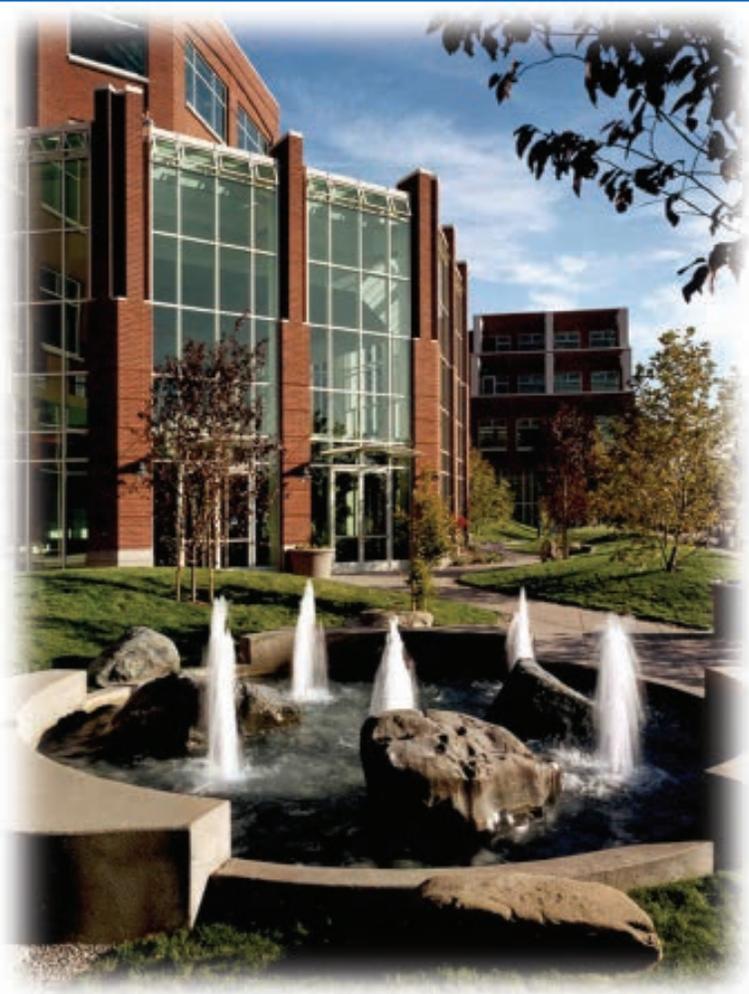




The City of Emeryville

*invites your interest
for the position of*

**Assistant
City
Manager**



The City of Emeryville

The City of Emeryville has evolved from an industrial hub to the “downtown of the East Bay.” Once a town of industry, Emeryville today continues to evolve and grow into a modern, 21st Century urban community with retail, office, hospitality, biotechnology and nanotechnology sectors. Modern, urban-style housing is now Emeryville’s new growth sector, with over 2,000 new housing units completed, planned, or under construction since 2001. Emeryville covers 1.2 square miles with an approximate residential population of 10,335. It is also home to over 2,600 businesses including Cliff Bar, Novartis, Leap Frog, Ikea, and the computer animation pioneer Pixar.



The City offers the advantages of an urban area; a thriving arts community, Bay Street retail and residential project, movie theaters, restaurants and shopping. Emeryville has a school district which enjoys exceptional support and collaboration with Emeryville business and government. The City is considered one of the fastest growing communities in the East Bay. Emeryville’s world-class bayside setting, temperate climate, and diverse cultural attractions create an ideal environment in which to live, work and play.

City Government

Emeryville is a charter city, situated in Alameda County, adjoining the cities of Berkeley and Oakland. The City was incorporated in 1896. Emeryville has a City Council/City Manager form of government with five Council members elected at-large for four year staggered terms. Elections are held in even-numbered years and the Council members on an annual basis select the Mayor and Vice Mayor. The Council also serves as the Emeryville Successor Agency.

Emeryville is a robust, full-service city with 187 FTEs and an operating budget of approximately \$40 million. The city operates on a two-year budget cycle with alternate years focused on the Capital Improvement Program. City government enjoys the benefits of having a strong, tenured and effective staff and management team. City Departments include: Police, Community Services, Community Development, Public Works, City Attorney, Finance, Human Resources, City Clerk, and the Office of the City Manager. The City contracts with Alameda County Fire District for its fire services.



