



CITY OF
ROSEVILLE
CALIFORNIA

invites your
interest in the
position of

Assistant City Manager



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

THE COMMUNITY

The City of Roseville, CA (approximate population 135,000) is the largest city in Placer County and receives accolades each year for a variety of distinctions—from best place to raise a family, start a business, buy a first home, and retire; to most playful city, healthiest city, and one of the lowest cost places in California to do business. Founded in 1909 at the base of the Sierra Nevada foothills, Roseville is a 25-minute drive from California's capital, and a few hours' drive to world-class destinations like San Francisco, Napa, Lake Tahoe, and Yosemite, where options for recreation, leisure, and entertainment are seemingly boundless.

The strength and balance of Roseville's diverse economy allows the City to thrive. With low unemployment and one of the highest levels of educational attainments among its residents, Roseville's highly qualified workforce proves attractive to large corporations, small businesses, and tech-savvy startups. Business ventures in Roseville range from technology and healthcare to agriculture and financial services. Top employers include Hewlett-Packard, Kaiser Permanente, Sutter Health, Adventist Health, and Union Pacific Railroad. Economic gems draw in the crowds, with the expansive Westfield Galleria at Roseville, the Roseville Automall, and Fountains at Roseville leading the way. Demand for commercial space is evident, with occupancy rates for office, retail, and industrial space lingering in the high 90th percentile for several years.

Cultural and entertainment venues within and around the City provide a way to take a break from the hustle and bustle of life. Vernon Street Town Square offers everything from free yoga and story time to concerts, wine festivals, movies, and farmers' markets. Live music can be heard at Roseville's Music in the Park or in many venues in its historic downtown. During the summer, Downtown Tuesday Nights allow residents to mix and mingle with different vendors and live bands all along historic Vernon Street. Other avenues of family fun include Topgolf, iFly Indoor Skydiving, Golfland Sunsplash, Denio's Farmers Market & Swap Meet, or cycling or running along miles of connected, paved trails. Residents have plenty of day-trip options for entertainment. Whether it is the wineries of Napa; the outdoor activities of Lake Tahoe, Folsom Lake and Lake Natoma; the city life of San Francisco; or a little further south to the beauty of Yosemite, Roseville is within driving distance of the best that Northern California has to offer.

Roseville is an ideal place to raise a family and takes pride in its robust parks and recreation programs and award-winning educational system. A Mediterranean climate provides plenty of opportunities for outdoor activities like hiking, biking, and swimming in the spring and summer months and for skiing and snowboarding in

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the winter months. People of all ages can choose from an abundance of recreational programs, over 60 neighborhood parks, golf courses, state-of-the-art fitness centers, and thousands of acres of open space. Several schools within city limits have been recognized by the Department of Education with "California Distinguished School" awards, and the international baccalaureate program is available in three middle and high schools throughout the City. Roseville is also within driving distance of William Jessup University; Sierra Community College; California State University, Sacramento; and the University of California, Davis.

THE ORGANIZATION

The City of Roseville operates under a Council-Manager form of government that combines the civic leadership of elected officials with the managerial experience of an appointed city manager. The City Council comprises five members who are elected at-large to serve staggered, four-year terms. The City Council is the legislative policy-making body which determines not only the local laws that regulate community life, but also determines public policy and gives direction to the City Manager and the City Attorney. The City Manager is responsible for implementing City Council policy and administering the day-to-day operations and affairs of the city government in a businesslike and prudent manner.

Roseville is a full-service city with a dedicated staff of approximately 1,086 full time employees, supported by a FY 2018-19 total budget of \$514 million, inclusive of \$288 million in utilities and a General Fund budget of \$146 million. City departments include: City Attorney; City Clerk; City Manager; Development Services; Economic Development; Finance; Fire; Human Resources; Information Technology; Parks, Recreation & Libraries; Police; Public Affairs &



Communications; Public Works; and three enterprise operations —Roseville Electric Utility, Environmental Utilities, and Roseville Transit.

