



CITY OF  
**ROSEVILLE**  
CALIFORNIA

invites your  
interest in the  
position of

# City Manager



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

## The Community

The City of Roseville, CA (approximate population 135,000) is a dynamic, pioneering city that embraces the future while treasuring its more than 100-year history. Located 25 minutes from California's capital, at the base of the Sierra Nevada foothills, Roseville is the largest city in Placer County. Within driving distance to world-class destinations like San Francisco, Napa, Lake Tahoe, and Yosemite, Roseville is well-positioned in a region where amenities and options for recreation, leisure, and entertainment are seemingly boundless.

The strength and balance of Roseville's diverse economy allows the City to thrive. With low unemployment and one of the highest levels of educational attainments among its residents, Roseville's highly qualified workforce proves attractive to large corporations, small businesses, and tech-savvy startups. Business ventures in Roseville range from technology and healthcare to agriculture and financial services. Top employers within the City include Hewlett-Packard, Kaiser Permanente, Sutter Health, Adventist Health, and Union Pacific Railroad. Economic gems draw in the crowds, with the expansive Westfield Galleria at Roseville, the Roseville Automall, and Fountains at Roseville leading the way. Demand for commercial space is evident, with occupancy rates for office, retail, and industrial space lingering in the high 90th percentile for several years.

Cultural and entertainment venues within and around the City provide a way to take a break from the hustle and bustle of life. Vernon Street Town Square offers everything from free yoga and story time to concerts, wine festivals, movies, and farmers' markets. Live music can be heard at Roseville's Music in the Park or in many venues in its historic downtown. During the summer, Downtown Tuesday Nights allow residents to mix and mingle with different vendors and live bands all along historic Vernon Street. Other avenues of family fun include Topgolf, iFly Indoor Skydiving, Golfland Sunsplash, Denio's Farmers Market & Swap Meet, or cycling or running along miles of connected, paved trails. Residents have plenty of day-trip options for entertainment. Whether it is the wineries of Napa; the outdoor activities of Lake Tahoe, Folsom Lake and Lake Natoma; the city life of San Francisco; or a little further south to the beauty of Yosemite, Roseville is within driving distance of the best that Northern California has to offer.

Roseville is an ideal place to raise a family and takes pride in its robust parks and recreation programs and award-winning educational system. A Mediterranean climate provides plenty of opportunities for outdoor activities like hiking, biking, and swimming in the spring and summer months and for skiing and snowboarding in the winter months. People of all ages can choose from an abundance of recreational programs, over 60 neighborhood parks, golf courses, state-of-the-art fitness centers, and thousands of acres of open space. Several schools within city limits have been recognized by the Department of Education with "California Distinguished School"

awards, and the international baccalaureate program is available in three middle and high schools throughout the City. Roseville is also within driving distance of William Jessup University; Sierra Community College; California State University, Sacramento; and the University of California, Davis.

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## The Organization

The City of Roseville is a service organization that operates under a Council-Manager form of government that combines the civic leadership of elected official with the managerial experience of an appointed city manager. The City Council is comprised of five (5) members who are elected at-large to serve staggered, four-year terms. The City Council is the legislative policy-making body which determines not only the local laws that regulate community life, but also determines public policy and gives direction to the City Manager and the City Attorney. The City Manager is responsible for implementing City Council policy and administering the day-to-day operations and affairs of the city government in a businesslike and prudent manner.

