

Compensation and Benefits

The City of Vallejo offers a competitive compensation and benefits program. The salary for this position is open and negotiable, DOQ. The current benefits include:

- ◆ Retirement: The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPRA, the retirement formula is 2% at 62. City pays the employer share with an employee contribution of 6.25%.
- ◆ Social Security: The City participates in Social Security and pays the employer share of the contribution.
- ◆ Health Benefits: The City participates in the CalPERS Health Benefits Program. The City pays \$300 and the difference between \$300 and maximum of 75% of the Kaiser Bay Area rate is paid through a Section 125 cafeteria/Flexible Benefits Health and Welfare Plan. An employee may be eligible for \$250 a month in lieu of City paid medical insurance if employee has other medical insurance. The City pays 75% of Vision Plan and 75% of the Dental Plan.
- ◆ Deferred Compensation Plans: The City offers a voluntary 457 Plan, three different carriers available. The City also offers a 401A Plan.
- ◆ Holidays: 11 paid holidays annually.
- ◆ Vacation: 10 working days (0-3 service years); 15 working days (3-9 service years); 20 working days (9-15 service years); and 25 working days (15 plus service years). May carry up to three-years balance.
- ◆ General Flex Benefit: 120 hours times the employee's hourly rate per fiscal year, to be taken in cash. Employees hired during a fiscal year shall have the GFB prorated.
- ◆ Sick Leave: Employees accrue at the rate of one day for each full month of employment (eight hour day); maximum accrual of 288 hours. Bereavement Leave: Up to three-days.
- ◆ Employee Assistance Program is offered to employee and eligible family members.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

Paul Kimura and/or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is September 29, 2017.

If you have any questions regarding this position, please feel free to contact Paul Kimura by email at paulk@averyassoc.net or by phone at 408.399.4424; or Bill Lopez by email at williaml@averyassoc.net or by phone at 408.888.4099.



The City of Vallejo

*invites your interest
for the position of*

**City
Manager**



The Community

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts are a reflection of the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful bay-front park with the ferry terminal located nearby. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo's waterfront area into a transportation-oriented mixed-use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.



City Government

Vallejo is a full service, charter city with a fiscal year 2017-18 total budget of over \$221 million, with a General Fund of approximately \$100 million. The City has an authorized staff of 558.5 FTEs employed in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability: (1) live within our means (five-year projection); (2) look to the future (prioritize); (3) do not defer expenses (maintenance, capital); (4) establish emergency reserve (disasters or emergencies); and (5) use one time monies for one time expenditures (new equipment, unforeseen repairs).

The Position

The new City Manager will join Vallejo during a time of significant economic, operational and organizational progress within the City. The challenge will be to expand on the progress attained during the past several years and to bring a new level of energy and momentum to the foundation already established.

The Manager will work closely with the City Council, staff and the community in focusing on essential priorities. Economic development and economic expansion--leading to business attraction, jobs creation and business retention--is a critical priority. This effort can be enhanced with development opportunities on Mare Island and through more "development/resident friendly" development policies. Expansion of the City's tax revenue base is another area of importance, as progressive approaches to enhancing sales tax income can augment traditional sources of revenue.

Financial recovery and stability continues to be a critical issue for both the immediate and ongoing future of city operations. Labor contract considerations must be addressed in a manner that helps accommodate employee needs while maintaining the fiscal balance that the City has worked tirelessly to achieve. Additionally, the City's water utility infrastructure is severely aged and requires major upgrades. The costs associated with this project are significant and may require bond capital.

External to city operations, there is an expectation of greater levels of community visibility and transparency. The City's Participatory Budgeting process has started a positive community dialog and the desire is to expand the connection with the community through greater levels of participation and engagement.

Ideal Candidate Attributes:

- ◆ Organization skills: maintains attention to detail, is on top of priorities, manages budget within allocated funds.
- ◆ Assertive Leadership: action-oriented, takes initiative, and communicates and tackles issues in a confident, constructive and solutions-oriented manner.
- ◆ Collaborative: works well with all constituencies, both within and outside the City organization; works in partnership with the City Council and the Executive Leadership Team, and involves staff in shaping plans and decisions.
- ◆ Service-oriented: has a client orientation for both internal and external customers, demonstrates responsive, helpful and informative service.
- ◆ Problem-solver: provides useful counsel and advice, takes ownership of issues, and facilitates getting issues addressed and solutions implemented.
- ◆ Performance Management: focuses people on results, holds them accountable, and addresses performance issues in a timely and constructive manner
- ◆ Coach/Mentor: understands and applies the principles of effective coaching; demonstrates a commitment to the mentoring and development of subordinate staff and they of their staff; has a track record of effective mentoring relationships.
- ◆ Community focused: engages and participates within the community, is visible and accessible to constituents.
- ◆ Ethical: conducts oneself with high integrity, and judgment; knows right from wrong and stands firm in the face of pressure. Has the courage of convictions.
- ◆ Change agent: seeks opportunities to improve processes and achieve greater efficiencies and enhanced customer service; supports change initiatives, which strengthen organizational culture.
- ◆ Flexible: capable of handling multiple, shifting priorities in a competent, composed and focused manner.
- ◆ Self-confident and empathetic: listens and shows understanding; is positive, calm and composed under pressure; is issue-focused.
- ◆ Vision: identifies future opportunities to position the City.

The selected City Manager will possess the following:

- ◆ An executive public sector background with extensive organizational and personnel management experience.
- ◆ Exceptional administration and management skills with expertise in the areas of finance & budgets, economic development, and labor relations.
- ◆ Excellent oral and written communication skills demonstrating an ability to convey messages to a variety of audiences in an effective, clear and calm fashion.
- ◆ Aptitude and experience in utilizing technology solutions to introduce innovative service delivery and to explore approaches to provide excellent city services and to explore leading edge approaches in productivity and efficiency improvements.
- ◆ An educational background that includes a Bachelor's degree from an accredited college or university, with an MS/MA degree highly desirable.