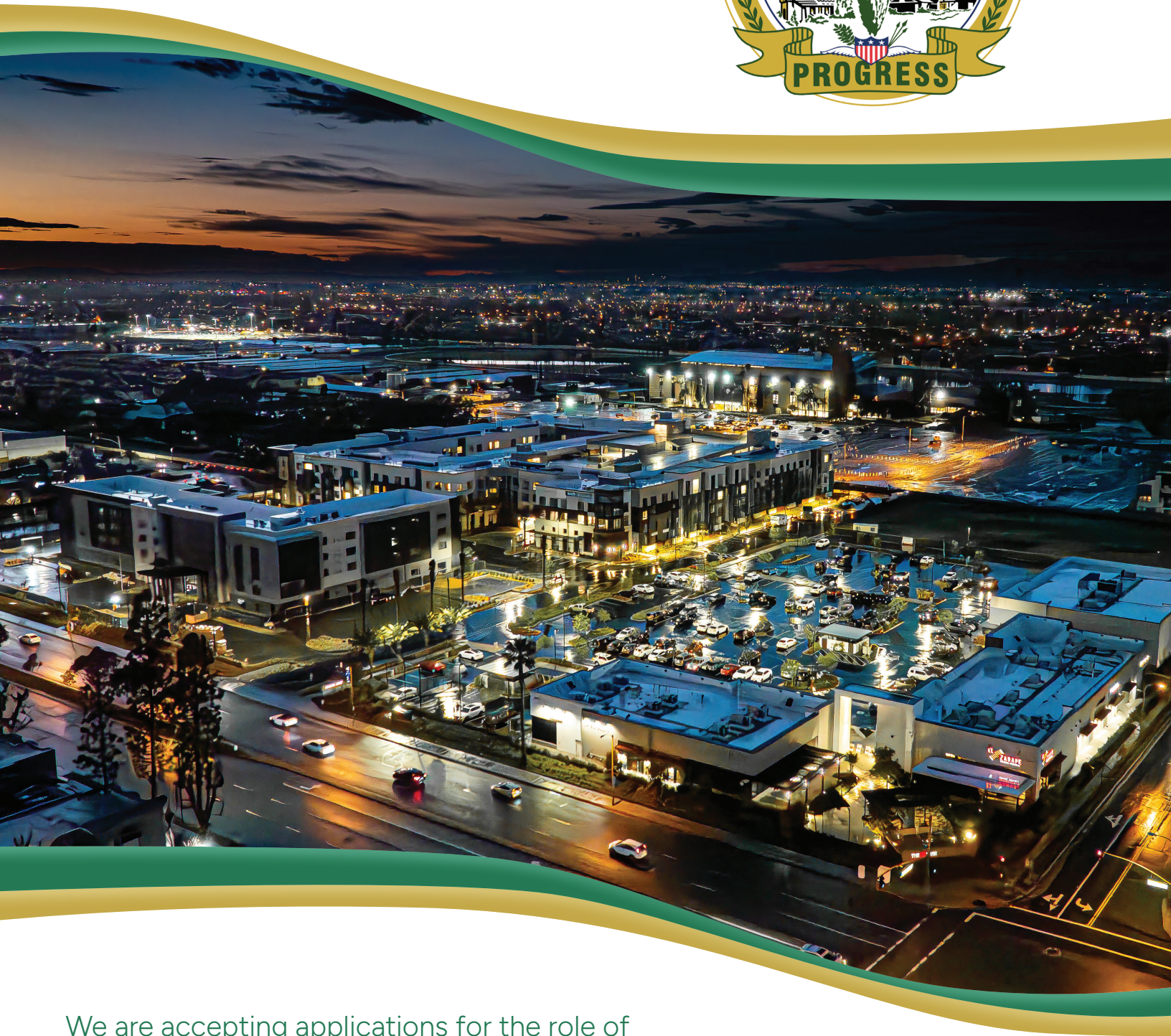


The City Of

CYPRESS

California



We are accepting applications for the role of

DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

BH
Bob Hall & Associates



CITY GOVERNMENT

Cypress is a Charter City operating under the Council/ Manager form of government. The City provides a traditional range of municipal services including Police, Planning, Economic Development, Public Works, Engineering, Finance, Human Resources and Recreation, with fire and emergency services provided by Orange County Fire Authority. Cypress is governed by a five-member City Council elected by district.

THE DEPARTMENT

The Finance and Administrative Services Department is comprised of three Divisions – Finance, Human Resources and Information Technology. The Department has had great stability over the past four decades resulting in well-established, sound financial practices. As one of the most financially resilient cities in Orange County, Cypress offers a dynamic environment where responsible stewardship and innovative financial strategies are the foundation of the City's success.

