



ROCKLIN  
CALIFORNIA



The City of Rocklin invites applicants for

# Assistant City Manager

Salary \$156,724 - \$216,044 DOQ

Final Filing Date of August 1, 2021





# City of Rocklin

Vision: "To become a city that provides its citizens with exceptional quality of life, while maintaining its small town sense of community"

The City of Rocklin's Council/Manager form of government is a system founded on the balance of an elected City Council and the management expertise of an appointed City Manager. The City Council enacts laws and legislative policy and the City Manager, acting as the administrative head of City government, supervises operations and enforces the laws and policies as adopted by the Council.

The City of Rocklin is an organization of approximately 258 positions dedicated to serving residents, businesses, and stakeholders. City departments include: Administrative Services, Police, Fire, Community Development, Public Services, Parks and Recreation, City Attorney, City Clerk, and City Manager Offices.

City leadership is dedicated to living the City's vision each and every day and takes pride in and is committed to operating on an efficient budget (total operating budget of \$98 million) and maintaining long-term fiscal sustainability.

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and ongoing training and development. Team Rocklin takes pride in serving the residents and appreciates the strong support received from the community who respect and value what we do to keep the City a great place to live, work, and play. Team Rocklin members are capable experts in their fields, who work together to accomplish strategic objectives set forth by the City Council.



# The Position

The City of Rocklin seeks an Assistant City Manager (ACM) with a passion for economic development, community engagement, and public administration. The next ACM will be a high-energy leader who embraces collaborative partnerships and will use those relationships to improve services and create efficiencies through the implementation of strategic objectives. Rocklin's city manager began in November 2020; she is looking to build a strong partnership with the new ACM to further the City's growth. Additionally, the successful ACM candidate will help lead and respond to the City's opportunities and challenges in a strategic manner and be experienced in economic development, have exceptional communication skills, and have a leadership presence supported by tangible accomplishments.

## The Ideal Candidate

The ideal candidate will:

- Develop and manage a broad range of economic development functions, business services, and business attraction and retention programs.
- Support the Rocklin business community through connections to available resources, assisting in facilitating business-to-business transactions, and increasing business investment and attraction.
- Facilitate the City's Real Property Management through innovative partnerships and developments to maximize city-owned property use.
- Be a trusted partner and community engager who enjoys building community inside and outside the city.
- Manage the operations and functions assigned with prudent oversight of programs, budgets, and personnel.
- Create and maintain an environment where ideas are fostered and nurtured.
- Be an outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; handle sensitive and political situations with tact and diplomacy.
- Be an exceptional listener; one who knows when to listen, when to add perspective, and how to appropriately deliver hard news.
- Improve and sustain superior project and program delivery, maintain and build high-performing teams that hold themselves accountable for their performance, and delegate appropriately.
- Demonstrate the ability to analyze, interpret, and effectively identify and solve problems; make informed decisions, and successfully addresses complex organizational challenges; provide/implement creative solutions and provide direction by clearly and effectively setting courses of action.
- Possess well-rounded city management skills and be comfortable taking a hands-on-role when necessary, including serving in interim department director roles and acting as city manager when needed.

## Opportunities

As a starting point, the new ACM will have the opportunity to work on the following:

- Create a robust Economic Development Strategy to foster and strengthen the City's economic and employment base.
- Create a Government Relations Program, including developing relationships and partnerships at all levels of government, collaborating with regional partners, and managing the City's legislative advocacy program.
- Oversight and implementation of the City Strategic Planning process.
- Oversight and implementation of the City's American Rescue Plan Act allocation.

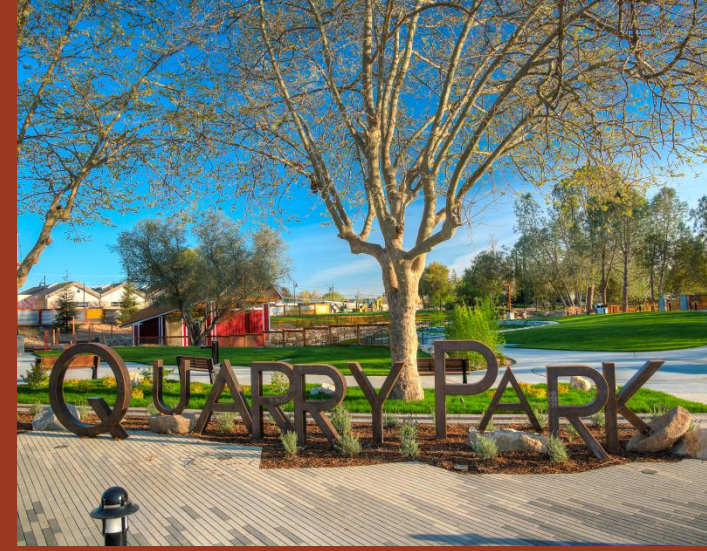


# The Rocklin Community

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred place for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Family Circle magazine named Rocklin one of the “10 Best Towns” for families in America (the only California city on the list). Rocklin’s outstanding educational system includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities, and William Jessup University, a fast growing private, 4-year university.

The City of Rocklin is located in south Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with panoramic views of the Sierra Nevada mountains to the northeast and the Sutter-Butte mountains to the west. Rocklin is located in proximity to many tourist locations and recreational amenities. It is within 20 minutes of Folsom Lake, 30 minutes of downtown and Old Sacramento, and less than 2 hours from Lake Tahoe, the Pacific Ocean, and the Bay Area. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000.

[Check out our video to learn more!](#)





# Benefits

## Medical

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees, and the employee pays the difference.

\$150/month cafeteria plan contribution beginning in January 2022.

## Dental and Vision

City-paid for employee and dependents.

## Retiree Medical

The City contributes up to \$1,200 per month for post-retirement medical insurance premium costs.

## Leave Accruals

Management Leave: Up to 80 hours per year

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

## Retirement

CalPERS Pension (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA)

2% @ 55 (Classic)

## Insurance

Life Insurance and AD&D: City paid \$200,000

## Cell Phone and Auto Allowance

\$3,000 annually

# Recruitment Information

## Minimum Requirements

A bachelor's degree with major coursework in finance, accounting, economics, real estate financing and development, political science, public or business administration, or a closely related field;

AND

Six (6) years of increasingly responsible, management experience in municipal government, including three (3) years as head or director of a department or major division.

Professional municipal experience in one or more economic development disciplines, which may include business attraction and retention; development and management of public and private partnerships projects; or real estate development is highly desirable.

## Recruitment Schedule (Tentative)

Applicants will be screened against the minimum qualifications.

Applicants with relevant qualifications will be invited to a preliminary interview. Candidates deemed best qualified will be invited to participate in the interview and selection activities.

Applicants are encouraged to apply online. This recruitment will accept applications until August 1, 2021.



# APPLY HERE!

The City of Rocklin is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply. Many job classifications require a pre-employment medical screening. Depending on the job classification, medical screening may include testing for drugs, including but not limited to marijuana; a positive test may result in revocation of an employment offer.