

Peckham & McKenney
"All about fit"



Assistant City Manager

CITY OF BELMONT, CALIFORNIA

THE COMMUNITY

With its lush, wooded hills, vast stretches of open space, and striking views of San Francisco Bay, the City of Belmont is one of the most desirable communities in San Mateo County. This tranquil, affluent, and diverse residential community of approximately 28,330 people is situated halfway between San Francisco and San Jose in the heart of the culturally and technologically rich Bay Area. Originally part of Rancho de las Pulgas, Belmont long has been known for its low crime and “small town” ambience despite its central location on the bustling San Francisco Peninsula.

Covering 4.6 square miles, Belmont enjoys bay marshlands and sloughs in the eastern area and hilly terrain in the western portions of the city. Belmont is within easy driving distance of the Pacific coast, three major airports, and major employment centers including San Francisco, Silicon Valley, and the East Bay. The city is bisected by El Camino Real, Alameda de las Pulgas, and Caltrain tracks, the peninsula commuter rail line and transportation corridor running in a north-south direction. Ralston Avenue connects the city and

the region in an east-west direction from Highway 92/Interstate 280 to US 101.

The town center, also known as Belmont Village, includes a mix of locally owned shops and other commercial uses. Other local amenities include Carlmont Village Shopping Center and the Belmont Historical Society Museum. Belmont’s residents are family-oriented, well educated, engaged, and committed to preserving the community’s values and quality of life, while focusing on modernization and progressive ideas.

Belmont is proud of its educational system and boasts strong public and private schools, as well as Notre Dame de Namur University, one of the state’s oldest educational institutions. Educational services, in fact, combined with the retail and information industries, make up a major share of the Belmont economy. In addition, the city has a long history of supporting the arts. Belmont houses several artist studios and the Twin Pines Art Center.

Belmont offers numerous opportunities for outdoor activities with 16 developed parks on 61 acres and 337 acres of open space for hiking, running, and bike riding. It also provides numerous recreational programs and activities throughout the year.

Residents regularly come together to celebrate their community at unique events such as the Summer Concert Series, Greek Festival, and the annual Save the Music Festival.

To learn more about the City of Belmont, please visit <https://www.belmont.gov>.

THE ORGANIZATION

The City of Belmont was incorporated as a General Law city in 1926.

The city enjoys a progressive and collaborative five-member City Council that is respectful of staff and focused on community and regional issues. In fact, the City of Belmont is considered a leader on a variety of regional initiatives thereby causing other agencies to join and partner with the city toward common concerns.

Operating with a lean, but mighty and committed staff of approximately 135 employees, the city provides a full range of services. The Senior Management Team is a highly functioning group of professionals that has a reputation for getting things done without a great deal of bureaucracy.

Departments include the City Manager’s Office, Finance, Human Resources, Information Technology, Community Development, Parks & Recreation, Public Works, and Police. Fire services are provided through a JPA with the cities of San Mateo and Foster City. In addition to the City Manager, the City Council appoints a City Attorney.

The City of Belmont is fiscally stable, and the FY 2022 total budget is \$87.6 million, including a General Fund budget of \$64.7 million. The city’s vision stated in the 2020 Strategic Plan is:

- Distinctive Community Character
- Easy Mobility
- Natural Beauty
- Thriving Culture
- Thriving Economy



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THE DEPARTMENT

The City Manager's Office is responsible for the full management of City operations. The City Manager's department has a total of 4 employees



including the Assistant City Manager. The City Manager's office develops and implements the City's goals, objectives, policies and priorities while advancing the vision articulated in the City's 2020 strategic plan. With the growing development projects and economic development programs planned for the City, the City Manager's Office, through the Assistant City Manager, will have oversight and direct responsibility for the economic development function as well as housing and development projects being proposed to the City. The City Manager's office also supports and interacts regularly with elected officials, appointed commissioners, and residents and businesses that make up the community of Belmont. The City Manager's office also manages the administrative services functions of the City including finance, human resources, information technology and the city clerk operations.

THE POSITION

The City of Belmont is seeking an experienced leader who has extensive experience in economic development; reviewing and analyzing residential and commercial development; as well as annexations of new areas being

incorporated into the City. The Assistant City Manager will lead the Economic Development and Housing functions as well as provide oversight of the administrative services areas including finance and human resources. The Assistant City Manager reports directly to the City Manager and represents the City Manager and the City within the organization and the community. The Assistant City Manager will serve as the City Manager in the City Manager's absence. The Assistant City Manager is expected to be a strong member of the city's close knit management team and display the "One Belmont" ethos.

THE IDEAL CANDIDATE

The Assistant City Manager will "hit the ground running" and assess current service delivery models and practices. The new Assistant City Manager will make recommendations to enhance service delivery in response to economic development, growth and development activities in the city. The city seeks a leader who is committed to developing staff to manage the volume of activity in the city while also supporting staff's professional growth and skill development. The successful Assistant City Manager needs to be hands on while mentoring and developing staff capacity and skills needed to enhance service delivery and respond to the economic development demand occurring in the City.

The city seeks a forward-facing leader who is both detail oriented but also manages to the big picture. The city's new Assistant City Manager should be an open and effective communicator who is personable and engaging. The Assistant City Manager should

have a track record of successfully managing large complex commercial and housing projects while supporting both the community and organization experiencing rapid change. A visible leader who "walks the talk" and ensures, that even with growth and change, the community and organization maintain its values and character that are core to Belmont's identity.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: Six years of increasingly responsible experience in municipal government with at least five years in economic development, housing and planning/community development. Experience in overseeing administrative functions is also highly desirable.



TRAINING: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, economics, public or business administration or a related field.

THE COMPENSATION

The annual salary range for this opportunity is from \$184,056 to \$230,076 and appointment will be made depending upon the qualifications and experience of the selected candidate. In addition, the following benefits are provided:

- CalPERS classic/legacy employees will have a retirement formula of 2% at 55.
- New members (PEPRA) will have a retirement formula of 2% at 62.
- City paid life insurance policy for \$350,000
- Twelve (12) paid holidays per year
- Administrative leave per year of up to eighty (80) hours
- Up to two (2) floating holidays per year
- General leave (sick and vacation) accrual based on years of service. Years 1-4 accrue 22 days per year
- Auto allowance ranging from \$200-\$350 per month
- City contribution of \$350 per month to a Deferred Compensation Plan (457)
- City contributes the equivalent of the monthly premium for Kaiser Employee and Two + coverage towards a Flexible Benefits Plan (IRS Code 125)
- City contribution of full cost of dental coverage on behalf of employee.

ADDITIONAL INFORMATION

If you'd like additional information on the city, please visit:
<https://www.belmont.gov>

SEARCH SCHEDULE

Filing Deadline..... October 8, 2021
Preliminary Interviews..... October 11, 2021- October 22, 2021
Recommendation of Candidates October 25, 2021
Finalist Interview ProcessNovember 3, 2021
Second Round Interviews final candidate(s).....November 10, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



- City offers a vision plan to employees
- City contribution of \$150 monthly into Retirement Health Savings (years 1-5 of service)

MISCELLANEOUS: Three (3) days of bereavement leave, professional development reimbursement up to \$500 per year for job-related professional development or purchases, cell phone allowance of \$50 per month, additional dental coverage for eligible dependents, and a 401(a) Plan available with ICMA.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Bob Bell, Executive Recruiter, at 760-253-1489 if you have any questions regarding this exciting career opportunity or the recruiting process.



www.peckhamandmckenney.com