



ASSISTANT CITY MANAGER

City of Milpitas, California

Welcome to Milpitas!

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government.

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. The City boasts a diverse resident population of 75,521.

Milpitas is a full service City of 336 full-time employees with water utility, sewer utility, police and fire services. The Council makes planning and policy decisions for residents, and oversees the City's almost \$192 million operating and \$312 Capital Improvement Projects budget.

Salary

\$175,000—\$245,000/year, depending on qualifications and experience.

Recruitment Timeline

Application Filing Period
4/4/2018—4/23/2018
Apply online at
www.ci.milpitas.ca.gov/jobs

The Position

The City of Milpitas Assistant City Manager will help lead and transform the City organization into the next generation high-functioning, collaborative, customer-focused government.

The Assistant City Manager (ACM) will be a spirited manager of full-scale operations who is capable of overseeing a multitude of high-impact priorities simultaneously with admirable clarity and adeptness. The ACM will be passionate about Milpitas, a self-directed public servant, he/she will have a proven history of assembling effective teams to engage in constructive problem solving, accomplish major goals and contribute to one another's success. The ideal candidate must reveal a humanistic approach to leadership that builds partnerships, engenders loyalty, and serves as a decisive catalyst for action around a shared vision. The next Assistant City Manager must be a strong municipal generalist, well-versed in local government operations and possessing extensive experience in civic engagement and community-building, strategic planning and performance measurement.

He/she will be an authentic and superior communicator who conveys an optimistic attitude even in the face of unpredictable adversity. The individual selected must exhibit exceptional political astuteness, along with the ability to constantly remain neutral and resilient. He/she will be able to maintain effective working relationships with the Mayor and City Council, various special interest groups and the general public.

Experience serving in an executive level capacity in a full-service municipality with relevant complexity is a prerequisite for success in this role. Inter-governmental relations as well as state and federal legislative experience is a strong plus. A sophisticated understanding of local government budgeting and sound administrative practices will be expected. The ideal candidate will possess a broad range of knowledge concerning all municipal functions and have at least seven years of progressively responsible executive management experience.

MORE ABOUT MILPITAS

Milpitas is the 8th fastest growing city in the United States according to the US Census, and the 2nd fastest growing in California. Milpitas also boasts the third highest job growth among the 515 qualifying cities by Wallet Hub. Even with this growth, we are still home to an industrious and well educated community with an average household income exceeding the County average. The homeownership rate is close to 70% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the “Crossroads of Silicon Valley” with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and a BART extension opening in 2018, the transit hub adjacent to the Great Mall facilitated high density transit oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

Learn more about Milpitas at www.ci.milpitas.ca.gov

EDUCATION AND EXPERIENCE REQUIREMENTS

Equivalent to graduation from a four-year accredited college or university with major course work in Business Administration, Public Administration, Political Science, or a closely related field. A Bachelor's degree is required and a Master's degree is strongly preferred, plus seven to ten years of experience in a responsible administrative capacity involving planning, organization and execution of a varied work program.

COMPENSATION & BENEFITS

SALARY

\$175,000—\$245,000/year, depending on qualifications and experience.

RETIREMENT

Membership in CalPERS (2% at 60 or 2% at 62 with three year average salary).

MEDICAL INSURANCE

Choice of CalPERS Medical Plans. City pays coverage up to the Kaiser rate (currently \$2027.64/mo. for family).

DENTAL & VISION

City provides full family coverage for dental and vision at no cost to the employee.

LIFE INSURANCE

City provides \$50,000 term policy.

DEFERRED COMPENSATION

City contributes \$75 per month on the employee's behalf.

VACATION

Employees earn 16-36 days of vacation based on years of service.

MANAGEMENT LEAVE

Employees earn 5 hours of Management Incentive Paid (MIP) Leave per each full pay period worked.

HOLIDAYS

Employees receive 12 paid holidays and one (1) floating holiday per year.

SICK LEAVE

Employees earn 12 days annually.

TUITION REIMBURSEMENT

Employees are eligible to receive up to \$1,400 per fiscal year in tuition reimbursement.

The City also offers a flexible benefits plan, employee assistance program, and other voluntary insurance. Contact Human Resources (HR) at 408-586-3090 for more information on employee benefits.

RECRUITMENT PROCESS

Submit application, resume, copies of certificates (if applicable) on line at www.calopps.org or to the HR Department, City of Milpitas, 455 E. Calaveras Blvd., Milpitas, CA 95035, (408) 586-3090. First consideration will be given to application materials received by

Monday, April 23, 2018.