



City of Emeryville
CALIFORNIA

CITY MANAGER

UP TO \$221,448

Plus Excellent Benefits

Apply by

June 3, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located on the east shore of the San Francisco Bay in Alameda County, bordered by the City of Berkeley to its north and the City of Oakland to the east and south, the City of Emeryville is strategically located in the center of the Bay Area urban core at the junction of several major freeways, one of the world's busiest bridges, and transcontinental rail lines with service to Seattle, Los Angeles, and Chicago.

A talented and experienced management professional has an exciting opportunity to shape the City of Emeryville's future, in a fast-growing community that takes pride in its outstanding quality of life. If you are interested in working with a professional, cohesive and progressive Council to make an impact in a vibrant, active and livable community, then this is the position for you!



THE COMMUNITY

As the fastest growing city in the Bay Area in 2015 and the fourth fastest growing city in the state, the City of Emeryville covers just 1.2 square miles, has a residential population of about 12,000, and a working daytime population of about 40,000. The City prides itself on being one of the Bay Area's top walking and bicycling cities due to the city's location, small size, dense development, mixed uses of land, and access to local and regional transit. Emeryville has pedestrian and bicycling paths evenly spread along multiple corridors, and several nearby Bay Area Rapid Transit (BART) stations with access to Daly City, San Francisco, Oakland, and Berkeley, along with San Francisco International Airport, and Oakland International Airport. The Emeryville Transportation Management Association also funds the Emery Go-Round shuttle, which provides free bus service to various locations around the City.



From its incorporation in 1896, Emeryville has evolved from an industrial hub to a contemporary city of arts and innovation which continues to evolve and grow into a modern, 21st Century urban community with retail, office, hospitality, and biotechnology sectors. Since 2000, Emeryville has developed over 4,000 new, modern, urban-style housing units that have been completed, are in planning, or under construction. The City is also home to over 1,000 businesses, including nationally recognized brands Clif Bar, Peet's Coffee, Novartis, Grifols, Zymogen, Tanium, and computer animation pioneer Pixar.

When it comes to entertainment, Emeryville offers all the advantages of an urban area including a thriving arts community with hundreds of artists and musicians, and the Bay Street retail and residential project which includes movie theaters, unique shops, national clothing chains and world-class dining. The City is also home to many dance halls, day spas, health clubs, yoga studios, open air shopping malls, and more. In Emeryville, there is something for every taste and preference.

For those looking to get outside, Emeryville provides nine City Parks for residents to relax, play sports, and host social and cultural events, with many along the western shoreline. The City is also continually developing the Emeryville Greenway, a series of pedestrian and bike paths intended to provide more connectivity within the city, and looking for opportunities to expand public open space. The surrounding area offers residents countless outdoor recreation opportunities including hiking, biking, picnicking, and swimming at the 2,079-acre Tilden Regional Park to the east, fishing, crabbing, boating, sailing, and site-seeing in the San Francisco Bay to the west, and golfing at the nearby Montclair, and Tilden Park Golf Courses.

With continued growth, a healthy business environment, low unemployment, and many options for entertainment, the Emeryville economic outlook remains positive and makes the City a highly desirable place to live, work, and shop.



THE CITY

Emeryville is a charter city, situated in Alameda County, adjoining the cities of Berkeley and Oakland. Emeryville utilizes the Council/Manager form of government with five Council Members elected at-large to staggered four-year terms. Elections are held in even-numbered years, and the Mayor and Vice Mayor are selected by the Council Members on an annual basis. Council priorities include: expanding public safety resources, working to make significant progress on the city's Capital Improvement Program projects, creating and protecting affordable housing, identifying and expanding funding sources for community services, maintaining and expanding open space and community parks, and investing in professional staff development. The City Council also serves as the Successor Agency to the Redevelopment Agency.

Emeryville is a robust, full-service city with 152 FTE's including 41 sworn police officers, and an operating budget of approximately \$40 million with a healthy reserve of roughly \$21 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 the Alameda County Fire District for its fire services, and also offers the Emeryville Child Development Center, a facility funded by patrons and the general fund.

THE POSITION

Serving at the pleasure of the City Council, the City Manager is the administrative head of the City and is responsible to the City Council for the efficient and effective administration of all the affairs of the City, which are under his or her control. The City Council retains the sole power of being the legislative body for the City, and the duties and powers of the City Manager are expressly confined to the administration service to the City.