The Position of Assistant City Manager

The Assistant City Manager (ACM) is a critical and highly visible leader on the Executive Management team, supporting the City Manager and City Council in creating a desirable community with the ideal balance between quality of life services and a strong economic foundation. The ACM will provide leadership through collaboration, teamwork and active involvement, all towards the ultimate goal of “community building”.

Under administrative direction, the ACM plans, organizes, coordinates and directs assigned functional areas; provides policy guidance and coordinates the activities of city services; fosters cooperative working relationships with civic groups, inter-governmental agencies and city staff; and acts as City Manager in her absence. The successful candidate will represent the City in the community and at professional meetings; provide functional oversight for operational and administrative issues that require city-wide coordination; and work closely with the City Manager on long-range strategic planning, organizational development needs, and executive staff development and training.



The ACM has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City; providing expert advice and assistance to the City Manager, the City Council, department heads and senior managers. He/she may have direct supervision over assigned departments and support functions as deemed necessary by the City Manager.

The Ideal Candidate

The ACM will be a creative, progressive and community-minded facilitator who provides exceptional leadership towards the city's vision of building community. A relationship builder with the ability to work with and command respect among the city leadership team and with regional agencies is essential in this role. The ideal candidate will be a seasoned manager, collaborative leader, a team player and a self-directed problem solver, who can serve as a mentor/coach to city staff. A successful background in dealing with elected officials and policy makers along with a sense of community and a willingness to participate at the community level. Providing services to both adult and youth is required in this position.

The ACM will be a strong generalist with budget, financial and administration skills, with expertise in several service or discipline areas within local government. He/she will also be a proven troubleshooter in various aspects of municipal services with a good foundation in human resources.

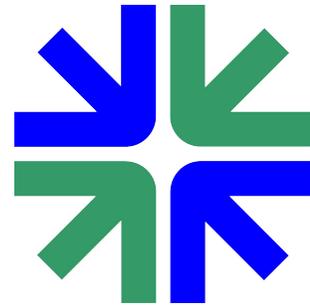


The ability to partner with HR in resolving difficult personnel issues is a critical aspect of this role. Experience with legislative and policy development, local and regional transportation issues, and elections and bond/tax measures are other areas of importance. The ACM must be an active communicator that keeps City Manager and staff informed and must be proficient in managing special projects and/or new services introduction and implementation. A minimum of five years of increasingly responsible professional experience in public sector management, including at least two years in an administrative management capacity is required. The position requires a Bachelor's degree in public or business administration, public policy or a related field with a Master's degree highly desirable.

Compensation and Benefits

The City of Emeryville provides an excellent compensation and benefits package. The base salary range for this position is \$145,764 - \$196,776 annually, DOQ. Benefits include:

- ◆ Retirement Plan: Classic Members 2% @ 60 (based on highest three consecutive years); the employee pays the 7% member contribution; New Members 2% @ 62 PERS Plan (based on highest three consecutive years). The employee pays the 6.5% member contribution. The agency does not participate in Social Security.
- ◆ Vacation: Accrual at the rate of 10 days per year.
- ◆ Administrative Leave: Up to 10 days per year.
- ◆ Health Insurance: The City offers family health insurance coverage (with medical premiums paid by City capped and annually adjusted) and city-paid family dental and vision care. Voluntary pre-tax benefits for covered health and dependent care costs are also available.
- ◆ Sick leave: Accrual at the rate of 15 days per year.
- ◆ Holidays: The City offers 13 paid holidays, two of which are flexible.
- ◆ Life Insurance: Term life policy equal to annual salary to plan cap.
- ◆ Long Term Disability: LTD plan with benefit of 60% of monthly salary with cap of \$10,000.
- ◆ Deferred Compensation Plan: ICMA 457 and 401(a) plans available.
- ◆ CalGOVEBA: A trust to defer on a pre-tax basis funds to cover eligible out-of-pocket health care expenses.



The City of Emeryville is an Equal Opportunity Employer.

The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

Bill Avery or Paul Kimura
Avery Associates
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Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is April 28, 2017.

If you have any questions regarding this position, please contact Bill Avery or Paul Kimura at 408.399.4424 or email at bill@averyassoc.net or paulk@averyassoc.net.

