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City of Novato

is recruiting for an

ASSISTANT CITY MANAGER



THE CITY OF
NOVATO
CALIFORNIA

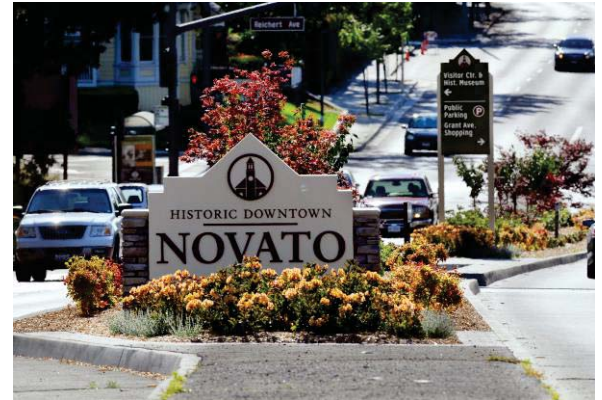


AN EXCITING OPPORTUNITY:

The City of Novato is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Assistant City Manager position. Situated approximately thirty (30) miles north of San Francisco and Oakland/East Bay, the City of Novato is a beautiful suburban community with a population of 55,000, boasting excellent schools, abundant open space, expansive recreational opportunities and a small town feel. We are seeking an Assistant City Manager who will be a strong, seasoned leader tasked with oversight for the finance, technology and human resources functions. This position will work with every department in the City, our City Manager, City Council and a myriad of community partners to ensure that the City of Novato continues to be an exceptional place to work, visit and to live. If you have a wide range of proven management experience, a commitment to ethics and transparency as well as excellent communication skills, then please join us!

●●●● THE POSITION

The City of Novato is seeking an Assistant City Manager to plan, direct and review the activities and operations of the Administrative Services Department which includes finance, human resources and technology. The future Assistant City Manager will be a leader with demonstrated excellence in both analytical and administrative skills. The ideal manager will be a superior communicative leader who inspires confidence and engenders trust. This is a “can do” culture, so we are seeking those with a positive outlook towards problem resolution, and achievement of goals. In Novato’s fast-paced work environment, the final candidate must have a high energy level and enjoy juggling a multitude of priorities while retaining personal balance.



THE ORGANIZATION ●●●●

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected at-large, serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through our current 203 full-time employees in six departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

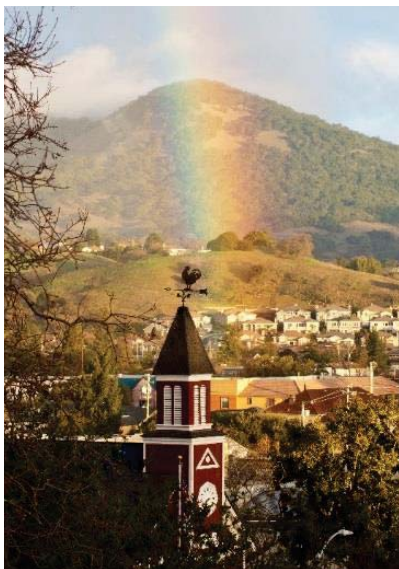
For the fiscal year 2016-2017, the City’s proposed General Fund budget is approximately \$36 million. Like many public agencies, the City has felt the impacts of the recent economic recession.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having several years with the organization and others who are relatively new to Novato. At the helm is City Manager Regan Candelario, who joined Novato in 2016.

The City’s organizational culture is friendly, service-oriented, fast-paced, and eager for new technology.

MISSION STATEMENT ●●●●

TO PROVIDE EXCELLENT SERVICES AND ENRICH THE QUALITY OF LIFE WITHIN THE COMMUNITY
IN A FISCALLY-RESPONSIBLE MANNER.



THE COMMUNITY ●●●●

One of the Bay Area’s premier communities, Novato is located in Marin County 30 miles north of San Francisco and Oakland/East Bay. The second largest city in the County, Novato has a current population of 55,000 and covers 28 square miles. The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, and engaged community members. Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are vigorously debated and discussed.





