



# CITY MANAGER

THE GROVE



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

Nestled at the bucolic base of picturesque Mt. Diablo, the City of Clayton is in close proximity to the greater San Francisco Bay Area with all the amenities, sports, and cultural opportunities that area offers. Clayton prides itself on being a safe, family-oriented community of approximately 11,431 people with friendly neighborhoods and a rich tradition of community activism. Residents turn out in high numbers to celebrate the annual family-friendly festivities such as the Art and Wine Festival, 4th of July Parade, annual BBQ Cook-off, Oktoberfest celebration, and the ever-popular Concerts in The Grove summer series on select Saturdays in the beautiful Grove Park. The City of Clayton values civic partnerships with business leaders, community leaders, and neighbors.

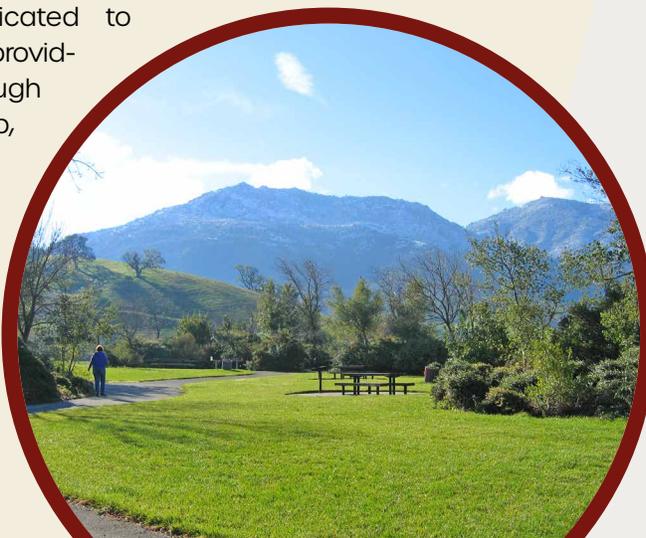
The City's police department is highly respected and crime rates are low.

The City offers high quality public and private schools, trails for pedestrians, equestrians, and bicyclists, and a wonderful network of parks and paths for leisurely meandering through the City. Canines and their owners enjoy the outdoors off-leash at Clayton Dog park on east Marsh Creek Road; and the outdoor bocce ball courts in the Clayton Town Center find friends and families enjoying social interaction and vying for first place. In Clayton, everyone is family and families are most important. Clayton is simply a great place to live, work, and play for people who cherish a strong sense of community and small-town living.

To learn more, go to: [www.claytonca.gov](http://www.claytonca.gov).

## CITY GOVERNMENT

The City of Clayton is a general law city with a council-manager form of government that consists of five elected City Councilmembers. The Councilmembers are the decision and policy makers of the city while the City Manager is hired by the Council to oversee the day-to-day operations as well as implement the Council's policies. The City Council has a one-year rotating Mayoral position that is selected by the Council. The City endeavors to be recognized as a premier small city, where staff is dedicated to enhancing Clayton by providing quality service through responsible stewardship, effective collaboration and continuous progress. Clayton stands by the stated values of excellence, integrity, respect, and teamwork.



The City organization is made up of five departments: Legislative, Administration/Finance, Public Works, Community Development, and Police. Fire services are provided by the Contra Costa County Fire Protection District, water services by Contra Costa Water District and wastewater collection services are performed by the City of Concord. The City is supported by a FY 2022-23 budget of \$13.5 million and 27.4 FTEs.

## THE POSITION

Appointed by and serving at the pleasure of the City Council, the City Manager acts as the Chief Executive Officer for the City of Clayton's government and is responsible for managing all City departments and carrying out City-Council adopted policy. He/she provides leadership to professional staff and municipal employees, as well as strategic guidance for all City functions and services. Job functions include:

- Planning, managing, and assigning initiatives, tasks, and activities of City departments, providing supervision and executive guidance to department heads as needed;
- Overseeing the development of strategic goals and policies for the continuous improvement of City services;
- Advising and recommending policies to the City Council;
- Acting as lead negotiator for real property transactions and labor negotiations;
- Coordinating the evaluation of City programs and projects and providing feedback to the City Council and community;
- Preparing and executing on the City budget and making

budgetary recommendations to the City Council;

