



CITY MANAGER



THE COMMUNITY

Building on recent progress, the City of San Bruno is ready for even more success. Just ten miles south of San Francisco and adjacent to the San Francisco International Airport, San Bruno sits at the center of three major freeways, the historic El Camino Real, two regional commuter rail lines (BART and Caltrain) and regional bus and express bus service - creating many exciting opportunities for transit-oriented mixed-use and residential redevelopment along transit corridors.

San Bruno, known as the "City with a Heart," is primarily a residential community, rich in ethnic diversity. With a population of 43,000, San Bruno is home to the world headquarters of YouTube and Walmart.com and boasts a diverse and up-and-coming downtown retail core. Located directly adjacent to the City of South San Francisco and its world-renowned Life Science industry, San Bruno is now attracting Life Science lab and research development along with interest from top residential developers for all types of housing at all affordability levels. San Bruno is a very diverse community which maintains a small-town charm while embracing the future and the need for economic growth and smart development, which is needed in order to strengthen city finances and create new revenue for city services, infrastructure, and community benefits.

San Bruno's mission is to provide exemplary services for the community that enhance and protect the quality of life. The City's values include integrity; protecting, guarding, and shepherding public resources and interests; teamwork; exemplary service to the community; competent, well-trained employees; friendliness; and commitment to the community.

THE ORGANIZATION

The City of San Bruno was incorporated on December 23, 1914, as a General Law City. San Bruno is governed by the City Council and operates under a Council-Manager form of government. As the policy-making body, it has the ultimate responsibility to the people of San Bruno and the implementation of all programs and City services. It approves all ordinances, resolutions, and major contracts, modifies and approves the budget, and has the responsibility of employing a City Manager and City Attorney. The City Council appoints residents to advisory boards, commissions and committees.

All major changes in direction or emphasis and organizational changes must be approved by the City Council. The City Council sets the policy and adopts the City budget. The City Manager and staff enforce the laws and implement the programs and policies which are established by the City Council.

San Bruno has an elected five-member City Council. The Mayor, one of the members of the City Council, is directly elected for a two-year term. The Mayor chairs the City Council meetings, issues proclamations of recognition, represents the City in certain intergovernmental affairs and is the ceremonial head



of the City. Although the Mayor is expected to provide political leadership on City issues, the Mayor has no greater authority than any other City Council member. The Mayor and City Council as a collective body is the power of authority.

On March 22, 2022, the San Bruno City Council completed its sixth and final public hearing on the district formation process. By adopting Ordinance 1907, the City Council established the City's first district map for City Council elections. The Ordinance implements by-district elections of four City Council Members beginning in November 2022. The City of San Bruno's first by-district election began with representatives for Districts 1 and 4 during the November 2022 election. In November 2024, the remaining two districts (2 and 3) will be up for election. Each district Council Member will serve a four-year term and must live in their respective district. The remaining Council Member, the Mayor, will continue to be elected every two years. In the 2022 election, voters also enacted term limits, limiting Council members and the Mayor to twelve consecutive years of service.

The City is a full-service municipal organization including police, fire, and a cable television/internet service enterprise (CityNet). Furthermore, the City operates a water supply system and produces water through five production wells. In addition to the City Manager's Office, the City has ten departments including: City Attorney's Office, City Clerk, Community & Economic Development, Community Services, Finance, Fire, Human Resources, Police, Public Works, and CityNet Services. There are six organized employee bargaining units, five of which are represented by Teamsters Union Locals 856 and 350.

THE POSITION

The City Manager is the Chief Executive Officer of the City and reports directly to the five-member City Council, providing policy and program support. The City Manager's office is comprised of the City Manager, the Assistant City Manager, the Assistant to the City Manager, an Executive Assistant, and a Management Analyst. In accordance with

the provisions of the Municipal Code, the City Manager is responsible for preparing and managing the implementation of the City Council's Adopted Annual Operating and Capital Improvement Program budgets which outline the City's annual work program and the five-year capital improvement program. The work program balances the cost of providing City services within the available financial resources.



The City Manager serves as the Chief Executive Officer of San Bruno. As such, the City Manager is responsible for the appointment and supervision of all City department heads other than the Public Works Director and Community Economic Development Director who report to the Assistant City Manager. The City Manager is also responsible for oversight of approximately 260 full-time employees and all City operations to ensure delivery of high-quality City services. In addition, the City Manager supports the City Council by guiding the formulation, development and implementation of Council directed policies, programs and projects.

