

Compensation and Benefits

The City of Morgan Hill offers an exceptional compensation and benefits program. The base salary for this position is \$147,912 - \$189,612 annually, DOQ and up to \$194,352 annually for performance pay. The excellent benefits package includes:

- ◆ Retirement: PERS with a formula of 2.5% at 55 for classic employees. Current classic employee contribution is 9.06%. New members to PERS participate in a formula of 2% at 62 and pay the employee share of 6.5%. All Management, Professional, and Confidential employees will split future rate increases at a 50/50 ratio.
- ◆ Deferred Compensation (ICMA or Mass Mutual 457 Plan): Incumbent can choose to forgo 3% in salary for a City contribution of 3% of base salary to deferred compensation. After four years of service, the City contributes 4% to deferred compensation and 5% for over eight years of service.
- ◆ Health Care: City Pays 96.5% of lowest cost medical + dental insurance for employee and one dependent; 90% of lowest cost medical + dental insurance for employee and family; 100% of lowest-cost medical + dental for employee only (up to \$610 per month). Unused dollars may be added to paycheck on post-tax basis. Cost varies according to coverage selected.
- ◆ Vacation Leave: 3 weeks per year; increasing to 4 weeks after five years of service. This is an accrued benefit.
- ◆ Administrative Leave: 72 hours per fiscal year. The first check reflects the entire 72 hours.
- ◆ Leave Cash-out: Up to 120 hours of accrued vacation, administrative leave, or a combination of the two per calendar year. Employees must make an irrevocable election by December 1 of each year for the following calendar year stating their intent to cash out and the number of hours.
- ◆ Holidays: 11 holidays annually plus one half day to be taken either Christmas Eve or New Year's Eve, in addition to two floating holidays.
- ◆ Sick Leave: Accrual at the rate of 12 days per year. Sick leave cash out in December for 25% of earned but unused sick leave for that year. No cap on accrued sick leave.
- ◆ Personal Leave: 2 days per fiscal year; hours are taken from the current year's sick leave accrual.
- ◆ City-Paid Insurance: \$250,000 life insurance, short-term and long-term insurance disability insurance, employee assistance plan with six free visits per year.
- ◆ Cell Phone Allowance: \$65 monthly.
- ◆ Car Allowance: \$325 monthly.
- ◆ Tuition Reimbursement: \$1500 annually.
- ◆ Professional Membership Dues Reimbursement: \$250 annually.
- ◆ Reduced-Cost Centennial Recreation Center Membership
- ◆ Employee Health and Wellness Program
- ◆ Alternate Work Schedule

The Process

To be considered for this exceptional career opportunity please submit (email preferred) a cover letter of interest, resume, salary history, and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Paul Kimura or Cris Piasecki
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this position is December 1, 2014.

Interviews with firm will take place in the early December timeframe. Candidates selected to interview with the City will be notified prior to the Christmas holiday. The City has identified the dates of January 8 & 9, 2015 for final selection interviews to be held in Morgan Hill.

If you have any questions regarding this position, please feel free to contact Mr. Kimura at 408-399-4424 or Ms. Piasecki at 408-234-2025.

RECRUITMENT SCHEDULE

Final Filing Date:.....December 1, 2014

Preliminary Interviews:Early December

Finalist Interviews:.....January 8 and 9, 2015



The City of Morgan Hill



*invites your interest
for the position of*

**Assistant
City Manager
for
Administrative
Services**

The Community

Located in the southern part of Silicon Valley, Morgan Hill's thoughtful planning has made it one of the most desirable communities in Santa Clara County. With a growing population of approximately 42,000, Morgan Hill provides the ideal balance between jobs, housing, recreation, and open space. The City has optimum housing options, abundant shopping, regionally recognized wineries, and a historic Downtown with award-winning restaurants, and charming boutiques.



Morgan Hill is a family oriented, vibrant and progressive community where residents and visitors enjoy a wide range of outdoor and indoor activities. The City is known for its regional, world-class recreational facilities that attract over 1.3 million visitors annually. The community enjoys public art, many local street fairs, summer music festivals, and holiday parades. Downtown Morgan Hill has become a destination for popular events, including the Mushroom Mardi Gras, Fourth of July parade and fireworks, Taste of Morgan Hill, and the Friday Night Music Series. With an average temperature of 70 degrees, Morgan Hill offers abundant year round recreational activities including cycling, golfing, swimming, and boating. Nestled next to Henry Coe State Park, Morgan Hill provides easy access to over 79,000 acres for camping, backpacking, fishing, hiking, mountain biking, and horseback riding.

