



CITY OF LINCOLN, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CITY MANAGER



THE COMMUNITY

The City of Lincoln is located in Placer County at the edge of Northern California's foothills, 27 miles northeast of California's State Capital of Sacramento. Lincoln was one of the fastest growing cities in the country from 2000 to 2007, with an estimated population of 47,200. Despite seeing tremendous growth, the City has managed to maintain the small-town charm that has made it such a desired location to live, work, and play.

Lincoln sprang up as a railroad terminal in the 1800's as the western United States realized massive growth. Productive farmland and the discoveries of coal and clay added jobs and provided the next economic wave. Today, Lincoln continues its agricultural heritage and is also known for its production of clay, lumber, and building materials.

Lincoln is the jumping off point to recreation, agriculture, food, and endless fun. There are many things to see and do in and around the City. Biking, boating, hiking, camping, or walking along the many trails, are just some of the options for outdoor enthusiasts. For golf enthusiasts, Lincoln is home to the Lincoln Hills Golf Club as well as two 18-hole championship courses. Dining, entertainment, and shopping abound in Lincoln's historic Downtown area.

Throughout the year, residents and visitors from across the region are drawn to performances by the Lincoln Theatre Company and to exhibits featuring the talents of artists supported by the Art League of Lincoln. Fun-seekers come to Lincoln to attend the Tour de Lincoln, Classic Car Show, and annual Fourth of July and Holiday parades, while local food and wine enthusiasts arrive to enjoy the Farmer's Market and wine tastings from Lincoln's local vineyards. Not without a sports venue, the refurbished historic McBean Stadium has become the home field for William Jessup University's baseball team. Likewise, the Lincoln Potters collegiate wood bat baseball team plays at the McBean Stadium. The Potters received a welcoming return to the City in 2018. Fans come from all around to see their baseball teams play.

The Western Placer Unified School District provides educational services for Lincoln's student population. The District currently serves approximately 6,600 students from transitional kindergarten to twelfth grade and is growing by approximately 1% each year. In addition to seven (7) elementary schools, two (2) middle schools, one (1) high school, and one (1) continuation school, the District owns and operates a 415-acre ranch property located 12 miles from the high school.

For more information about this charming and dynamic city, visit:

<http://www.lincolncalifornia.gov/>

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THE ORGANIZATION

Incorporated in 1890, Lincoln is a general law city and operates under a Council-Manager form of government. The City is governed by a five-member City Council elected at-large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is filled on a rotating basis.

The City of Lincoln is a full-service city organized into nine (9) major departments including: City Attorney's Office, City Manager's Office, Community Development, Economic Development, Engineering, Fire, Library, Police, Public Services, and Support Services. The City has approximately 150 full-time employees and a total budget of approximately \$83 million.

THE POSITION

Under policy direction from the City Council, the City Manager plans, organizes, directs, and controls the activities and operations of the City of Lincoln, including Police, Fire, Community Development, Finance, Library, Airport, Economic Development, Public Works, and Administration; develops policy recommendations for City Council action; provides highly responsible and complex administrative support to the City Council.

The City Manager is the highest administrative management level position in the City and has responsibility for the administrative operation of the City departments which many include developing, recommending and implementing policies, program planning, fiscal management, administration, and operations of all City functions and services. The incumbent is responsible for accomplishing the City's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost-efficient manner. The City Manager also serves as Executive Director



of the Successor Agency to the Lincoln Redevelopment Agency and Public Finance Authority.

Essential functions of the City Manager may include, but are not limited to, the following:

- Develops, plans, and implements City goals and objectives as established by the City Council; develops, implements, and administers City policies and procedures.
- Coordinates City activities with those of outside agencies and organizations; provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the City's work plan; assigns work activities, projects, and programs to department heads; monitors work flow; reviews and evaluates departments' products, methods, and procedures.
- Oversees and participates in the development and administration of the City budget; directs the forecast of additional funds; monitors and approves expenditures.
- Selects, trains, motivates, and evaluates management personnel; provides or coordinates management staff development; works with employees to correct deficiencies; implements discipline and termination procedures.
- Represents the City to outside groups and organizations; participates in outside community and professional groups committees.
- Provides highly responsible staff support to the City Council; develops agendas for the Council and Commissions; prepares City Manager's reports for Council or Commission; maintains frequent communications with council members.
- Responds to citizen requests and complaints; researches situations and prepares responses and action plans for resolution.
- May act as the department head when vacant positions exist; performs administrative and technical duties associated with vacant positions; supervises staff when department heads are absent.
- Researches and prepares technical and administrative reports and studies; prepares written correspondences as necessary.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City managements and staff, and the public.
- Performs related duties as required.



