

CITY OF MERCED



Invites Applications for:

ASSISTANT CITY MANAGER



THE CITY OF MERCED

- Culturally diverse and fully integrated city of 84,000
- Home to the University of California, Merced with 6,700 students and expanding to 10,000 students by 2020
- Well planned neighborhoods supported by parks and a vast pedestrian/bicycle trail system providing year round access to one of the High Sierra's jewels
- Vibrant downtown and entertainment district, including the Merced Theatre, Playhouse Merced, and a variety of ethnic and fine-dining options
- Incorporated in 1889, Merced is a Charter City operating under the Council-Manager form of government
- Living in Merced provides access by a two-hour drive to the San Francisco Bay Area, California's finest ski resorts, scenic coastlines, and national parks
- Families can enjoy Merced's zoo at Applegate Park, award winning Youth Center, cultural art experiences, and youth sports activities
- Merced provides a unique opportunity to combine a quality learning environment with relaxed rural living.

THE POSITION

THE SUCCESSFUL CANDIDATE WILL HAVE A BROAD BACKGROUND IN LOCAL GOVERNMENT MANAGEMENT AND A STRONG TRACK RECORD OF SUCCESS IN A COMPLEX ORGANIZATION AND ENGAGED COMMUNITY.

The Assistant City Manager is a key executive for this first-class public organization. This is an at-will position and serves at the pleasure of the City Manager. The Assistant City Manager:

- Assists with the planning, organizing, managing, and direction of the functions of City Government, as well as oversees and directs the functions of city departments to represent the City Council policies and programs with City staff, community organizations, other agencies, and the public.
- Serves as a member of the City Executive Management Team providing advice and input on a wide range of City matters.
- Develops and administers operating budget for areas of service.
- Serves as Chief Negotiator in labor negotiations with collective bargaining units.
- Receives and responds to requests regarding City Council actions and general public information.
- Researches and analyzes complex legal and administrative issues. Prepares and presents administrative reports.
- Maintains knowledge of current State, Federal, and/or local regulations regarding public administration.
- Responsible for supervising the administrative functions of the City Manager's office.



THE CITY MANAGER'S OFFICE

- Responsible for implementation of decisions established by the Merced City Council and the coordination of those efforts through the various City departments.
- Includes legislative support, policy implementation, budget development, strategic planning, economic development, and elections.
- Assists the City Council in the development and formulation of policies, goals and objectives and keeps them informed of important community issues.
- Provides administrative direction to the City's executive directors and is responsible for managing the activities and operations of the City, ensuring the provision of quality services.
- The Assistant City Manager serves as primary back-up for the City Manager.



THE IDEAL CANDIDATE

The ideal candidate will be a highly professional and experienced individual who will work with the City Manager and Executive Team to implement the policies of the City Council in an efficient and effective manner. The successful individual will:

- Possess extensive knowledge and experience with complex government operations.
- Be a capable leader but function as a team player.
- Have knowledge of the laws and core issues facing California cities.
- Be someone with impeccable integrity and ethics.
- Demonstrate understanding of all facets of municipal finance and budgeting.
- Possess a strong business mindset and financial acumen with a proven history of being a good steward of public resources.
- Be knowledgeable about land use and community and economic development.
- Promote transparency in government.
- Manage large projects, take a visionary approach, and be in tune with long-term issues.
- Be business-oriented and results driven with the ability to identify, research, and recommend creative partnerships, grant opportunities, economic development projects, and operational improvement strategies.
- Provide clear communication to the City Manager, staff, and community.
- Possess strong interpersonal skills and the ability to relate to a diverse community.

MINIMUM QUALIFICATIONS

A Bachelor's degree is required (a Master's degree is strongly preferred), with a combination of training and experience that provides the required knowledge, skills, and abilities.

COMPENSATION

The salary for the incoming Assistant City Manager is \$147,408 - \$179,175 annually and is subject to qualifications.

BENEFITS

- **Retirement**—CalPERS classic member 2% at 60 or 2% at 62 for new members.
- **Health Plan**—The City offers a generous cafeteria plan for employees and their dependents including medical and prescription, dental/orthodontic, vision, chiropractic, and long-term disability. The City-paid contribution covers a majority of the employee/dependent costs.
- **Leave Time**— 96 hours of annual vacation accrual; 12 paid holidays per year; 96 hours of sick leave per year; and 80 hours of administrative leave per year.
- **Other Benefits**— Monthly vehicle allowance; Term life insurance in max amount of \$50,000; a 457 deferred compensation plan (pre-tax); Flexible Spending Account (pre-tax); Employees' Credit Union; Wellness Program; and Vacation Loan Program

TO BE CONSIDERED

The closing date for this recruitment is midnight, November 3, 2016. To be considered for this opportunity, complete on-line application, upload cover letter, resume, salary history and a list of five (5) professional references using the City website WWW.CityofMerced.org, City Jobs link <https://www.governmentjobs.com/careers/mercedca>. Please note references will not be contacted until mutual interest has been established.

Following the closing date, applications will be screened in relation to the established criteria outlined in this recruitment profile and the Class Description. Final selection and appointment will be made by the City Manager.

Confidential inquiries welcome at:

Steve Carrigan, City Manager, (209) 388-8668; e-mail: CarriganS@CityofMerced.org

We are an Equal Opportunity Employer/ADA.