Just 15 miles inland from the Pacific coast, Morgan Hill is surrounded by the Santa Cruz Mountains to the west and the Diablo Range to the east. Morgan Hill is just minutes away from San Jose, and a short one-hour drive to the redwood forests and beaches of Santa Cruz and to the spectacular Monterey Peninsula. Caltrain runs daily through the City and connects commuters both to San Jose's light rail systems and to BART throughout the Bay Area.

The Organization

The City of Morgan Hill is a general law city operating under the council-manager form of government. The City was incorporated in 1906, and operates with a five-member City Council, including the Mayor. The Mayor is directly elected to serve a two-year term and the remaining four City Council members are elected to serve alternating four-year terms. The City Clerk and the City Treasurer are also directly elected to four-year terms. The Council appoints the City Manager and City Attorney.

The City Manager serves as the executive of city government. Reporting directly to the City Manager are the Assistant City Manager for Administrative Services, Assistant City Manager for Community Development, Police Chief, Community Services Director, Public Works Director, Fire Chief, Communications and Engagement Manager, and Administrative Analyst. The City operates with a full-time workforce of 180 positions and has a FY 2014-15 all funds budget (including CIP) of over \$141 million.

Annually, the City Council adopts its priorities, goals, and strategies for the organization and community. For 2014 these include:

- ◆ Enhancing public safety
- ◆ Protecting the environment
- ◆ Maintaining fiscal responsibility
- ◆ Supporting youth
- ◆ Fostering an organizational culture that focuses on teamwork, employee recognition, and open communication.

The Position and Ideal Candidate

The Assistant City Manager (ACM) for Administrative Services is a key leadership role who works closely with the city leadership team in advancing citywide priorities, programs, and policies. The position will serve as the City's CFO and will oversee Finance, Accounting, Budget, Human Resources, Information Services, Utility Billing, and City Council Services/Records Management. Reporting directly to the City Manager, the ACM is an “at-will” position overseeing the Administrative

Services Department, which includes 23 teammates. The following five positions report directly to the ACM: Assistant Finance Director; Budget Manager; Human Resources Manager; Information Services Manager, and the Council Services/Records Coordinator.

An essential aspect of this role relates to providing financial oversight for the City. Financial analysis especially in forecasting, costing and financing of infrastructure repairs and upgrades, utility expansion, capital improvement projects and PERS obligations are key focus areas. In addition to serving as the City's Emergency Operations Center's Finance Section Coordinator and providing guidance on the continued wind down of the RDA, the ACM will be actively involved in the following projects:

- ◆ Completion of the \$25 million downtown placemaking investment
- ◆ Evaluating process improvements to enhance customer satisfaction and efficiency
- ◆ Working with teammates to further the City's economic development efforts
- ◆ Developing sustainable strategies to increase infrastructure funding
- ◆ FY 15-16 budget process
- ◆ Labor negotiations with all three bargaining units for contracts expiring June 30, 2015
- ◆ New human resources software module that will be integrated with existing financial software
- ◆ A utility rate study for both Water and Sewer Funds
- ◆ A municipal bond refunding combined with a new-money component to close by June 30, 2015
- ◆ The Community Development Fund fee study to help address future structural imbalance described in the FY 14-15 Budget document
- ◆ Citywide Information Technology Strategic Plan update
- ◆ Formal dissolution of Corporation Yard Commission JPA with the Morgan Hill Unified School District

The City embraces a collaborative, inclusive, and team focused leadership and operational style and the ACM is expected to positively influence the entire city organization by modeling behavior consistent to these values and in providing responsive, timely, and exceptional service. Internal to the administration operation, the ACM will foster a supportive environment that embodies the City's core values and encourages teammates to accomplish positive results through empowerment and a spirit of accountability. The successful candidate will also display an innovative and entrepreneurial mindset in seeking creative solutions and a willingness to consider new organizational approaches. A genuine, engaging, and participative style combined with a positive, energetic demeanor, and a keen sense of humor will be ideal attributes of the selected candidate.



Along with strong interpersonal attributes, the successful candidate will offer a “big picture” perspective combined with excellent analytical and project management strengths. These collective skills will serve the ACM well as he/she will be pivotal in the decision-making process and key in interacting with Council members, residents, businesses, peers, and teammates. The position requires a background with at least five years of professional experience in municipal public administration, administrative services, and/or finance and accounting with at least two of those years at a supervisory/management level. A BS/BA degree in Public or Business Administration or a related field from an accredited college or university is required. A Master's degree and professional level HR experience is desirable.