IDEAL CANDIDATE PROFILE

Proven Leadership Experience

- ✓ Experienced and proven leader with a thorough understanding of modern and highly complex principles and practices of municipal administration, organization, function and service provision
- ✓ Diverse supervisory and practical experience in a variety of city functions
- ✓ Demonstrated success in personnel administration, budget management, grants, and public speaking.
- ✓ Ability to identify key issues in complex situations, evaluate options and initiate strategies for resolution.
- ✓ Demonstrated experience with reorganization in a dynamic and challenging environment is highly desired

Fiscally-Responsible Leader

- ✓ A demonstrated understanding of principles and practices of municipal finance management
- ✓ Current best practices in budget preparation and administration
- ✓ A proven track record that reflects successful project management experience with significant accountability and stakeholder interaction will be expected
- ✓ Someone who exhibits impressive strategic and critical thinking skills and be known for their sound judgement and decision-making

Creative Problem-Solver

- ✓ Ability to analyze a variety of administrative problems, identify alternative solutions, articulate consequences of proposed actions and implement recommendations in support of goals
- ✓ Demonstrated supportive management style and a reputation for leading cohesive, high-performance teams
- ✓ Interacts with City Council Members regarding City issues, programs and special projects
- ✓ Responds to and resolves a wide range of citizen inquires and concerns through responsiveness and collaborative problem solving
- ✓ Has the ability to take a fresh, objective look at issues and develop innovative yet practical solutions to solve problems in a manner that contributes to the City's long-range goals and objectives

Aptitude for Human Resources Management

- ✓ Has a developed understanding of the functions of organizational development & human resources administration
- ✓ Experience with recruitment and retention efforts that make people feel like part of a team
- ✓ Is an approachable, astute leader with a management style that quickly fosters trust, loyalty, respect, commitment and partnership with other executives, managers and employees

Effective Communicator Building Relationships and Trust

- ✓ Track record of public service and commitment to honesty and integrity.
- ✓ High ethical standards and proven courageous decision making.
- ✓ A deep understanding of principles of effective public relations and communications with community groups and agencies, private businesses and other levels of government
- ✓ A relationship-builder who is able to gain cooperation through discussion and persuasion
- ✓ A strong focus on public engagement utilizing a variety of platforms.
- ✓ Manages effective communication throughout assigned departments of the organization – both up, down and laterally.
- ✓ Creates a culture of effective communication throughout all levels of the organization as well as throughout the community.
- ✓ Attends, participates in, and conducts high-level meetings – both internal and external to the organization. Represents the City with outside organizations and boards.
- ✓ Has the ability to present clear and concise written and verbal communications, and deliver them effectively, regarding a broad spectrum of City challenges and opportunities; is flexible and accepts and adapts to on-going change; and has a sense of humor



SELECTION PROCESS

All complete applications will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process. The selection process will be robust and multi-faceted. Candidates can expect multiple oral board interviews, written and presentation assessments, and potentially other components to ensure that we gain a full appreciation of each candidate's capabilities and talents.

The City's offer will be based on the depth and breadth of the candidate's experience, technical knowledge and skills, ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative. Final candidates also may be asked to provide samples of various work products.

APPLICATION AND RECRUITMENT SCHEDULE

To apply online for this position, please send a current resume, cover letter and references via email to jkreins@novato.org. Late applications will not be accepted.

Deadline to apply is **Monday, March 20, 2017 @ 5:00pm**

1st round interviews will occur on **April 6, 2017**

2nd round interviews will occur on **April 7, 2017**

All candidates are asked to hold these dates. The City will be moving this recruitment forward aggressively and candidates will need to actively communicate with the City recruiter regarding dates and requests for information.



TOTAL COMPENSATION PACKAGE

Monthly Salary Range

\$11,407-\$13,865 Monthly
Depending upon qualifications
3.0% COLA 7/1/17
3.0% COLA 7/1/18

Retirement Programs

CalPERS Classic 2% @ 55
CalPERS New 2% @ 62
Deferred Compensation Program
City does not contribute to Social Security

Leaves

Vacation - Initial: 80 Hours/year; up to 160/year at year 5
Holidays: 11 designated, 2 floating/year
Executive Leave - 90 Hours/year
Sick Leave - 40 Hours @hire; 1 day per month accrued
Special Leave Days: 2/year

Work Schedule

9/80 Schedule

Life Insurance

City-paid \$100,000 policy

Medical Benefits

Cafeteria Contribution of \$1,775/month for full family in 2017

Choice of eight HMO & PPO options through CalPERS; \$250 monthly stipend added to your income if you are covered by partner's medical policy.

Dental Benefits

Six Dental PPO & HMO options with employee-only premiums beginning at \$28.76/month

Disability

Long-term disability is optional

Optional Benefits

Flexible Spending Account
Vacation Redemption
Computer Purchase Loan
Employee Assistance Program

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree in one of the mentioned fields is highly desirable.

Experience:

Six years of increasingly responsible administrative experience including two years of supervisory responsibility. Applicants with

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

CITY OF NOVATO - HUMAN RESOURCES

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415.899.8900 main - 415.899.8213 fax

www.novatojobs.org