



CITY OF ELK GROVE, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CITY MANAGER



THE COMMUNITY

Home to an entrepreneurial spirit and superior quality of life, Elk Grove is a family-oriented community where opportunity is around every corner. The City offers everything from starter homes to ranch estates and provides a safe, youthful environment where families put down roots. With a population of more than 171,000 that is diverse in ethnicity, age, and income levels, Elk Grove is the second largest city in the Sacramento region. Located minutes from the state capital of Sacramento, Elk Grove's location provides easy access to two major freeways, the Sacramento International Airport, rail lines, and two ports. Elk Grove is a well-run, financially stable city with a prosperous business community that boasts a diversity of shops, services, and promising careers. The City is known for an award-winning school district, first-rate parks, and unique blend of big city amenities and small-town charm.

Recreation and leisure opportunities abound in Elk Grove and a mild, four-season climate characterized by warm, dry days during the summer and cool winter temperatures make Elk Grove ideal for activities year-round. The City is centrally located to a number of golf courses and driving ranges; several health clubs and a family sports complex that provides the newest forms of entertainment including bowling, wave riding, laser tag, and computerized games; and over 90 parks, totaling more than 700 acres of lush landscaping and recreational amenities that include picnic areas, softball fields, a skate park, and swim center. For outdoor enthusiasts, the Cosumnes River Preserve, Laguna Creek Parkway, and Stone Lakes Refuge all border Elk Grove and provide wetlands, open space, walking and riding trails, fishing, and bird watching. The City offers two theater complexes for movie-goers, a variety of coffee shops and delicatessens, and more than 70 local dining establishments, many locally-owned, that provide excellent cuisine and atmosphere. The City blends specialty shops with some of the most popular chain stores to provide residents and visitors with unique shopping experiences and plenty of options. Old Town Elk Grove provides an eclectic collection of historical buildings, restaurants, antique shops, and small businesses.

Elk Grove residents have access to the region's best medical providers, including UC Davis Medical Center, Sutter and Kaiser Permanente, and a top performing school district in the Elk Grove Unified School District (EGUSD)—recognized throughout California and the nation as a leader in progressive education. EGUSD mirrors the diversity of California, with more than 80 languages and dialects spoken throughout the district. With nearly 62,000 students, the district is currently the largest school district in Northern California and the fifth largest in the state.

Elk Grove is a city with small town roots that boasts a proud heritage and bright future. For more information about this dynamic city, visit the City's website at <http://www.elkgrovecity.org/>

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THE ORGANIZATION

Elk Grove is a general law city that operates under the Council/Manager form of government. The City Council is a five-member body comprised of the Mayor and four council members. The Mayor is elected at-large and serves a two-year term. The council members, elected from districts and serving at-large, serve alternating four-year terms. The City Council is the legislative body of Elk Grove and has a broad range of municipal powers that include the review and approval of an annual budget, establishing community goals and objectives, approving the City's general plan and proposed sphere of influence, reviewing and approving major projects, and hearing community problems and concerns. The City Manager, the City Attorney, and the City Clerk are appointed by the City Council. All other positions are appointed by the City Manager.

Named the first city to incorporate in California during the 21st century (July 2000), Elk Grove has blossomed with new businesses, residents, and employment opportunities. Development is currently underway on the City's first Civic Center that will include an aquatic center, community center, and a library and performing arts center. Additionally, a new animal shelter; a multi-sport park complex; a medical campus; and various other development projects are in the planning or review phases. The City also has a planned casino and entertainment facility to be constructed by the City's co-governmental agency, the Wilton Rancheria Indian Tribe.

The City has a FY 2017-18 all funds budget of \$293,284,882, a General Fund budget of \$75,468,567, and provides a variety of high-quality services to the Elk Grove community through the collaborative efforts of 323 full-time equivalent staff in several departments. City services include an outstanding police department, animal care services unit, and a first-rate public transportation system. The City maintains its own Police Department. Parks and



fire services are provided by the Cosumnes Community Services District. Transit, Solid Waste, Public Works, and Development Services are provided through a combination of in-house employees and contracted services.

THE POSITION

The City Manager serves the Mayor, City Council, and the community by delivering public services effectively and efficiently. The City Manager serves as the chief administrative officer of the organization and is responsible for administration of City affairs, day-to-day operations, and implementation of Council policies. The City Manager, under the direction of the Mayor and City Council, identifies priorities that will determine the path of the City's future. Council goals and initiatives are re-evaluated regularly, and new ones added, to ensure that they are consistent with the priorities of the City Council and the community.

THE IDEAL CANDIDATE

The Elk Grove City Council is seeking an experienced, visionary City Manager with strong leadership capabilities and a proven track record as an effective manager. The ideal candidate will be someone with strong interpersonal skills and an open communication style who is responsive, service-minded, and people-oriented.

