

Compensation & Benefits

The compensation for this position is negotiable and dependent upon qualifications. Housing assistance is a potential, and while the City Council would prefer that the new Manager live within the city limits of Los Altos, there is no specific residency requirement. In addition, the City provides a very comprehensive benefits package including:

- Choice of HMO or PPO plans through CalPERS Health Benefits
- Retirement plan is 2.0% @ 60 plan, average of final three years compensation, employee paid 7% retirement contribution
- Dental Reimbursement plan
- City-paid life insurance @ 150% of salary; additional life insurance purchase option
- Holidays – 10 observed holidays and 2 floating days annually
- Section 125 plans, dependent care and health care reimbursement
- 457 Deferred Compensation plans
- Employee Assistance Program
- Other benefits will be subject to negotiation



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please forward (email preferred) a letter of interest, your resume—including your current salary—and five work-related references (who will not be contacted until mutual interest is established) to:

Bill Avery or Ann Slate
Avery Associates
3 1/2 N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408.399.4423
E-mail: jobs@averyassoc.net



Final filing date for this position is December 9, 2011.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or Ann Slate at 805.459.5132.

City of Los Altos

*invites your interest for the
position of*



City Manager

The Community

Tree-lined streets and a small village atmosphere characterize Los Altos, which is located in the heart of Silicon Valley. Just 40 miles south of San Francisco and 17 miles north of San Jose, Los Altos is an upscale residential community served by several small retail areas. Many Silicon Valley executives, managers and engineers choose to live in this city of over 28,000 because of its attractive climate, lovely neighborhoods and charming downtown. Los Altos has been identified as a top Bay Area locale for families with children.



The Los Altos School District provides K-8 public education throughout most of the City. Their students consistently achieve the highest scores in the State on standardized tests. The community also includes excellent private schools. Foothill College as well as Stanford, Santa Clara and San Jose State Universities are all within close proximity to Los Altos.

The City has a long tradition of volunteerism, with many residents actively involved in City government and other community organizations. Los Altos provides spacious lot sizes for residents to build or purchase their dream home, walkable neighborhoods, parks and open space as well as friendly commercial areas that provide numerous services to the community. With all of these amenities and benefits, Los Altos is certainly an exceptional place to call home.

City Government



Incorporated in 1952, Los Altos is a General Law city with five elected council members who serve four-year terms. The current City Council is proud of the atmosphere of civility that characterizes their interaction. Like most California cities, Los Altos has a council-manager form of government. Three of the five council seats are up for election in November 2012, the remaining two in 2014.

Los Altos has an all funds budget of \$39M and a staff of 129 employees. City government is organized into six departments: City Clerk, Administration and Finance, Police, Community Development, Public Works, and

Recreation. City attorney services are provided by contract, as are water and fire services through the Santa Clara Valley Water and Santa Clara County Fire Districts.

The Position of City Manager

The City Manager serves at the pleasure of the five-member City Council and is their chief advisor on policy issues concerning the community. Operationally, the City Manager directs the various activities of city departments. The departments are staffed with competent and highly qualified professionals who enjoy a good relationship with the City Council and with each other. The City Manager has 13 direct reports.

The current City Manager, Doug Schmitz, is retiring and leaving a legacy of decisive action and effective relationships with staff, Council and the community. During his tenure a number of master planning efforts and capital projects were concluded. The new City Manager will be focused on implementing those plans as well as continuing the tradition of civic engagement through community connections.



The Ideal Candidate

A key to developing and sustaining a strong and effective relationship with the Council will be to communicate openly and often to keep them informed of current issues/developments. The new City Manager will have a bias for action. This requires strong communication and interpersonal skills, and a proactive orientation. The City Council, the City Commissions and Committees, the city-wide neighborhood organization and the business community expect the new City Manager to understand the values of Los Altos, and to balance the dynamics of both retaining the City's charm and leading change necessary for the community's vitality. Experience in building public facilities and/or public-private partnerships will be a plus given potential Civic Center and downtown projects. The City Manager must be able to lead by example, and guide a motivated and close-knit team of professionals who possess the enthusiasm and work ethic essential to responsive and collaborative customer service.



The new City Manager will be experienced in municipal finance and in developing a sustainable financial structure so that Los Altos can maintain its strong financial condition as the State and nation continue to face economic hard times. In order to maintain its high-quality service delivery and to meet the needs of residents with high expectations, a manager with skills in consensus building and collaboration will be key to engaging and inspiring staff and the community in cooperative problem solving. Prior experience as a City Manager, Assistant or Deputy City Manager or as an Executive Director or department head of a complex public sector organization is required. A BS/BA in a related field is essential and an MS/MA/MPA/MBA is highly desired.