THE POSITION

Under policy direction of the City Manager, the Assistant City Manager plans, organizes, directs, and reviews the activities, resources, and operations of assigned departments; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council.

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

- Supervise and participate in the development and administration of the assigned budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned departments.
- Represent assigned departments to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, City Council, other City employees and the public using principles of good customer service.
- Serve as Acting City Manager in the absence of the City Manager.

In addition to these on-going duties, this position will assist the City Manager in evaluating existing staffing structures and looking for opportunities to improve efficiencies while still providing the community with a high level of service. The City has had a stable workforce with a significant number of long-term employees that have contributed to success of the community. With a steady flow of retirements anticipated over the next few years, this position will contribute to the development of the next generation of Roseville employees by instilling a commitment to the City values, core competencies and continuous improvement efforts.



Recently, the citizens of Roseville approved a ballot measure to support ½ cent sales tax. This position will provide support to the City Council and City Manager in establishing the priority, use and application of these funds in the manner that reflects the community's priorities.

THE IDEAL CANDIDATE

The City of Roseville is seeking a proven leader and experienced professional to serve as its Assistant City Manager. The ideal candidate will have a passion for delivering high-quality services, strengthening community connections, and leading by example. The City plays an important role in the vitality of the greater Sacramento region and prides itself on its strong and diverse economic base, active citizenry, and top-notch programs and services to the community. The ideal candidate will have business and political acumen, strong

interpersonal and relationship-building skills, and the ability to communicate clearly and concisely, both orally and in writing.

This opportunity is ideal for a proactive individual with a balance of technical skills and personal attributes. A candidate who has experience building a strong culture of employee engagement, collaboration and innovation will be a good fit for the position. He or she will be someone that demonstrates fairness, ethics, and integrity in dealing with others, maintaining confidentiality and showing consistency between words and actions. The new Assistant City Manager should be a creative, progressive, and dynamic visionary who can anticipate issues and act strategically to plan for current and future City needs.

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The City is seeking candidates whose values and priorities align with the City's core competencies:

- Focus on people
- Build trust
- Ensure accountability
- Communicate effectively
- Collaborate inclusively
- Make quality decisions

A strong candidate for this position will possess a broad background in municipal management and operations and have knowledge of modern and highly complex principles and practices of municipal government services, leadership, motivation, team building, and conflict resolution; pertinent federal, state and local laws, codes and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of organization, administration, and personnel management; principles and practices of municipal budget preparation and administration; and principles of effective supervision, training, and performance evaluation.

At a minimum, candidates must possess a bachelor's degree from an accredited college or university with major course work in business, public administration, finance, or a closely related field, and have eight (8) years of increasingly responsible experience in municipal services, including five (5) years of administrative and management responsibility. Possession of a valid California Driver's License upon hire is required.

THE COMPENSATION

The annual salary range for the incoming Assistant City Manager is \$157,171.04 - \$210,624.33; placement within this range is dependent upon qualifications and experience. The City offers a comprehensive benefits package that includes:

Retirement – The City participates in the California Public Employees' Retirement System (PERS) under a 2.7% @ 55 formula for Classic Members and a 2% @ 62 formula for New Members. The City does not participate in Social Security.

Health and Welfare Insurance – The City contributes \$1,347 per month towards the medical premium for employee and eligible dependents along with a \$168 per month flex credit which may be applied toward medical, dental or vision premiums.

Retiree Health – Tier III RHS contribution program. City contribution of \$100 per month after five years.

Life Insurance – City paid at two times the annual salary.

Holidays – 12 paid holidays per year.

Vacation – 12 to 20 days per year based on years of service.

Sick Leave – 12 days per year.



Management Leave – Up to 100 hours per year of cashable leave.

Deferred Compensation Plan – City contribution of 3% after five years of service.

Other Benefits – Expense reimbursement for business, travel budget, relocation assistance.

TO APPLY

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

**Filing Deadline:
February 20, 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 Roseville and are tentatively scheduled for the week of March 10th. 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 Ms. Valerie Phillips at:
(916) 784-9080