The Council will be receptive to a strong and confident City Manager who offers his or her opinion, brings forth ideas, and will partner with Council to create a long-term vision and future direction for Elk Grove. The selected candidate will be looked upon to work collaboratively with regional partners and business developers to create new partnerships, find solutions, and look for innovative ways to grow the City. The selected candidate must, therefore, be an excellent communicator with business and political acumen and the ability to remain objective and apolitical. The preferred candidate will have strong budget, finance, and economic development experience; experience working in diverse communities; and demonstrated experience in community engagement and consensus building.

The Council is seeking an honest and trustworthy, policy-driven individual who is comfortable working closely with and under the direction of the City Council. The Council also seeks a change agent who will be committed to promoting Elk Grove's business friendly environment and serving as a champion for the kind of growth and development that captures the City's unique history and heritage and maintains its small-town feel. As a highly-visible representative of the City, the incoming City Manager should be a skilled public speaker and someone who is outgoing, approachable, and accessible to the community. The City Manager should be someone who engages the community, responds to their needs and concerns in a timely and



fair manner, and takes a genuine interest in the overall wellbeing of the community. It is important to the Council, City staff, and the residents of Elk Grove that the selected candidate be willing to make a long-term commitment to the City. Equally important is a City Manager who knows the community, understands the needs, issues and challenges it faces, and celebrates diversity and inclusion.

The selected candidate should have a calm, self-assured demeanor and a thoughtful approach to management. He or she will be a caring and attentive leader who listens, values and supports staff, and motivates them to work together as a team. The incoming City Manager will be a team player who can delegate, instill trust in others, and empower staff to do their jobs effectively. A candidate who will focus on organizational development and succession planning and work closely with Human Resources to recruit a diverse workforce, will be valued.

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A strong candidate for this position will have knowledge of public works; specifically, knowledge of infrastructure, roads, and water. He or she should understand the importance of rural areas to communities and have an eye towards preservation. Candidates with contracts, development agreement, and negotiations experience will be viewed favorably, as will candidates with experience dealing with casinos and the gaming industry.

The ideal candidate should hold a Bachelor's degree in Public or Business Administration, Political Science, or a closely related field, and a minimum of five (5) years of highly relevant experience as a local government chief executive, assistant, or deputy. A Master's degree in a related discipline is desirable.

THE COMPENSATION

The annual salary range for the incoming City Manager is open and 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% @ 55 formula for Classic members depending on prior job history with a Public Retirement Agency. New CalPERS members are under a 2% @ 62 formula if hired after January 1, 2013 and not a member of a qualifying Public Retirement Agency.

Social Security – City offers an IRS qualifying retirement plan and, therefore, employees do not currently participate in the Social Security program.

Deferred Compensation – Employee may participate in a 457 deferred compensation plan up to the maximum annual amount allowed by law. The City will match up to 4% of employee's salary to a deferred compensation plan; vesting period is 1 (one) year.

Health Insurance – The City offers a "cafeteria plan" which includes a monthly contribution that an employee may apply toward premiums for medical, dental, and vision.

Flexible Spending Account – Covers IRS approved medical and/or approved dependent care expenses to be paid on a pre-tax basis. Healthcare spending up to \$2,550 annually; dependent care up to \$5,000 annually.

Retiree Health Savings Account – City provided defined contribution program for IRS-eligible medical expenses upon retirement.

Life Insurance – City provides Life Insurance at 1x base salary with a minimum of \$50,000 and maximum of \$300,000. Additional life insurance may be purchased by employee.

Short- and Long-Term Disability – The City offers Short- and Long-Term Disability, providing 60% of salary.

Holidays – 11 paid holidays plus 1 floating holiday [eight (8) hours] totaling 96 hours per year.

Annual Leave – Annual Leave hours are to be used for personal, sick, and vacation leave and accrue according to the following schedule:

	<u>Accrual Per Pay Period</u>	<u>Annual Accrual</u>
Years 0-4	6.77 hours	176 hours
Years 5-14	8.31 hours	216 hours
Year 15+	9.85 hours	256 hours

Military Leave – The City will pay qualified employees any difference between his/her base salary and the amount received in military reserve pay for regularly scheduled annual training that requires the employee to take military leave from his/her regular work week.



Tuition Reimbursement – The City will reimburse 80% of tuition, up to \$1,800 per year for undergraduate studies and 80% up to \$2,250 per year for graduate studies.

Employee Assistance Program – Available to employee and immediate family.

Wellness Program – On site Wellness Coordinator and multiple wellness classes available.

TO APPLY

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

**Filing Deadline:
November 30, 2018**

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 Elk Grove. 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 Mr. Gary Phillips at:

(916) 784-9080

