

## Compensation and Benefits

The City of Saratoga provides an excellent and competitive compensation and benefits package. The salary for this position will be based on qualifications and experience of the selected candidate. The attractive benefits package includes the following; however, this list is not exhaustive and certain elements may be negotiable.

- ◆ CalPERS: 2% @ 60 formula for "Classic Members," or 2% @ 62 formula for "New Members."
- ◆ CalPERS Health Insurance: Comprehensive HMO and PPO plan options available.
- ◆ Dental Insurance: Employer-paid comprehensive in and out of network plan options available.
- ◆ Life Insurance: Employer paid coverage life term policy (\$150,000).
- ◆ Long Term Disability: Employer paid coverage of 66 2/3 of salary to a maximum of \$2,000/mo. with an employee option to purchase additional coverage, up to a maximum of \$8,200/mo.
- ◆ Deferred Compensation: The City will match employee contributions to a deferred compensation account up to a maximum of \$200.00 per month.
- ◆ Car Allowance: \$375.00 per month.
- ◆ Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- ◆ Paid Administrative Leave: 65 hours of paid administrative leave granted each FY.
- ◆ Holidays: 13 paid holidays.
- ◆ 9/80 City Work Schedule: Nine hour days Monday through Thursday, eight hours one Friday, off the next Friday.



## 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  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this position is May 2, 2014.

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.

**To view the complete job description, visit <http://www.saratoga.ca.us>.**



# The City of Saratoga

*invites your interest  
for the position of*

## City Manager



## The City of Saratoga

Tucked away in the foothills of the Santa Cruz Mountains of California, Saratoga is an attractive residential community with a population of approximately 30,000 known for its excellent schools and prestigious neighborhoods.

Although the City of Saratoga was incorporated as late as 1956, the town had its beginning more than a century earlier. Pieces of the City's history can still be seen in the Saratoga's historic downtown district, known as "The Village." Buildings dating back to the late 1800s and early 1900s offer a glimpse into the City's past, as well as a unique dining and shopping experience. The Village is an attraction for resident and visitors alike wishing to enjoy excellent food, spa experiences, and unique shops.



**Photo by Rhonda Leckie**

The City of Saratoga is known as an attractive place for families with children to live. The schools in the districts that serve Saratoga residents are among the best in the region and nation. Saratoga Union School District is one of the most highly rated school districts in California. Both Saratoga High School and Monte Vista High School have been ranked by U.S. News & World Report as some of the top high schools in the country.

With easy access to a wide variety of recreational resources and distinctive cultural institutions, Saratoga also serves as a respite from the hustle and bustle of Silicon Valley. These include Villa Montalvo, the Mountain Winery, and Hakone Gardens. Villa Montalvo, the former home of Senator James Duval Phelan, hosts an art gallery, an artist in residence program, concert performances, park trails and grounds. The former Paul Masson homestead and winery in the Saratoga foothills, the "Mountain Winery," organizes concerts in the spring and summer featuring world-renowned performers. And Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere, maintained and run by the Hakone Foundation, lies just outside of the Village offering classes, festivals and Japanese culture.

In addition to its cultural venues, the City of Saratoga offers a wide array of recreational opportunities. The City has 14 parks, hundreds of acres of developed parkland, and numerous trails that allow for an assortment of activities. Additionally, Saratoga is also closely located to regional parks with excellent hiking and horseback riding trails.

## The City Organization

The City of Saratoga operates under a Council/Manager form of government. With the relatively late incorporation of the City after the community had developed, many special districts that provided services to residents were already in place. This included school districts, utility districts, and fire protection districts among others. Consequently, the City was incorporated with the intent to become a minimal services City. Both the City's revenues and structure reflect this objective.



**Photo by: Ron Leckie**

Although fire prevention and protection services are provided through special districts, law enforcement services are provided by the Santa Clara County Sheriff's Office by City contract. Animal control services are provided by the City of San Jose through contract. The City is proud to be served by these agencies as well as the Santa Clara Valley Water District, West Valley Sanitation District, and others.

City departments include: City Manager, Community Development, Finance and Administration, Public Works, and Recreation and Facilities. The City Attorney is appointed by the City Council through contract.

## The Position and Ideal Candidate

The City Manager is appointed by the City Council and oversees an organization of 56 employees. The Total operating budget is \$21 million of which \$17 million is in the General Fund. As the administrative head of the City, the City Manager is responsible for carrying out the policy direction of the City Council in accordance with municipal law for the benefit of City residents. Specific duties of the City Manager include overseeing the departments, preparation and administration of the annual City budget and other key projects.

The City Council has developed a list of ideal candidate attributes for the next City Manager. The new City Manager should be someone who:

- ◆ Possesses the ability to quickly grasp and embrace the values of Saratoga and be comfortable working in a small, minimum service City.
- ◆ Has a successful track record in public sector management.
- ◆ Believes in community engagement, welcomes input and participates in civic organizations and events, and will quickly become a part of the community.
- ◆ Can demonstrate his/her ability to work effectively and be proactive on issues in dealing with the City, members of the community and neighboring public jurisdictions.
- ◆ Has a broad knowledge of the functional areas of municipal government.
- ◆ Is a collaborative manager who effectively delegates to and develops and empowers staff.
- ◆ Models behaviors expected throughout the City organization including strong ethics, high motivation, initiative, and commitment to a high quality work product.
- ◆ Uses tact and diplomacy in conveying opinions and recommendations, and can be relied upon to give his/her best professional recommendation. Solution-oriented.
- ◆ Effectively employs technology.
- ◆ Communicates frequently both up and down the organizational ladder and is engaged in key issues in the departments but also encourages independent problem solving.
- ◆ Has a sense of humor; is upfront and friendly, patient and optimistic.



**Photo courtesy of venzfinephoto.com**

A Master's degree in public administration, planning, business administration, public finance, law or other closely related field and 10 years of significant and relevant senior level executive management experience preferably in a municipal organization with similar scope and complexities is required.