



City of East Palo Alto



# City Manager





## THE CITY ON THE MOVE

The City of East Palo Alto has a population of approximately 30,000 residents and is located in the heart of Silicon Valley bordering the San Francisco Bay. The community has easy access to all three major Bay Area airports - San Francisco, San Jose, and Oakland - and the Dumbarton Bridge.

East Palo Alto is a very desirable and diverse community that is fortunate to be a part of the booming Silicon Valley economy, which has added 58,000 jobs in the San Francisco-San Mateo-San Jose metro region just within the last year. As a result, East Palo Alto's unemployment rate has declined consistently to below three percent. Within and surrounding the City's boundaries are iconic companies like Amazon, Facebook, Apple, and Google as well as one of world's top universities - Stanford. The area's incredibly diverse population, economic vitality, and idyllic climate make it one of the most sought-after areas to reside in the country.

East Palo Alto has a rich history of community self-determination since its relatively recent incorporation in 1983. A hard-working community spirit and a can-do ethos have allowed the City to create economic development opportunities such as an IKEA and a Four Seasons Hotel, initially believed by some to be unachievable for East Palo Alto. All the while, the City has retained its unique sense of identity as a socially conscious and engaged collection of neighbors and activists. Citizens share their input freely on issues and their appreciation of the City's leaders is evident. Together, the community has accomplished an extraordinary transition. The City now benefits from low crime rates, improved infrastructure facilities, and a healthy economy.

East Palo Alto's council/manager form of government operates with five City Council members, one of which is appointed Mayor by the Council annually. In addition to typical internal departments, the City partners with the Menlo Park Fire Protection District, American Water Company, and the East Palo Alto Sanitary District to meet its residents' needs. The City has a staff of 112 and a General Fund budget of \$28 million.

### ***- City Mission -***

***The City of East Palo Alto provides responsive, respectful, and efficient public services to enhance the quality of life and safety for its multi-cultural community.***





## OPPORTUNITIES FOR AN EXPERIENCED PROFESSIONAL

An adroit professional will quickly recognize that East Palo Alto is a fertile frontier of developable land in the heart of Silicon Valley yet will also be sensitive to the pressures that are placed on existing long-term and low-income residents due to this potential prosperity. East Palo Alto is poised to orchestrate transformational economic and community development while preserving and protecting its residents, who have helped shape this young, exceptional community. The chance and challenge to develop prosperity without displacement exists in its truest sense here. The City recently obtained water resources affording new capacity for growth while preserving the key components that define East Palo Alto. In addition, the alignment of land holdings signals that new developments and the challenges they bring are forthcoming.

Internally, the time is also right for a maturation of the organization and the implementation of cornerstone policies and technology applications. Resources are limited compared to neighboring communities and the City's infrastructure is aging, however, plans are actively being created and carried out to address this. The sourcing and securing of capital improvement funding is always a critical need. The organization is a fertile environment for mutual growth and learning amongst staff and the City's leadership.

Important areas that need to be addressed include: improving staff retention, creating an organizational succession plan for key positions, and maintaining the City's financial health. Additional long-term priorities include advancing causes in the areas of affordable and workforce housing, mobility in an increasingly congested region, appropriate workforce employment opportunities, and grappling with the wave of gentrification sweeping the City and the greater area. The City has been a heralded leader in implementing anti-displacement policies and supporting and buttressing a robust rent stabilization program.

## THE IDEAL CANDIDATE

The ideal candidate will have experience in a multi-cultural and multi-lingual setting. Possessing a personal ability and/or a well-developed plan for communicating with diverse populations is key. Prepared and thoughtful communication with the Council and staff is a must, as is an ability to listen and adapt to different communication styles.

The East Palo Alto community is very engaged, and residents enjoy having access to their City Manager. The successful candidate will be comfortable with elected officials and department heads as well as with the citizenry. Gaining a keen sense for the community's top priorities will help ensure this success. The City Manager will be a navigator in the sense that he or she should help the City Council chart a course for a long-term community developed vision, organize priorities, and then measure the results of actions taken. The City Manager should be caring, decisive, and confident. Above all, potential City Manager candidates should have integrity and be honest. Earning trust in the community will come from having genuine pride in the community and continuing the tradition of having high citizen satisfaction with city services. The selected individual will honor the community and its residents for their past and for what the community is today, and possess a positive attitude about serving the needs of a very diverse community.

### Experience and Education

The ideal candidate will be a local government executive, deputy, or department head with at least five years of leadership experience. Also required is a wide breadth of management experience and comfort working with diverse populations. A Master's degree in a related discipline is desirable.



## COMPENSATION AND BENEFITS

The total compensation package for this position is negotiable and will depend on the qualifications of the successful candidate. The annual salary range for the position will be commensurate with the candidate's qualifications. A comprehensive benefits package may include:

### Healthcare:

- » Medical – 100% Employee coverage, 65% Dependent coverage
- » Dental – 100% Employee coverage
- » Life Insurance – Coverage of \$150,000
- » Other – Long-term and state disability coverage; voluntary employee contributions to Deferred Compensation and Flexible Benefits Plans

### Time-Off:

- » Vacation – Up to 25 days per year, based on years of continuous public service
- » Sick Leave – 12 days per year
- » Management Leave – 76 hours per calendar year
- » Holidays – 12 paid holidays per year
- » Auto Allowance – \$300 per month

### Retirement:

- » CalPERS Classic Members – 2.5% @ 55 formula (8% employee contribution)
- » CalPERS New Members – 2% @ 62 formula (6.25% employee contribution)

## APPLICATION AND SELECTION PROCESS

**The position is open until filled** with first review of resumes on **Monday, December 3, 2018**. To be considered for this exceptional opportunity, please submit a single PDF file containing your resume with MM/YY dates, cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) online at: <https://secure.cpsshr.us/escandidate/JobDetail?ID=401>



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. A final selection will be made upon completion of comprehensive reference and background checks.

### Core Values

- Quality Service
- Inclusiveness
- Accountability
- Professionalism
- Honesty and Integrity
- Respect
- Communication
- Diversity