Responsibilities Include:

- Enforcement of all general laws, ordinances, policies and rules pertaining to the administration of the City government.
- Attends all meetings of the Council, unless excused therefrom.
- Keeps the Council advised at all times of the affairs and needs of the City, and makes reports annually, or more frequently if necessary.
- Enforces all ordinances and all provisions of all franchises, leases, contracts, permits and privileges granted by the City.
- General supervision of all departments for the purposes of obtaining the utmost efficiency and effectiveness.
- Acts as Purchasing Agent for the City.
- Responsible for preparing and submitting the annual budget and such required supporting reports and information as deemed necessary.
- Supervises the operations of all City-owned utilities, as well as all City-owned property.
- Participates in Council meeting discussions and makes recommendations.
- Appoints, removes, promotes and demotes all officers and employees of the City.
- Performs such other duties and exercises such other powers as may be delegated by ordinance or motion of the City Council.





OPPORTUNITIES & CHALLENGES

Organizational Culture

Emeryville has a professional and cohesive council who work together well and respect each other when deliberating, and department staff and directors who are experienced and highly functioning. Candidates have the opportunity to join an already fiscally strong, progressive culture that has a clear vision and plan for the future.

Balancing Budget and Enhancing Services

The new City Manager will have the opportunity to tackle issues relating to the proposed Parking Management Plan, implementation of an affordable housing plan if passed, and continue economic development and urban growth. While enhancing City services is a great priority for the City, the City Manager must take into consideration the associated costs, and maintain a balanced budget.

Fire Services Contract

The City contracts for fire services with the Alameda County Fire Department. The contract, which was due to expire on June 30, 2017, was extended for one year and is now up for renewal. The City Manager will be a part of negotiating a new fire services contract.

Green Development

Sustainability in Emeryville is encouraged through redevelopment of contaminated land as a healthy and cost-effective way of improving the local environment, ensuring access to essential services, use of “green” construction techniques, and promoting lifestyles with low ecological impacts upon energy consumption, climate, and the natural environment. The new City Manager will continue to promote creating a green, sustainable city through the development of programs, parks, and innovative transportation strategies.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Business or Public Administration and a minimum of five years of municipal management experience is required. A Master's degree in Business or Public Administration and experience in planning, personnel, engineering/public works and finance, as well as practical experience in preparation of reports, budgets, contract administration and the scheduling of projects is highly desired.

Necessary Knowledge, Skills and Abilities:

- Ability to work side by side with the Council and staff to evaluate and find solutions to issues facing the city and be open to new ideas.
- Skill in being politically astute, respectful, and resourceful, understanding the political balance of issues, and the ability to handle multiple priorities.
- An appreciation for diverse viewpoints and backgrounds, and the ability to build strong relationships and trust with Council, staff and constituents.
- The skills to be a collaborative leader with a strong work ethic, and the ability to show integrity and earn trust within the organization.
- Ability to evaluate all pertinent aspects of an issue, make a decision, and take action without delay.
- Must be a self-confident, experienced leader who can demonstrate a strong mentoring ability, including the ability to provide clear direction.
- Strong written and oral communication skills, including skills as a public speaker, with the ability to be direct and succinct when needed, providing factual based feedback. The ideal candidate will have a direct and straight forward communication style.



- The ideal candidate will display a high level of professionalism, direct staff appropriately, yet show a level of comfort in letting staff “run with the ball”.
- Prior finance and budget experience, with the ability to manage people and resources effectively to assure quality performance and long-term financial sustainability.
- A desire to work in a progressive, energized environment, and fast paced, vibrant community.
- Ability to be impartial, providing innovative solutions to problems relating to economic and community development, and infrastructure projects.
- The ideal candidate will be a competent and resilient leader who is honest, approachable, accessible, and personable. Showing an understanding of local government in an urban setting and compassion for community issues and needs will bring candidates to the top of the list.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **Up to \$221,448 DOQ**
- Medical, Dental, & Vision Insurance
- Deferred Compensation
- Expense Allowance
- Vacation
- Sick Leave
- Administrative Leave
- 11 Paid Holidays, plus 2 floating holidays
- Paid Holidays
- CalPERS 2% at 60



Please visit:
www.ci.emeryville.ca.us

The City of Emeryville is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 3, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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