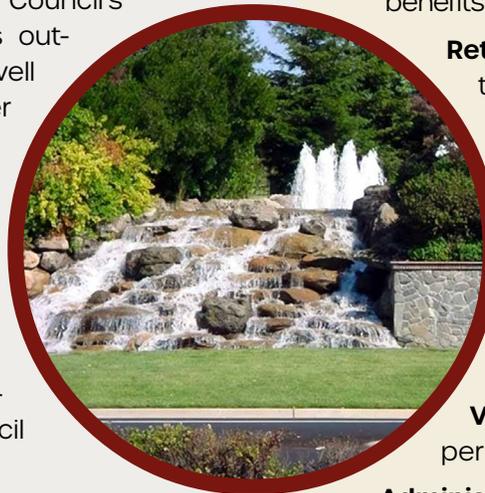
- Overseeing and negotiating various franchise agreements;
- Administering contracts and overseeing permits for the City's large community and special events;
- Maintaining and updating the City's website;
- Coordinating all human resource functions including recruitment, employee benefits, risk management, OSHA compliance, and workers' compensation administration; and
- Communicating with the general public and other governmental organizations.



## THE IDEAL CANDIDATE

The City Council is seeking an ethical and approachable leader, who embraces open government and transparency. The ideal candidate is a strong generalist with a solid background in managing municipal finances. The new City Manager possesses well rounded city management skills and must be comfortable in this small town, "roll-up-your-sleeves" hands-on role. It is expected that the new City Manager will treat all fairly, equally, and respectfully and will provide reasoned and sound recommendations for the Council's consideration. The City Manager must possess outstanding listening and communication skills as well as exceptional emotional intelligence to partner with the Council and staff in providing empathetic, responsive, and customer-oriented service. The new City Manager will be expected to maintain collaborative working relationships with other agencies in the County, region, and state. Strong financial skills are a must and experience working with planning/land use matters will be looked upon favorably. Additional desirable characteristics identified during discussions with Council include:

- Encourages staff development and mentoring, supports team-building and cross-training;
- Believes the City Manager is a visible community member and values civic participation;
- Technologically adept with the ability to assess opportunities to improve processes and leverage technological improvements;



- Enjoys a hands-on approach to public service and has a broad background in municipal affairs; and
- Embodies a sense of humor and a professional, congenial demeanor.

The ideal candidate will possess no less than ten (10) years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties. Experience working directly with an elected council or board is preferred. A Bachelor's degree in public administration, business, or a related field is desirable with a Master's degree preferred.

## COMPENSATION

The previous City Manager's salary was \$228,000. The salary for the incoming City Manager is negotiable and dependent upon experience and qualifications of the selected candidate.

The City also offers an outstanding benefits package which includes:

**Retirement** - Provided through CalPERS, Classic Tier I, those hired on or before June 30, 2010 (2% @ 55); Classic Tier II, those hired after July 1, 2010 (2% @ 60); Tier III, those hired on or after January 1, 2013 (2% @ 62).

**Vacation** - up to 15 days per year

**Administrative Leave** - up to 120 hours per year

**Sick Leave** - Accrued at the rate of eight (8) hours per month

**Holidays** - 11 days per year with 2 Personal "Floating" leave days per year

**Health Plan** - Provided through CalPERS Health with multiple health insurance options. City Contribution is based on the lesser of the Blue Shield HMO or Kaiser Permanente plans. Employee only enrollment, City covers 100% of selected Plan premium; Employee + 1 Dependent enrollment, City covers 100% of selected plan premium for Employee and 50% of additional premium for (1) Dependent; Employee + Family enrollment, City pays 100% of the selected plan for Employee only and 59.375% additional premium expense for the Family.

**Dental** - Benefits provided via Delta Dental. Employee only enrollment, City covers 100% of Plan premium; Employee + 1 Dependent, City pays 100% of the Plan premium for the Employee Only and 46.8% of additional premium expense for the (1) Dependent; Employee + Family, City pays 100% of the Plan premium for the Employee Only and 60.94% of additional premium expense for the Family

**Life Insurance** - City provided Life/Accidental Death/Dismemberment insurance in the amount of \$50,000

**Technology Allowance** - Employee shall receive either a City-owned cell phone and accompanying City-paid plan, or a \$50 monthly taxable technology allowance

**Bilingual Incentive Pay** - \$75 per month

**Deferred Compensation** - Employer contributes \$400 per month into 457 Plan on employee's behalf. Employee shall be allowed to make contributions from their own wages to the plan

**Automobile Allowance** - \$400 per month

**City Provided Short- and Long-term Disability Insurance**

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:  
Open Until Filled**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Clayton. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

