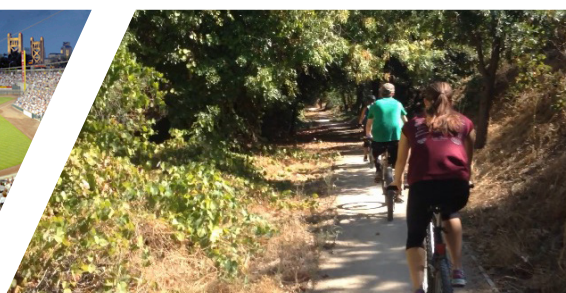


***A GREAT PLACE TO LIVE, WORK, LEARN & PLAY!***



## The City of West Sacramento **CITY MANAGER**

The City of West Sacramento is seeking an innovative, motivated professional to be its next City Manager!





## THE ORGANIZATION

West Sacramento is a general law city and has a Council/Manager form of government. Four City Council Members are elected at large to serve four-year terms, and a directly-elected Mayor serves a two-year term.

Municipal elections are held in November of each even-numbered year, and the seats of the Mayor and two Council Members will be on the ballot in 2018.

The City Council appoints the City Manager and City Attorney. The City Manager is responsible for all employee appointments and actions and has oversight of fiscal and budget matters and the day-to-day operations of all departments. A full range of services is provided to the community through 372 employees serving in the City Manager's Office and the departments of Administrative Services, Community Development, Public Works, Economic Development & Housing, Parks & Recreation, Police, and Fire. The City of West Sacramento assumed responsibility for the day-to-day operations of the Port of West Sacramento in 2006, of which the City Manager serves as Executive Director. The Port is governed by a five-member Commission, and the City enjoys the assistance of 14 other boards and commissions. The City operates with a two-year budget and has a total 2018/2019 budget of \$130.1 million. Four organized labor groups represent Police, Fire, Police Managers and Local 39, Stationary Engineers.

West Sacramento has enjoyed a stable political environment. The five distinct perspectives reflected by the elected officials combine to achieve common goals. The successes achieved in West Sacramento are a result of a team that gets along and gets things done. A professional image, common-sense decision making, and a can-do attitude are pervasive throughout the organization.

West Sacramento's government plays leading roles regionally, nationally, and globally in a wide range of areas, such as sustainable development, civic innovation and technology, youth development, civic engagement and design thinking, building standards and design, workforce development, civil rights, transportation, climate change, urban agriculture and food systems, affordable housing, water and flood management, infrastructure finance, and economic development. West Sacramento is one the smallest cities in networks like the Code for America fellowship, the AARP Network of Age-Friendly Cities, the Milan Urban Food Policy Compact, and it has received hundreds of statewide, national, and international awards for innovation, excellence, and effectiveness.

## THE COMMUNITY

Riverfront beauty, small town charm, outstanding transportation access and proximity to an extensive array of offerings are just a few of the reasons over 50,000 residents call West Sacramento home. Located just across the Sacramento River from the State Capitol, the City of West Sacramento offers its residents and businesses a convenient location, quality housing choices, and numerous opportunities to work and live in the same community. Residents and visitors alike enjoy over 149 acres of parks, including miles of hiking trails and direct river access for fishing and boating, viewing the river, picnicking, or enjoying events at the River Walk Park or art, music, food, and culture at The Barn. The City's professional police and fire departments are well respected in the community. Baseball games, concerts, and spectacular fireworks are regularly enjoyed at Raley Field, home of the Triple A River Cats. West Sacramento is a community at the heart of a thriving metropolitan area where residents can enjoy every stage of their lives. It is a community characterized by positive energy and an outlook driven by hard work and innovation for the future.

West Sacramento is not a typical city of 53,000 residents. Located at the urban core of the Capital region, it is one of the region's principal employment centers, and a global food hub connecting the nation's most productive agricultural valleys to international manufacturing, production, sensing, research, innovation, and logistics. The city's population has doubled since its incorporation in 1987, and is expected to lead the region in growth for at least 25 years. The city's portfolio of places is richly diverse, with historic neighborhoods of all income levels, large urban development areas and deep opportunities for large and small infill projects, highly livable suburbs nestled between the urban core and the region's natural and agricultural assets, miles and miles of waterfront, and business parks, industrial parks, and the land and infrastructure supporting a powerful economic engine for prosperity.





The organization tackles challenges and opportunities outsized for a city of its population or land footprint. For example, the City is currently implementing a \$1.2 billion project to improve all of the levees surrounding it. It was the first in California to design and implement an Infrastructure Financing District following the demise of redevelopment. The City is in the process of building three new river- and channel-crossing bridges, as well as a \$200 million streetcar line. It is the first city in the region to test next-generation, on-demand public transit, and intends to launch autonomous transit shuttles, electric bikeshare, and shared electric scooters. And it is implementing the nation's most comprehensive and ambitious education and workforce initiative, the West Sacramento Home Run. The city is developing a strategy to become a smart city leader in the use of data, sensing, and technology to provide better services to its residents, create improved efficiencies in government operations, and cultivate future civic innovators.

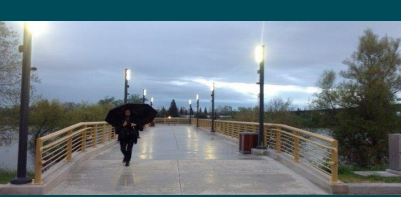
At the same time, the City's core mission is to provide quality municipal services, city infrastructure and facilities, and to inspire community improvements that add value to the lives of residents. Further, the City Council and organization work to ensure a City government that is fiscally responsible, has a superior workforce, and helps residents, businesses, civic organizations, innovators and changemakers to continuously improve the quality of life in the community. With the changing economic environment, the City has proactively responded to future fiscal challenges to focus on long-term sustainability of quality services to its residents.

