

## **Compensation and Benefits**

The City of Sand City offers an attractive and competitive salary and benefits package. The current salary range for this position is open and negotiable DOQ. The employee benefits package includes:

- ◆ Retirement: CalPERS, 2%@55 for classic members (employee portion is currently paid by the City). New members to CalPERS have a 2%@62 formula (employee currently pays 6.25% of member share). City does not participate in Social Security.
- ◆ Medical Insurance: Premiums are covered by the City - \$1055.10 for single and \$1,582.65 for family coverage. The City also provides retiree medical benefits.
- ◆ Dental and Vision Insurance: The City pays the premium for employee and family.
- ◆ Vacation: 80 hours annual accrual rate for years one through four of service time.
- ◆ Holidays: 14 paid holidays per year.
- ◆ Administrative Leave: 100 hours annually.
- ◆ Paid Time Off: Over 800 hours shall be cashed out in December each year. Includes vacation, sick and administrative leave.
- ◆ Deferred Compensation: PERS 457 – Voluntary participation with employee contribution subject to legal limits. City will match 50% employee contributions up to \$100.00 monthly.
- ◆ Long Term Disability: Pays after 90 days of disability; 60% of salary up to two years.
- ◆ Work Schedule/Pay Days: City operates on a 40 hour/week-work schedule. Paydays are on the last business day of each month.
- ◆ Sick Leave: Eight hours per month.
- ◆ Bereavement Leave: Three days per calendar year.
- ◆ Life Insurance: \$50,000 paid for by City.
- ◆ Other: The City offers Accidental Death & Dismemberment, Medicare, but not SDI.

## **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/](http://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).

Paul Kimura or Sam Avery  
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 recruitment is May 10, 2019.

If you have any questions regarding this position, please contact Paul Kimura at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or 408.399.4424 or Sam Avery at [samuela@averyassoc.net](mailto:samuela@averyassoc.net) or 408.399.4424.

The top right corner features the official logo of the City of Sand City. It consists of the words "SAND CITY" in large, bold, blue, outlined letters. The letters are set against a background of a coastal landscape with rolling hills, a yellow field, and a blue sky with white clouds. Below this, a large blue rectangular area contains the text "The City of Sand City" in a white, serif, italicized font. To the right of this text is a photograph of a sandy beach meeting a bright blue ocean under a clear sky. In the bottom right corner of the page, the words "invites your interest for the position of" are followed by "City Manager" in a large, bold, blue font.

## The Community

Sand City encompasses approximately 350 land acres situated on the Monterey Peninsula, near the cities of Monterey, Seaside, Carmel and Marina and located approximately 120 miles south of San Francisco. With 1½ miles of coastal frontage along the Monterey Bay, the City lies on the scenic Highway One freeway, which bisects the city lengthways from north to south. A window to the beautiful Monterey coast, Sand City is transitioning from an industrial economic base to a green conscious and artistic community that lives, works and plays by the sea. Residents and tourists alike enjoy biking through town or spending the day shopping and visiting one of the local eateries, artists' studios or magnificent beaches.



Sand City has a clear vision of its future as a progressive and sustainable community that encourages the kind of economic and mixed-use development that enables businesses to grow, while also maintaining a friendly, walkable community vibe. The long-term goal is to build on the City's existing qualities to create a vibrant community where people can live, work and play. Sand City annually features the West End Celebration, an exciting blend of art and industry in a newly transformed area of the City dubbed 'The West End'. The Celebration includes live music, dance and street performances as well as great food, and features the creative wares of local artists and artisans.

The City has come a long way from its roots as a center for heavy industry, including coastal sand mining. Local business owners paved the way for the City's incorporation on May 31, 1960, which created the public arena for local control over the City's economic destiny and urban design. The City owns a state-of-the-art reverse osmosis desalination facility that will meet its water needs for the future. Sand City will surprise you with its unique combination of small-town life, 21st Century technology and a unique coastal lifestyle. The City's development plans incorporate vibrant streetscape designs, extensive usage of trees, and installation of comfort-oriented street furniture (benches, ornamental street lights and the undergrounding of utility lines), with the ultimate goal to make downtown a pedestrian-friendly, attractive and accessible destination for residents and visitors from all walks of life.



## City Government and its Departments

Sand City is a charter city governed by a five-member City Council, including a directly elected mayor. Councilmember terms are for four years, with the Mayoral term for two years. The Council appoints the City Manager, City Attorney, and members of advisory committees. The Council chooses one of its members as Vice-Mayor, who presides at the Council meetings in the absence of the Mayor.

Sand City's government is managed by the City Manager, who oversees city operations including: the City Clerk, Finance, Human Resources, Planning, Police, Parks and Public Works (the Police Chief manages Public Works). The Manager also oversees the contracted activities of Fire Services, Engineering, Building, and Code Enforcement. The City has an FY 18-19 all funds budget of \$9.1 million with a full time staff of 19 employees. The City contracts for City Attorney, City Engineer and Community Development.

## The Position and Ideal Candidate

Sand City is looking for an active, bold, and results oriented City Manager to lead the City in its ambitious transformational vision for the community. Over the next decade, Sand City will become a pedestrian friendly community by the beach, with several mixed use development projects, including restaurants, retail, housing and eco-friendly hotels on the beach. The City Council and the community are united in this future vision and the two projects that will lead the way for this evolution have already been approved, with a third project currently seeking approval. Now the need is for a strong leader, to guide the myriad of projects, operations, and regional relationships necessary to fulfill the City vision.



The new City Manager will be a proactive and engaged leader; blending a "hands on" operational style with a mentoring management approach, focused on active communications, staff development, teambuilding, and empowerment of staff. Ongoing communications and frequent updates with the City Council and outreach to the community are also priorities for this role. Positive and ongoing regional relationships with the numerous state, regional and countywide public agencies, JPA's, and special districts are essential components to success in this position. The City Manager must also reflect a value system that embodies ethics, integrity, and dedication to public service, the city council, city staff and the community.

Within the City's active development environment, the new Manager will be exceptional in balancing a wide array of projects, contracts, relationships, and activities and one that thrives in undertaking and completing the multitude of priorities that come with this role. The ideal candidate will be both a strategic thinker and effective operational leader with a strong background in municipal finance and budgets, project and contract management, and will have working knowledge of the wide range of general municipal operations.

Familiarity with CEQA, the Coastal Commission and other regulatory entities that play a large role in coastal development and knowledge of water and capital improvement issues associated with the City's desalination plant will be highly desirable and advantageous in this assignment. The successful candidate will be an effective public sector manager that creates and maintains an environment of mutual respect and transparency with an ability to develop consensus and credibility through strong relationship building within City Hall, the community, with regional governmental partners and the business/development community. The new Manager will also be expected to become involved in and a part of the Sand City community. This position requires staff management, operational and administrative experience in a public sector entity, and a Bachelor's degree in public or business administration, engineering or a related field. Prior experience as a City Manager, ACM/DCM, or a department head (or equivalent) of a complex organizational entity is expected.