

CITY MANAGER



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

THE COMMUNITY

The City of Scotts Valley, with a population of 12,000, is located in the picturesque Santa Cruz Mountains just six miles northeast of Santa Cruz and its popular beaches and boardwalk, yet only twenty miles from San Jose and Silicon

Valley. Residents of this small but vital community enjoy a year-round climate that is typical of coastal mountain terrain with occasional cool, foggy mornings but generally mild summers and a typically warm, dry autumn.

Scotts Valley enjoys a proximity to quality institutions of higher learning with the University of California Santa Cruz and Cabrillo College close by. The public schools are part of the Scotts Valley Unified School District, and Scotts Valley High School has been rated in the top 12% of California public high schools by U.S. News & World Report.

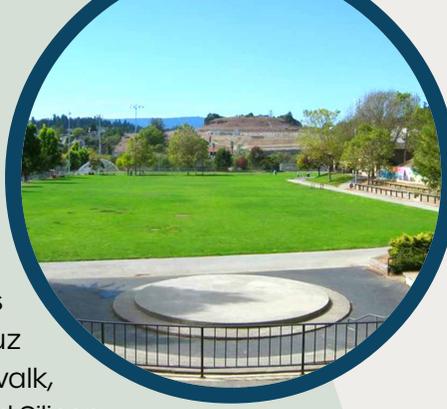
Scotts Valley and Santa Cruz County offer a multitude of cultural and recreational resources including theater, music, and the arts, as well as a wealth of leisure activities such as golfing, surfing, boating, camping, biking, and hiking along the scenic redwood trails and coast.

Scotts Valley is home to a variety of businesses, ranging from small local businesses to global companies, and it is a short 20-minute drive to the industrial and commercial centers of the Santa Clara Valley. The City enjoys an exceptional balance of commercial, industrial, retail, and residential development. Scotts Valley residents value its family-friendly atmosphere and public safety services, which contribute to keeping the City among the top 20 safest communities in the region according to the National Council for Home Safety & Security.

Because of its small-town flavor and easy access to both metropolitan and beach communities, Scotts Valley is a great place to live and work. To learn more about this beautiful and charming city, visit www.scottsvally.org.

THE ORGANIZATION

Incorporated in 1966, Scotts Valley is a General Law city operating under a Council/Manager form of government. The stable



and professional five-member City Council is elected to four-year overlapping terms, and fellow Council Members select the Mayor and Vice Mayor on an annual basis. A City Manager is appointed and reports to the Mayor and City Council.

The City of Scotts Valley has a \$12.9 million general fund budget and \$20 million operating budget citywide and 60 budgeted full-time employees within the departments of the Administration (City Manager, City Attorney, and City Clerk), Administrative Services, Police, Community Development (Planning and Building), and Public Works, which includes a Parks and Recreation division. The City also operates its own wastewater treatment plant/recycled water facility. Separate special districts provide water and fire services. The City's four bargaining units include the Police Bargaining Unit, Police Supervisors Association, Internal Mid-Management Employee Association, and SEIU. A Management and Confidential Employee Compensation and Benefits Plan details the compensation terms for unrepresented executives.

THE POSITION

The City Manager is appointed by the City Council. The City Manager recommends policy actions and implements City Council policy direction and decisions through various City Departments. The City Manager is also responsible for providing overall project supervision, promoting economic stability through finance and human resources management.



The City Manager serves as the City's Chief Executive Officer and principal advisor to the City Council; meets regularly with Department Directors and Team Members to evaluate integrated business plans, issues, and proposals; develops and directs strategies to meet City goals and objectives; conducts and encourages robust dialogue throughout the organization, and effectively addresses personnel issues in order to promote a healthy work environment; monitors and reviews trends in municipal government issues, and recommends operational and policy improvements; maintains the integrity, professionalism, values, and goals of the City by assuring that rules and regulations are followed and that accountability and public trust are preserved; and supports the relationship between the City of Scotts Valley and the constituent population by providing excellent customer service.



THE IDEAL CANDIDATE

The City of Scotts Valley is seeking a highly qualified, energetic, hands-on professional to fill its City Manager position. The Council seeks a candidate who demonstrates open communication and is responsive and approachable. The ideal candidate will be an exemplary leader who will inspire a shared vision, encourage creativity, and foster a high-performing, accountable, and service-oriented organization. The successful candidate will have well-rounded skills in all facets of public sector governance, a proven track record in economic development and a solid financial acumen.

The City seeks a City Manager who will be committed to the community and to quality, responsive service for Scotts Valley's diverse residents. The City Manager should nurture an environment of trust, both in the organization and the community. Candidates who will roll up their sleeves and lead by example will be appreciated. The ideal candidate will build strong relationships within the community and work collaboratively with other



agency partners. Strong interpersonal skills and unquestioned integrity will be highly valued.

The typical candidate will have knowledge of current social, political, and economic trends and operating challenges of municipal government; principles and practices of municipal government budget preparation and administration; modern and highly complex principles and practices of municipal government management, administration, and organization; and pertinent Federal, State, and local laws, codes, and regulations.

Current priorities and projects include:

- Strengthening the City's Economic Base through the Facilitation of the Scotts Valley Town Center and other Complimentary Opportunities.
- Completing the Update of the General Plan.
- Refining the City's Fiscal Sustainability Plan.
- Implementing Technology Initiatives to Enhance Service Delivery, City-wide Communications, and Organizational Efficiencies.

QUALIFICATIONS

Candidates must possess a minimum of a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field; a Master's degree is highly desirable.

THE COMPENSATION

The salary range for the City Manager is dependent upon qualifications and experience. The City also offers an attractive benefits package including:

Retirement - California Public Employees' Retirement System (CalPERS). Retirement formula of 2.5% at 55 based on a single- highest year compensation, with employee paying an employee contribution of 8% (Classic). For new CalPERS Members (PEPRA), the retirement formula is 2% at 62, based on a three-year final compensation period, with the employee paying a 6.75% contribution.

Social Security - The City of Scotts Valley participates in Social Security.

Health Insurance - The City contracts with CalPERS for a variety of medical plans and offers tiered coverage of medical benefit premiums. Based on the employee's choice of medical plans, City contributions pay for most or all of the medical benefit premium for an employee and eligible dependents. The City also pays 100% of premiums for vision coverage and has a self-insured dental plan.

Life Insurance - City-paid life insurance policy of \$50,000.

Disability Insurance - City-paid long-term insurance.

Vacation - 15-25 days annually depending on years of service.

Holidays - 14 designated days and 2 floating holidays per year.

Administrative Leave - 80 hours per fiscal year.

Sick Leave - 12 days per year.

TO APPLY

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

www.bobmurrayassoc.com

**Filing Deadline:
October 17, 2021**

Following the filing deadline, resumes will be screened according to the qualifications outline above. The best-suited 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 Scotts Valley. 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 contact Mr. Gary Phillips at:

(916) 784-9080