### THE POSITION

The position of City Manager is available due to the upcoming resignation of Martin Tuttle, who has served in the position since 2012. The City Council is recruiting candidates with the following experience, attributes, style, and strengths:

- Innovative, creative, intellectually curious, proactive and anticipatory with a long-range vision coupled with the ability to implement. Capable of leading innovation and excellence through lean and agile organizational methodologies. Understands key principles of human-centered design thinking.

- Projects the vitality of the City and is excited about future opportunities for the community.
- Politically astute; wants to partner with the Council to achieve their collective vision. Understands the distinction between the roles and possesses a balance between confidence and deference. Works for the Council as a whole, rather than five separate individuals. Provides updates, keeping the Council informed, sharing the same information with all, analyzing and summarizing information and trends to help Council make optimal decisions. Provides professional recommendations and alternatives to the Council based on sound research and competent analysis. Politically savvy without being political, and skilled at building effective relationships to drive results with federal, state, and other local government partners.
- Has the ability to make the difficult decisions.
- Flexible and adaptable. A reasonable risk taker who is unafraid of failure in the context of managing a risk portfolio of initiatives, projects, and objectives.
- Has the highest integrity. Prepared to lean in to make the city an exemplar of strategies, policies, practices, and leadership that protect against bias, harassment, and discrimination.
- Believes in continuous improvement with an organizational culture that supports a business-friendly environment where the customer is first.
- A collaborative, thoughtful leader who unleashes the talent of a superior city staff on a sustained basis. Able to challenge and support staff, setting the tone of the organization through collaboration, empowerment, team building, and identifying, selecting, and growing quality, diverse team members that "fit" the organization.
- Proven executive leadership experience in a local government agency or an equivalent combination of public/private sector experience. Skills in economic development, planning, and especially municipal finance and budgeting are desired, though candidates from all municipal disciplines and/or their private/public-sector cognates are encouraged to apply.
- Critical inquiry, interdisciplinary problem-solving, reflective assessment, and understanding of the role of city government in a community and in a democracy, usually demonstrated by a baccalaureate degree. An advanced degree is preferred.



## APPLICATION & SELECTION PROCESS

An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain his/her qualifications fully and clearly. In addition, applicants must submit a resume, cover letter, and supplemental questionnaire. Incomplete information on the application, resume, cover letter, and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications with the review period beginning April 2, 2018.

Candidates are encouraged to apply on-line using the CalOpps web site at [www.calopps.org](http://www.calopps.org) and visiting the City of West Sacramento's employment page. **The CalOpps application is considered an official City application.** — OR —

You may submit the required documents, including a completed City application, resume and cover letter to:

City of West Sacramento  
Human Resources Division  
1110 West Capitol Avenue, 3rd Floor  
West Sacramento, California 95691

You will be disqualified if you do not submit the required completed City application, resume, cover letter, and supplemental questionnaire. A City application can be obtained by downloading from the City's website at [www.cityofwestsacramento.org](http://www.cityofwestsacramento.org).

This recruitment will be handled with strict confidence throughout all phases of the search process. The City Council will work closely with Human Resources to review top contenders for this position. References will not be contacted until mutual interest has been established. Successful completion of a thorough background check, fingerprinting, and comprehensive reference checks is required prior to appointment. Every effort will be made to accommodate a mutually agreeable start date and transition with the selected candidate. Ideally, the new City Manager will join the organization in July 2018.

Applicants must refrain from contacting members of the City Council, except in response to direct inquiries, during all phases of the process.

**Filing Date:** This recruitment will close at 5:00 pm on April 2, 2018.

**No Postmarks:** Applications, cover letters, resumes and supplemental questionnaires received after this date and time will not be accepted.

## COMPENSATION & BENEFITS

A mutually agreeable employment agreement will be negotiated with the selected candidate. The annual salary for this position is open depending upon the experience and qualifications of the selected candidate. Additionally, the City offers an attractive benefits package including:

- Retirement: CalPERS 2% @ 60 or 2% @ 62 plan, depending upon the employee's status with CalPERS at the time of employment. Employee pays the entire employee contribution.
- Long Term-Disability: City pays premium for Standard LTD program offered to management employees.
- Life Insurance: City pays premium for \$300,000 term life insurance policy.
- Management Leave: 80 hours per fiscal year; no accumulation.
- Vacation: 10 -20 days per year; maximum accumulation 400 hours.
- Sick Leave: 12 days per year; unlimited accumulation and no payoff except at retirement, layoff, or death (paid ½ value accumulated).
- Holiday Leave: 10 days and 3.5 floating days annually.
- 401(a) Money Purchase Plan: City contributes 4.5% of base salary; mandatory employee contribution of 5.5%. In addition, deferred compensation (457) plans are available.
- Medical, Dental, Vision: City provided coverage for employee and family is available. Retiree medical and dental coverage is available.
- Social Security / Medicare: The City does not participate in Social Security, but does participate in Medicare.

## TENTATIVE SEARCH SCHEDULE

|                                       |                  |
|---------------------------------------|------------------|
| Application Filing Date .....         | April 2, 2018    |
| Application Review .....              | April 2-18, 2018 |
| Semi Finalist Interview .....         | April 27, 2018   |
| Final interview .....                 | May 15, 2018     |
| Appointment of new City Manager ..... | May 23, 2018     |

The City of West Sacramento is an Equal Employment Opportunity / Federal Affirmative Action Employer. Reasonable accommodation in the application, examination and selection process will be made upon request. NOTE: The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change