THE IDEAL CANDIDATE

The City of Lincoln is seeking a strong leader and experienced manager to provide effective leadership while coordinating the activities of a municipal organization. The ideal candidate will be a strategic visionary with the ability to think outside the box and take a creative approach to solving problems and managing the long-term goals of the City. He or she will be someone who practices an open-door policy and listens, shares ideas, and relates to internal and external stakeholders, including all elected officials, in an honest, open and transparent manner. The City is looking for a positive change agent adept at motivating, developing, and evaluating across the organization, and committed to building a city-wide culture of teamwork, trust, and cooperation. An honest, ethical, and trustworthy individual who values and supports the ideas and feedback of others, holds people accountable, and can make tough decisions when necessary, therefore, will be ideal.

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The incoming City Manager will be someone willing to make a long-term, professional and personal commitment to the community. He or she should understand and value the Lincoln community and be capable of balancing its need for growth with its desire to maintain the small-town qualities that make Lincoln unique. The City will benefit from a candidate with well-rounded experience that includes a successful history and background in community engagement, economic development, and experience dealing with municipal finance. The successful candidate will possess knowledge of the principles and practices

of municipal government administration and operations; principles and practices of policy development and implementation; organizational and management practices as applied to the analysis and evaluation of City programs, policies, and operational needs; principles and practices of municipal organization, administration and personnel management; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; applicable federal, state and local laws, codes and regulations, including governmental grant requirements; methods and techniques of scheduling work assignments; standard office procedure, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping, report preparation, and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a City Manager, is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of increasingly responsible experience in municipal administration, including at least three (3) years of high level administrative responsibility, and a Bachelor's degree in Public or Business Administration, Political Science, or a related field. A Master's degree in Public or Business Administration and experience working in California cities is highly desirable.

THE COMPENSATION

The annual salary range for the City Manager is \$167,152-\$224,000; placement within this range is dependent upon qualifications. The City also offers a highly competitive benefit package including:

Retirement – City participates in the California Public Employees' Retirement System (PERS) under a 2% @ 60 formula for Classic members; Employee pays entire employee portion of 7% and 3% of the employer portion (total of 10%). New CalPERS members are under a 2% @ 62 formula; Employee pays member portion of 6.25% and 3% of the employer portion (total of 9.25%).

Medical – City shall pay the monthly contributions for active health care coverage in an amount equal to eighty percent (80%) of the lowest cost Sacramento Region HMO premium rate for Employee plus two (2) or more (family) offered in the CalPERS Healthcare program. This amount shall be paid regardless of health plan chosen or number of dependents. Employee is responsible for remaining balance.

Dental and Vision Insurance – City pays 100% of dental premium for employee and dependents and 100% of vision premium for employee; employee's eligible dependents can be covered for vision insurance at employee's cost.

Life Insurance – City-paid policy of \$100,000.

Holidays – Nine (9) City and two (2) floating holidays per year.

Sick Leave – Employee shall have a beginning sick leave balance of twenty-four (24) hours upon commencement of employment. Accrual of eight (8) hours per month thereafter.

Vacation Leave – 20 days per year. Vacation caps at 240 hours.

Administrative Leave – 13 days per year.

13 days of administrative leave credited on January 1st of each year thereafter, in accordance with policy for management employees.

Mileage Reimbursement – Mileage reimbursement for actual miles traveled while conducting City business.

Deferred Compensation – City shall pay the "maintenance fee" associated with the Deferred Compensation Program up to a maximum of thirty dollars (\$30) per year for Employee if he or she participates in the program without City participation.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline:

January 25, 2019

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 and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Lincoln. 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.

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

(916) 784-9080