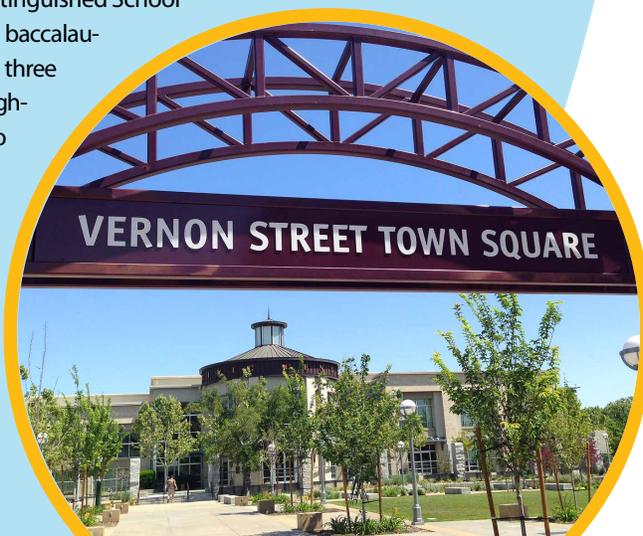
Roseville is a full-service city with a dedicated staff of approximately 1,086 full time employees and supported by a FY 2017-18 total budget of \$542 million, inclusive of \$270 million in utilities and a General Fund budget of \$146 million. City departments include: City Attorney's Office, City Clerk's Office, City Manager's Office, Development Services, Economic Development, Finance, Fire, Human Resources, Information Technology, Library, Parks & Recreation, Planning, Police, Public Affairs & Communications, Public Works, and three (3) enterprise departments—Electric Utility, Environmental Utilities, and Roseville Transit.

## The Position

Under policy direction of the City Council, the City Manager plans, organizes, and directs the overall administrative activities and operations of the City; advises and assists the City Council; and represents the City's interests with other levels and agencies of government, business interests, and the community at large.

Essential functions of the City Manager include, but are not limited to, the following:

- Prepare and submit to the City Council annual reports of financial and administrative activities; keep the City Council advised of financial conditions, program progress, and present and future needs of the City.



- Develop, plan, and implement, with Council participation, City goals and objectives as well as policies and procedures necessary to provide municipal services, approve new or modified programs, systems, administrative/ personnel policies and procedures.
- Direct the development, presentation, and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitor revenues and expenditures; make midyear adjustments.
- Appoint, train, motivate, and evaluate employees; establish performance objectives; prepare and present employee performance reviews; implement discipline procedures; recommend employee terminations; hear and rule on employee appeals of disciplinary actions.
- Direct and confer with department heads concerning administrative, operational, and regulatory issues; make appropriate decisions or recommendations for City Council adoption.
- Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises and contractors; oversee the procurement and purchase of all supplies and equipment for all City departments.
- Direct the preparation of plans and specifications for work which the City Council orders; interpret, analyze, and explain policies, procedures, and programs.
- Confer with residents, taxpayers, businesses and other individuals, groups, and outside agencies such as the City's JPAs having an interest or potential interest in affairs of City concern.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Represent the City in the community and at professional meetings as required; attend all City Council meetings.
- Coordinate City activities with other governmental agencies and outside organizations; appoint administrative committees.

The City Manager will be presented with the following issues and opportunities:

- Foster economic development and growth of City within the Sacramento region.
- Advocate on behalf of the City on regional issues.
- Work with regional partners, the development community, and labor unions.
- Focus on continuous improvement to increase the City's efficiency, performance of staff, and quality of service.
- Strategic Planning.
- Succession Planning.
- Recruit new Executive Team.
- Focus on culture of excellence.



## The Ideal Candidate

The City of Roseville is seeking a proven leader and experienced City Manager to provide effective leadership and coordinate the activities of the municipal organization. The City plays an important role in the vitality of the greater Sacramento region and prides itself on its strong and diverse economic base, active citizenry, and top-notch programs and services to the community. Given the extent and nature of intergovernmental relations, it is important that candidates have demonstrated a successful track record of building consensus, collaboration, and strategic partnerships. The ideal candidate will have business and political acumen, strong interpersonal and relationship-building skills, and the ability to communicate clearly and concisely, both orally and in writing. He or she will be someone that demonstrates fairness, ethics, and integrity in dealing with others and can relate to elected officials, residents, businesses, developers, and community groups in an open, honest, and transparent fashion. The new City Manager should be a creative, policy-driven visionary who can anticipate issues and act strategically to meet current and future City needs. A leader who is firm but fair, holds people accountable, and has the courage to make tough decisions when necessary, will be ideal.

