

## Compensation and Benefits

The City of Cupertino provides an attractive package of compensation and benefits. The salary range for this position is \$207,737-\$252,507 annually, DOQ. The comprehensive benefits package includes:

- ◆ CalPERS Retirement: New employees to Cupertino hired after 12/29/12 with prior CalPERS (or reciprocal agency) service: 2.0% @ 60, employee pays 7% of employee share. New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more: 2.0% @ 62, employee pays 50% of the Normal Cost, which currently equates to 6.25%.
- ◆ Medical Insurance: Choice of health insurance, portion of family premium paid by the City and fully or partially paid premium for employee depending on plan.
- ◆ Dental Insurance: Delta Dental, City pays entire premium.
- ◆ Vision Insurance: VSP, City pays over 90% of premium.
- ◆ Vacation: 10 to 22 days of vacation annually based on years of service with credit given for previous employment in the public sector.
- ◆ Holidays: City observes 12 paid designated holidays annually, plus employees receive 20 hours of floating holiday annually.
- ◆ Administrative Leave: 80 hours provided annually.
- ◆ Sick Leave: Accrues at the rate of 96 hours annually.
- ◆ Auto Allowance: \$300 per month.
- ◆ Life and Short & Long Disability Insurance: Fully paid by the City.
- ◆ Educational Reimbursement: Up to \$1,350 for approved coursework.
- ◆ Work Schedule: City participates in a 9/80-work schedule.
- ◆ Additional Benefits: Membership to Cupertino Sports Center; annual Recreation Sports Bucks credit of \$400; Employee Assistance Program; Wellness Program.

More information about the City can be found on the City's website: [www.cupertino.org](http://www.cupertino.org).

**The City of Cupertino is an EQUAL OPPORTUNITY EMPLOYER**

## The Process

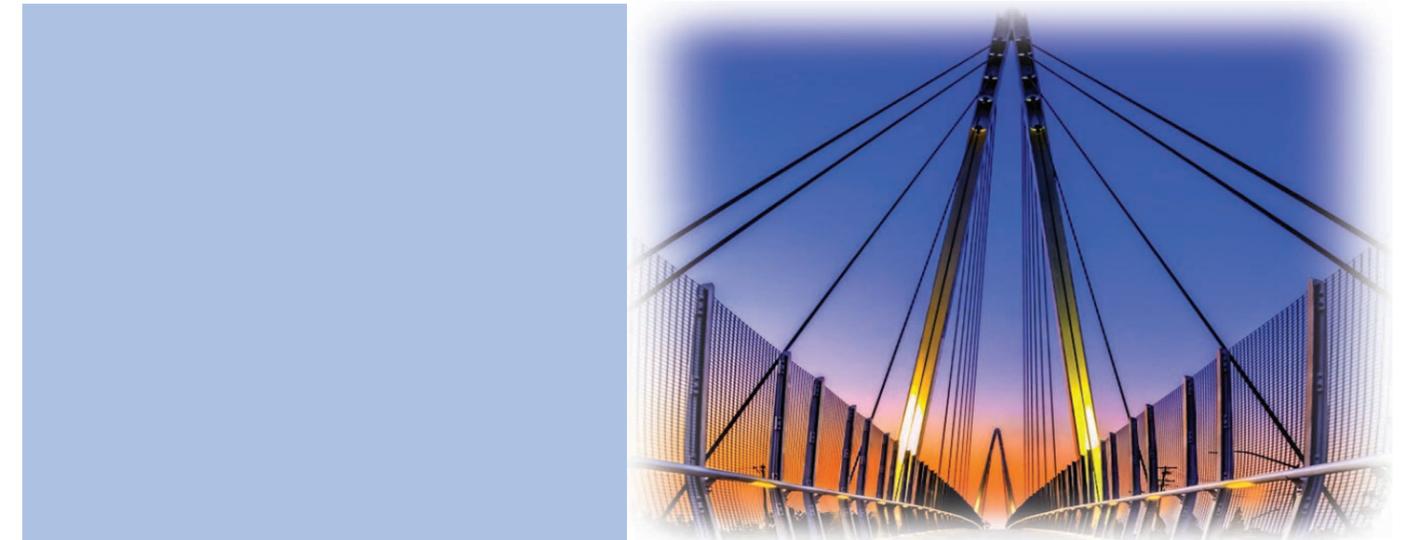
To pursue this compelling career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related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

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The final filing date for this recruitment is July 15, 2019. Preliminary interviews with Avery Associates will begin immediately following close of the filing period. Candidate interviews with the City are anticipated to take place the week of August 5th, and an appointment is anticipated shortly thereafter.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Sam Avery at 408 399-4424 or by email: [samuela@averyassoc.net](mailto:samuela@averyassoc.net).



