

## Compensation

The salary range for the City Manager will be \$115,000 - \$140,000 annually D.O.Q. All city employees are required to participate in the City's Mandatory Furlough Program. The City Manager's position, along with all employees except Police and Fire sworn employees, take the first Friday off each month without pay (a reduction of 4.6% in pay).

The City also offers an attractive benefits package including:

- \* Retirement-PERS, 2.5% at 55. Employee pays 8% contribution. The City does not participate in Social Security
- \* Cafeteria Plan-In addition to salary, the City contributes \$1,216 per month for the purchase of Cafeteria benefits. Choose from PERS health, two dental plans, one life insurance plan, one long term care plan and a variety of AFLAC products
- \* Vacation accrual rate of 10 days annually
- \* Administrative leave - 104 hours annually
- \* Holiday pay - 11 assigned plus 2 floating days annually
- \* Life Insurance-City paid premium for \$50,000 in life insurance
- \* Long Term Disability Plan-City paid coverage (66% of base monthly earnings after 60 days up to \$5,000/month)
- \* Automobile Allowance- \$400 a month



## The Process

To apply for this exciting career opportunity, please forward a letter of interest, your resume with current salary (electronic format preferred) and the names and phone numbers of five professional references (who will not be contacted until mutual interest is established and candidate approval) to:

Paul Kimura  
Avery Associates  
3 1/2 N. Santa Cruz Ave – Suite A  
Los Gatos, CA 95030  
Fax: 408 399-4423  
Email: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The final filing date for this position has been extended to November 18, 2011.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408-399-4424.

# City of Dixon

*invites your interest for the  
position of*



## City Manager

## The Community

A growing community of approximately 18,000, the City of Dixon offers a unique combination of an outstanding location, safe community, desirable housing, excellent schools, friendly people and a town with strong community values. Dixon can be best characterized as a progressive city that seeks quality development, but also desires to maintain and enhance those “quality of life” characteristics that are part of its history and agricultural heritage.



Dixon is located in the northeast portion of Solano County, 19 miles southwest of Sacramento and 70 miles northeast of San Francisco. In this ideal location, Dixon enjoys convenient access to the San Francisco Bay Area, Sacramento and Lake Tahoe, and to institutions of higher learning such as the University of California, Davis and the California State University, Sacramento.

Dixon is a diverse community with the census identifying a significant Hispanic population. Dixon residents also bring a diversity of views and a desire to participate in decisions affecting their community. Dixon collaborates extensively with other local governmental entities, such as Solano County, the Dixon Unified School District, the Library District, the Dixon Mayfair, a Regional Fire District several drainage districts and assessment districts, to ensure that Dixon includes a variety of community services and amenities that allow its residents to proudly call Dixon their home.

The Dixon Mayfair provides a family-fun annual event for both Dixon community members and visitors. This fair is the State’s longest running fair having began in 1876, and provides traditional country fair activities such as livestock exhibits, judging, entrainment and concessions.



elected. The City Council appoints both the City Manager and the City Attorney, who both serve at the pleasure of the Council. The City Manager has the authority to appoint all other Department Heads subject to the ratification of the City Council. The City Manager oversees a full service city with a current workforce of 102 FTEs and a General Fund Budget of approximately \$11 million.

The City provides a full range of services ranging from police and fire protection to public works, water and wastewater services and an active parks and recreation program. The City provides its services through a number of departments, including City Clerk, Community Development, Economic Development, Engineering, Finance, Fire, Human Resources, Police, Public Works and Recreation and Community Services. The City also operates a Senior Center and a transportation system for all residents at a reasonable cost.

## City Government

Dixon is a General Law City that is governed by a five member City Council including a separately elected Mayor. The Mayor is directly elected and City Council is elected at-large serving overlapping four-year terms. The City Treasurer is also

## The Position

The City of Dixon will offer the selected candidate the opportunity to assist the City Council in dealing with a number of challenging opportunities. These include a focus on economic vibrancy through promotion of quality economic development projects, funding issues related to city infrastructure in the water and wastewater operations and organizational leadership in dealing with the difficult economic circumstances faced by Dixon and all municipalities today.

Among the leadership and management priorities is the need for strategic management restructuring or consolidation and the need to hire key department heads. The current culture enjoys a positive, collaborative and team-oriented executive staff that is committed to the goals of the entire city and it’s expected that new managers will embody those same qualities. In working with a committed but diverse city council, the manager must effectively implement policy decisions while providing practical and positive operational recommendations in doing so.

Given the general public concern relating to government operations today, a key priority relates to the importance of proactive communication and connection with the Dixon community. Outreach and transparency have become increasingly important in creating trust, credibility and awareness and in providing visibility to the value provided by city services. Correlating to this priority is the importance of providing innovative approaches toward regional solutions and shared services with other regional government entities in seeking greater cost efficiency.



## The Ideal Candidate



The new City Manager must provide strong administrative skills to the city, city council and the organization. A resourceful, innovative, “can-do” problem solver and team player with a strong focus on results and efficiencies will be essential to this position. Strong interpersonal skills and a sense of diplomacy will be critical in the ability to create and maintain positive relationships with the wide variety of constituents and stakeholders throughout the community and the region. An inclusive, collaborative and forward thinking management style combined with excellent listening and analytical skills will provide the ideal profile for this role.

The preferred candidate will have a solid financial experience base, preferably in the area of municipal finance and a general knowledge of economic development, public works and capital projects. Applicants are expected to possess a well-rounded management and administration background with at least five years in an executive level capacity in either the public, private or not-for-profit sectors. A Bachelor’s Degree in business/public administration, economics or a related field is required. A Master’s Degree is preferred and having bi-lingual skills is highly desired. Related experience working in a community similar in size to Dixon will be valued.