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As the administrative agent of the City Council and a highly visible representative of the City, the incoming City Manager must be someone who understands and values the needs of the organization as well as the community it serves. The City Manager will be looked upon to serve, not only as an active member of the City's Executive Team, but as a mentor to staff. As such, the ability to lead by example and hold staff accountable while treating

employees with dignity and respect will be essential to success in this assignment. The incumbent will be someone that can build a strong and positive culture within the organization and can gain the confidence and cooperation of others. The selected candidate will have significant background in budgeting and financial management, economic development, community development, labor negotiations, intergovernmental relations, and community relations.

A strong candidate for this position will possess a broad background in municipal management and operations and have knowledge of modern and highly complex principles and practices of municipal government administration, department, organization, and economic development functions and services; current social, political, and economic trends and operating problems of municipal government; pertinent federal, state and local laws, codes and regulations; principles and practices of municipal budget preparation and administration; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government. A candidate who understands CFD and has experience with tax measures, utilities, neighborhood preservation, and working with unions, will be valued.

At a minimum, candidates must possess a Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, or a closely related field, and have nine (9) years of increasingly responsible municipal administrative experience as a City Manager, Assistant City Manager, or in a related administrative, managerial capacity involving responsibility for planning, organization, implementation, and supervision of various programs. A Master's degree in Public Administration is highly desirable. Possession of a valid California Driver's License upon hire is required.

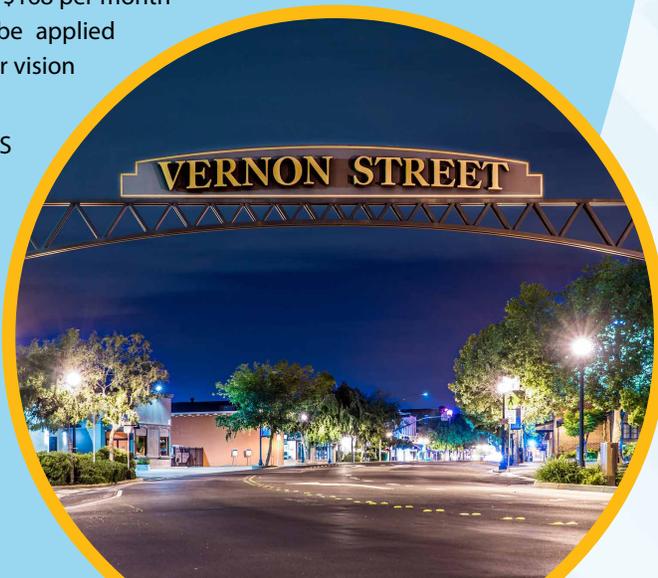
## The Compensation

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 2.7% @ 55 formula for Classic Members and a 2% @ 62 formula for New Members. The City does not participate in Social Security.

**Health and Welfare Insurance** – The City contributes \$1,321 per month towards the medical premium for employee and eligible dependents along with a \$168 per month flex credit which may be applied toward medical, dental or vision premiums.

**Retiree Health** – Tier III RHS contribution program. City contribution of \$100 per month after 5 years.



**Life Insurance** – City paid at two (2) times the annual salary.

**Holidays** – 12 paid holidays per year.

**Vacation** – 12 to 20 days per year based on years of service.

**Sick Leave** – 12 days per year.

**Management Leave** – Up to 100 hours per year of cashable leave.

**Deferred Compensation Plan** – City contribution after five (5) years of service.

**Other Benefits** – Expense reimbursement for business, travel budget, relocation assistance.

## To Apply

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

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:**

**June 1, 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 Roseville. 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