THE COMMUNITY

Located in northwestern Orange County, the City of Cypress has long been considered one of the region's most desirable communities with its low crime, quality education, attractive recreational amenities, and overall small-town charm. Spanning 6.6 square miles, the City has approximately 50,000 residents with a daytime population of 150,000. Residents consistently identify the outstanding quality of life, excellent public facilities and responsive municipal services as the top reasons for choosing to live in Cypress. Cypress is home to an award-winning business park encompassing more than 800 acres of high-end industrial development, which serves as a key source of commerce for Orange County.

VISION STATEMENT

Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper.



MISSION STATEMENT

The City of Cypress, in partnership with the community, sustains and enhances our safe, attractive and quality environment in which to live, work and play.



IDEAL CANDIDATE

The ideal candidate is an innovative and forward-thinking leader who thrives in a dynamic public sector environment and sees the vital connection between sound financial management, empowered teams, and exceptional community service. With a broad command of municipal finance, budgeting, human resources, and technology systems, this individual is ready to shape the City's future by driving strategic initiatives that strengthen fiscal integrity, modernize internal operations, and enhance organizational performance. This is a unique opportunity for someone who is not only technically strong, but who also is hands on, leading with purpose, and embraces collaboration across all levels of the organization.

This role offers the chance to make a lasting impact—serving as a trusted advisor to the City Manager and a key voice on the executive leadership team. The ideal candidate is energized by complex challenges and takes pride in building innovative solutions that support a high-performing, service-oriented organization. They will lead dedicated teams, influence critical policy decisions, and play a central role in shaping a responsive and resilient government. Committed to integrity, transparency, and excellence, this leader will help guide the City into its next chapter—one defined by fiscal responsibility, operational innovation, and meaningful service to the community.

THE POSITION

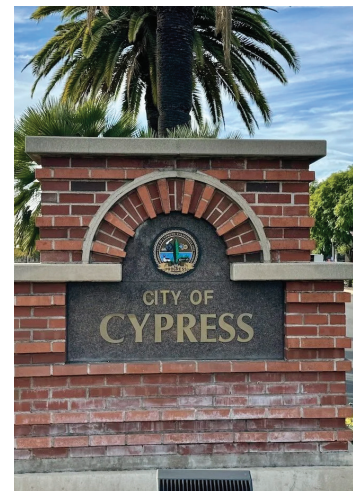
The Director of Finance and Administrative Services is responsible for the direction, planning, coordination, and management of the City's financial reporting, accounting, budgeting, business licensing, purchasing, information systems and human resources/personnel services and activities. The Director participates as a member of the City's executive management team, and acts as the City Manager's designated Personnel Officer, supervising and evaluating designated staff and receiving general direction from the City Manager.

EDUCATION & TRAINING

A Bachelor's degree from an accredited college or university with a major in Finance, Accounting, Business Administration, Public Administration or related field, supplemented by coursework in basic supervision.

Eight years of increasingly responsible management experience in governmental accounting within a municipality, budgeting, and financial administration and personnel management and information systems.

At least four full-time years in a supervisory capacity. Completion of a Master's degree in Business Administration or Public Administration and/or Certified Public Accountant (CPA) license is preferred.



BENEFITS

Salary – \$211,860 - \$254,244 Annually.

Cafeteria Allowance – \$2,711 per month for medical, dental and vision coverage. Any unused funds are paid as cash. If health coverage is waived, employee receives the full \$2,711 as cash.

Auto Allowance – \$500 per month.

Technology Allowance – \$100 per month.

401a Plan – \$200 per month City contribution plus option for employee to contribute \$20,800 annually.

Retiree Health Savings (RHS) Plan – \$185 per month contribution.

Wellness Benefit – Reimbursement up to \$1,000 per year.

Vacation Leave – 120 hours per year (up to 160 hours at year 11).

Sick Leave – 8 hours per month with unlimited accumulation and cash out ability (if eligible).

Holidays – 11 holidays plus one floating holiday.

Life Insurance – Coverage equal to annual salary.

Retirement – Cypress is a member of CalPERS. Classic employees are 2% at 55 with 6% cost-sharing. PEPRAs members are 2% at 62 with a current contribution of 8.25%. Cypress does not participate in Social Security.



Recruiting Services Provided By



APPLICATION PROCESS

FIRST REVIEW DATE |
November 21, 2025

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:

apply@bobhallandassociates.com.

Should you have any questions regarding this position or the recruitment process, please contact **Kristine Ridge at (714) 493-8506**.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of thorough background and reference checks, and a pre-employment medical exam.