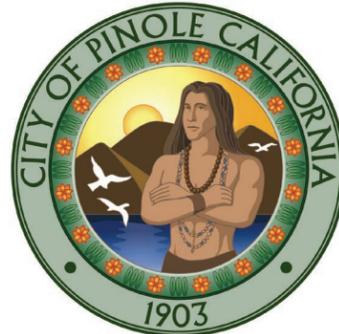


Compensation and Benefits

The City of Pinole offers a competitive salary and benefits package. The salary for this position is open and negotiable, dependent on qualifications. The benefits package includes:

- ◆ Retirement: PERS - Benefit based on CalPERS membership status at time of hire: Classic PERS Member: 2.5%@55, single highest year. Employee pays the 8% Employee Contribution and 8% of the Employer Contribution for a total of 16% for fiscal year 2019-20. New PERS Member: 2.0% @ 62, 3-year final compensation. Employee pays own share as reported in the annual CalPERS valuation report (currently 6.25%).
- ◆ Health Insurance: Selection from PERS Medical Plans, currently the City pays up to the 2018 Kaiser rates, based on family status, and employee pays the difference. Effective 1/1/20 the City will pay up to the 2019 Kaiser rates. Employees with alternate medical insurance may be eligible to receive an in-lieu payment between \$225-\$600. Retiree medical — City participates in the CalPERS Vesting Schedule.
- ◆ Dental Insurance: Delta Dental, 80/20 plan, City pays entire premium for family coverage.
- ◆ Vision Insurance: City pays entire premium for family coverage.
- ◆ Vacation: Accrues at the rate of 96 hours annually during first four years of employment. Increases to the rate of 144 hours annually during years 5-9 and to 160 hours annually between years 10-15. Employee may cash out up to 52 hours provided a minimum of 160 hours is accumulated.
- ◆ Holidays: 11 paid holidays plus 12 hours of floating holiday.
- ◆ Sick Leave: Earned at 8 hours per month. Unused sick leave is not paid out, but will be converted to service credit upon retirement.
- ◆ Administrative Leave: 60 hours annually (up to 40 hours may be cashed out).
- ◆ Life Insurance: City pays entire premium for \$40,000 term life and AD+D policy.
- ◆ Deferred Compensation Plan: Voluntary 457 plan available.
- ◆ Short and Long Term Disability: City pays total premium.
- ◆ Social Security: The City of Pinole does not participate in Social Security.



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, and contact information, including email addresses for five work-related references (who will not be called 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

The final filing date for this position is: September 27, 2019

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



The City of Pinole



*invites your interest
for the position of*

City Manager

The Community

The City of Pinole is located in the beautiful San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.



The City of Pinole has a diverse population of over 19,000 and a land area of more than four square miles. Much of the land has gently rolling hills with steeper hills paralleling on the north and south. The downtown area still retains many turn-of-the-century building stock and is currently being preserved by the City as a historic area. In addition to its natural setting, the City of Pinole is known for its rich architectural heritage and historic past. Elevation in the City ranges from sea level to 500 feet above sea level. The climate is mild, with no extremes of temperature, rainfall or humidity.

City Government and the Development Services Department

The City of Pinole was incorporated in 1903 as a General Law city that functions under a Council-Manager form of municipal government. The City Council is comprised of five members elected at large to four-year alternating terms. The Mayor is rotated among the Council on a yearly basis. In addition to Council Members, the City Treasurer is also an elected position.

The City employs approximately 109 full and part-time employees with a FY 2019-20 General Fund of \$15 million. Under the leadership of the City Manager and Assistant City Manager, are the six City departments of Administration, Development Services, Police, Fire, Finance and Recreation.



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The Position and Ideal Candidate

The City of Pinole is looking for an experienced and visionary City Manager to lead the City forward into an exciting future with much opportunity. The position is appointed by the City Council and will be the administrative

head of all government functions. The key priorities of this position will be continuing to build the financial strength of the City, providing top notch city services, public safety, staff development, and seeking and capitalizing on economic development opportunities.

Financial acumen, budget management, and administration continue to be core focus areas for this role. The City Manager will direct efforts to ensure the City's financial future remains solid, by providing strategic direction towards management of rising personnel costs, while continuing to provide quality core services to the Community and in maintaining City facilities. Economic vibrancy remains a City priority although the primary challenges related to economic development efforts stem from the resource balancing needs related to other operational and financial priorities that require attention. Creative approaches in addressing priorities, the ability to optimize delivery of City services, and working closely with the City Council to reconcile organizational priorities will be an essential aspect of this role. Work has started toward this objective with the initiation of Council Team Building and Community Strategic Planning processes.

The successful candidate will be an active, engaged and innovative manager with a collaborative, empowering, and participative management style. This leadership style will be critical in connecting with a passionate and dedicated City staff. Mentorship and staff development are especially important in the organization, as the expectation is to ensure an organizational culture of customer service, transparency, and performance accountability is continually enhanced.



In partnering with the City Council, the expectation is to implement Council priorities while maintaining a strong communication and service orientation with the entire Council. Regular interactions are especially important as the Council, with several new members, is coalescing towards a shared vision for the City. The City Manager is also expected to connect with the community through a demonstrated ability to form strong community wide and regional partnerships to benefit all constituents within the local community. Experience as a public sector executive with a Bachelor's degree in a related field is required, along with a strong foundation in finance, administration, land use/planning and program management.