# The City of Cupertino



*invites your interest  
for the position of*

**Assistant  
City  
Manager**

## The Community

Cupertino is a culturally and economically vibrant city, rich in diversity that takes pride as a model community enjoying an excellent quality of life. With an award winning school system, a thriving business and high technology industry, and a technologically savvy and engaged population, Cupertino has become a community of choice within the Bay Area.



With a population of 64,344, Cupertino lies at the center of the Silicon Valley situated against the scenic foothills of the Santa Cruz mountain range. Various corporate headquarters including Apple Computer blend with tree-shrouded residential neighborhoods providing an ideal backdrop for living, working, and participating in recreational activities. Along with an exceptional grade and high school public school system that has been cited with numerous state and national awards for excellence, Cupertino is also home to De Anza College, recently named the best community college in California. The City offers over 150 acres of parkland along with several full service community centers for resident use.

Quality schools, proximity to high-tech jobs, and beautiful open spaces make Cupertino a desirable location for a highly educated and culturally diverse population. Restaurants and retail operations reflect this diversity with cuisine and shopping options from around the world.

## City Government

A general law city, Cupertino operates with a City Council-Manager form of government. The five City Council members serve four-year terms, with elections held every two years so that terms are overlapping. Assisting the City Council are several citizen advisory commissions/committees. The Council appoints the City Manager, City Attorney and Treasurer.

The City of Cupertino has a history of providing high-level municipal services to complement the sense of community and quality of life enjoyed by our constituents. Education, innovation and collaboration are the hallmarks nourished by the city government, the community and businesses. Even the configuration of the Civic Center complex underscores that theme: City Hall and the Cupertino Library flank the Cupertino Community Hall. The Community Hall houses the city council chambers and accommodates public and private events. The library, part of the Santa Clara County Library system, occupies a state-of-the-art two-story, 54,000-square-foot building.

City departments include the City Manager's Office, the City Attorney's Office, Administrative Services, Community Development, Parks and Recreation, Public Works, and Information and Technology. Police, fire, and library services are provided by Santa Clara County. Cupertino currently has 201.75 full-time employees and an annual City budget of \$131.7 million, which includes a General Fund Budget of \$77.6 million. The City has healthy reserves and has enjoyed General Fund surpluses for several years.



## The Position and Ideal Candidate

The Assistant City Manager (ACM) is a critical and highly visible leader on the Executive Management team, supporting the City Manager and City Council in enhancing this desirable community with the ideal balance between quality of life services and a strong economic foundation. The ACM will provide leadership through collaboration, teamwork and active involvement, all towards the ultimate goal of "community building".

The ACM has primary responsibility for assisting the City Manager in overseeing, directing, and participating in the daily operations of the City, and in providing guidance, expertise, and assistance to the City Manager, the City Council, and leadership team within the City. The ACM will provide day-to-day oversight for operational and administrative issues, will take the leadership role on high level special projects and initiatives that require city-wide coordination, and lead strategic planning efforts, organizational development needs, and executive staff development and training.

The ACM will be a creative, progressive and community-minded facilitator who provides exceptional leadership towards the city's vision of building community. A relationship builder with excellent communication and interpersonal skills, with the ability to work with and command respect among the city leadership team and with regional agencies is essential in this role. The ideal candidate will be a seasoned public sector manager, collaborative leader, a team player and a self-directed problem solver, who can serve as a mentor/coach to city staff. A successful background in dealing with elected officials and policy makers along with a sense of community and a willingness to participate at the community level is expected.

This position requires a strong generalist background with a depth of budget, financial and administration skills, and expertise in several service or discipline areas within local government. The ACM must be a proactive communicator that keeps City Manager and staff informed and must be proficient in managing special projects and/or new services introduction and implementation. A minimum of nine years of increasingly responsible professional administrative experience in public sector management, including at least five of those years in a management capacity is required. The position also requires a Bachelor's degree in public or business administration, public policy or a related field (or equivalent experience in lieu of a degree). A Master's degree in Public Administration or a related field is highly desirable.

