

Compensation and Benefits

The salary for this position is open and negotiable, commensurate with qualifications. Benefits subject to negotiation, but standard benefits include:

- ◆ Vacation: 15 days per year (increases with longevity).
- ◆ Holidays: 13 ½ holidays annually, and 7 floating holidays.
- ◆ Sick Leave: 8 hours per month; sick leave bonus, and conversion to vacation available as described in the Management Compensation Plan.
- ◆ Insurance: Dental fully paid; Choice of two medical plans and City contributes up to \$2,094.68 for full family coverage.
- ◆ PERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60 with 2% of the employee contribution paid by the City and reported as special compensation. Three highest year average is used for final compensation calculation, as well as credit for unused sick leave. New members to CalPERS are subject to PEPPRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.25%) contribution. This position participates in Social Security.
- ◆ Life Insurance: City paid coverage of 2x annual salary up to \$300,000. Term life insurance with AD&D.
- ◆ Deferred Comp: 1.6% City contribution into a 457 account.
- ◆ Administrative Leave: 100 hours of leave annually.
- ◆ Longevity Pay after fifteen years.
- ◆ Auto reimbursement for \$500/month.



The Process

To apply for this unique and 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 and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

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



The final filing date for this recruitment is November 26, 2018.

If you have any questions, please contact Bill Avery at 408.399.4424 or bill@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of Martinez



*invites your interest
for the position of*

City Manager

The Community

Incorporated in 1876, Martinez is the County seat of Contra Costa County. It is located along the Sacramento and San Joaquin rivers in the central part of the County. The City's roots can be traced to the late 1840's, when it served as a ferryboat transit point across the Carquinez Straits on the way to the gold fields. By the time of its incorporation, Martinez had evolved into one of the area's most significant trading posts and shipping ports. Today, the City covers 13.1 square miles and has approximately 38,373 residents. As one of California's first towns and the home of both John Muir and Joe DiMaggio, Martinez retains a strong sense of history and family. One of the unique aspects of Martinez is its architecture. Many of the downtown shops still retain their early 20th Century look and charm, with some homes dating back more than 125 years.



Respecting its past but with an eye to the future, Martinez is in the process of modernizing both its infrastructure and its downtown. The City opened an award-winning Intermodal Facility in 2001 that has become a popular stop along the Amtrak line. It also completed a major restoration of Alhambra Creek that beautifies the downtown and controls flooding. Additionally, the City has undertaken a number of major park enhancement efforts, most recently with the Waterfront Park, which now hosts a semi-professional baseball team, the Martinez Clippers.

Maintaining the charming and unique quality of life in Martinez is a top priority of the City Council.

The City Organization

The City is governed by a five-member Council. The Mayor is elected at large, and the other four Council members by district, to four-year terms on an overlapping basis. The Council is responsible for representing the residents of Martinez; providing policy and programmatic direction to the City Manager and organization; and ensuring accountability through implementation of policies responsive to the community's needs.



The City adopts a two-year budget which serves as the financial guide for all municipal operations and reflects the goals of the Mayor and Council. The total operational two-year budget for fiscal years 2017-18 and 2018-19 is approximately \$55M annually across all funds (General Fund, Enterprise Funds, Special Revenue Funds, Internal Service Funds, Debt Service and Capital Projects). The General

Fund for fiscal years 2017-18 and 2018-19 is approximately \$23M annually.

The Position and Ideal Candidate

Martinez is seeking an experienced, proven executive that is comfortable working in a team environment and exercising sound, independent judgment. The successful candidate should have a facilitative, open and flexible style and understand the importance of motivating a dedicated staff with values driven goals and objectives. The ability to anticipate issues, work in a collaborative, team environment and provide solutions will be critical for success.

The City Manager provides direction and oversight for the department heads in addition to ongoing responsibilities that include managing the budget, preparing Council meeting agendas and reports, initiating and implementing opportunities to enhance municipal service delivery, making improvements to city infrastructure, and striving for continuous improvement in all core City functions. A key area of focus will be revitalizing the City's Marina and waterfront. Since June 2017, the City has been managing approximately \$4 million in funds towards pavement improvement. In addition, the City has placed an additional half cent sales tax measure on the November ballot to provide funding for ongoing operations.

The new City Manager should be an innovative and seasoned consensus builder with a track record of strong community engagement and a focus on getting things done. This position requires excellent communication and interpersonal skills as well as a proactive mindset and approach. A key to developing and sustaining a strong and effective relationship with the Council and the community will be regular, open, and honest communication, along with up-to-date information on current issues and developments.



The City Manager will be expected to lead by example and nurture a high-performance culture within the work environment. The successful candidate must also be experienced in municipal finance and maintaining a sustainable financial structure as well as understanding the importance of the Council-Manager form of government. Looking for stability, the City Council is seeking a long-term commitment. Prior experience as a City Manager, Assistant or Deputy City Manager, or as an Executive Director of a complex public sector organization is preferred. A BS/BA in a related field is essential and an MS/MA/MPA/MBA is highly desired.