



## DEPUTY 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

\$171,500—\$240,000/year, depending on qualifications and experience.

#### Recruitment Timeline

Application Filing Period  
4/4/2018—4/18/2018  
Interviews on 4/20/2018  
Apply online at  
[www.ci.milpitas.ca.gov/jobs](http://www.ci.milpitas.ca.gov/jobs)

#### The Position

The Deputy City Manager is a new position that will be responsible for the organization and continuous improvement of the City's development process. The Deputy City Manager (DCM) of Community Development will, with direction from the City Manager, manage and direct the operations of the Building and Safety Department, the Planning and Neighborhood Services Department, the Land Development Division of Engineering, Economic Development, Fire Prevention permits, and related key services to achieve community goals related to quality of life, environment, economic vitality, and safety.

The DCM will have extensive experience and a track record of providing clear vision and ongoing direction for the service areas associated with development. He/she will also be a fantastic articulator of and believer in the City's vision, and an effective and credible communicator within the City organization, with Mayor/Council, the development community, and with the public. He/she will bring a strong understanding and value of the role of the private sector, and passion about enabling development. The DCM will understand, appreciate, and support the range of services provided by each City Department and work to coalesce and foster each service area into a cohesive team. He/she will be skilled at listening to and engaging constructively with the communities and stakeholders they serve. The individual will be equally experienced, skilled, and passionate about transforming, building, and enabling organizations to deliver a better customer experience including improved timeliness and responsiveness, and bring a track record of effectively engaging employees in process improvement efforts.

#### The Ideal Candidate

In addition to the requirements stated above, the ideal candidate will possess characteristics, competencies and style to include the ability to listen effectively and receive viewpoints that are known and understood, the ability to develop decisions based on sound judgment, resolution skills, and the capability to create and manage change to accomplish Mayor and Council and community objectives.

## 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 early 2019, 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.

## EDUCATION & EXPERIENCE REQUIREMENTS

This position requires a Bachelor’s degree in public administration, business administration, or related field. An advanced degree is highly desirable. Also requires seven (7) years of increasingly responsible administrative experience involving public contact interpreting and applying government regulations. Experience as a Director of Planning, Building, or related field is strongly preferred.

## COMPENSATION & BENEFITS

### SALARY

\$171,500—\$240,000/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 for 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 40 hours of Management Leave annually.

### 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 .



## RECRUITMENT PROCESS

Submit application, resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the City of Milpitas Human Resources Department, 455 E. Calaveras Blvd., Milpitas, CA 95035, (408) 586-3090. Interviews will be held on April 20, 2018 for qualified applicants who submit materials by **April 18, 2018**.