The City Manager is the administrative head of city government operations including: Police, Fire, Public Works, Community & Economic Development, Parks, Recreation, & Community Services, CityNet Services, Finance, and Human Resources. This position also plays a key role in intergovernmental relations and legislative monitoring. Essential functions include participating in and directing the preparation and administration of the City budget; addressing City Council on behalf of City staff; representing City Council to employees, community groups, the public, and other agencies; and providing a variety of other complex administrative support to the City Council. The City Manager must be focused on best practices in municipal government in order to further enhance the delivery of services to residents and increase access of information to the public.

OPPORTUNITIES & PRIORITIES

Capital Projects - San Bruno has a 5-year Capital Improvement Program (CIP) totaling \$216 million. The City's major projects include completing and dedicating a new Recreation and Aquatic Center, constructing two new neighborhood parks, replacing aging water, wastewater, and stormwater infrastructure, installing cable fiber optic for high speed internet services, and more. The new City Manager will continue to ensure that these projects move forward toward development and completion.

Council Priorities - The new City Manager will be expected to quickly develop a strong partnership with the Mayor and City Council and will address Council's current priorities.

Growth & Economic Development - As the Bay Area continues its economic boom, San Bruno continues to develop and grow along with other peninsula cities. The new City Manager must be able to manage a healthy economic

development program while also maintaining quality of life for the existing community. Developing and revitalizing the downtown and Transit Corridors Area is a top priority.

Fiscal Management - San Bruno has continued to maintain financial stability and success despite downturn cycles in the economy. The new City Manager will continue this work with renewed focus on funding and executing on much-needed long-term infrastructure projects.

Organizational Development - San Bruno, similar to other local agencies, is experiencing the continued wave of retiring baby boomers. The new City Manager will ensure ongoing staff development through mentoring and training while providing appropriate oversight and accountability.

THE IDEAL CANDIDATE

The City of San Bruno is seeking a solution oriented, strategic, and proactive candidate to serve as the next City Manager. The ideal candidate must be committed to quality services and programs, and must be responsive to the diverse community while encouraging greater community partnerships and engagement. The successful candidate will possess excellent interpersonal skills, emotional intelligence, and the political astuteness necessary to build and maintain relationships with Council, external partners, and the community. A collaborative, innovative, and adaptable candidate will be successful. The incoming City Manager must be a good listener with strong negotiation skills. A forward thinker with a proven track record of successful employee management is desired.

The incoming City Manager must be a strong leader with a proven track record of mentoring and building teams while empowering staff. A team oriented and transparent candidate will do well. The successful candidate should have a history of working effectively with elected



and appointed officials, as well as labor unions. Resiliency, persistence, and patience are essential. The new City Manager must be capable of handling economic and commercial development while ensuring the long-term financial stability of the organization. Candidates must have the ability to strategically present all viable options and alternatives for the City Council's consideration with full disclosure of pros/cons without a bias.

The City is seeking an honest, trustworthy, and approachable candidate with effective communication skills, both orally and in writing. Candidates with knowledge and experience in development and planning are encouraged to apply. Other essential characteristics of the incoming City Manager include excellent problem-solving abilities; the ability to build and maintain a cohesive, talented, and engaged staff; and the ability to address regional issues. A result driven candidate with excellent follow through and a customer service mindset is desired.

Qualified candidates possess a Bachelor's degree and significant experience in local government, with a minimum of five (5) years of senior level executive management experience. Prior or current experience as a City Manager, Assistant/Deputy City Manager, Department Director, or similar capacity is desired. A Master's degree in a related field is preferred.

COMPENSATION

The annual salary range for the City Manager is \$275,141 to \$385,000. Placement is dependent on experience and qualifications. The City also offers an excellent benefits package including:

CalPERS Retirement

Classic Member (2.7% @ 55 with Employee Share 8%)

New Member (2% @ 62 with Employee Share 6.25%)

Vacation - based on years of service; up to 23 days annually

Sick Leave - 12 days annually

Holidays - 14.5 days annually

Management Leave - 100 hours

Medical/Dental/Vision/Prescription Insurance - Choice of two generous plans (\$10/\$20 Prescription Co-Pay Plan or 100% Prescription Coverage Plan) available with significant amount paid by City for Employee or Employee + Family; Opt-Out Benefit

Employee Home Loan Assistance Program - Lower of up to \$140,000 or 20% of home's purchase price

Life Insurance, ADD, and Long-Term Disability

*The City does not participate in Social Security except for the Medicare portion of 1.45%.

TO APPLY

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

www.bobmurrayassoc.com

**Filing Deadline:
May 1, 2023**

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 San Bruno. 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 Ms. Valerie Phillips at:

(916) 784-9080

