

PINOLE



CALIFORNIA

CITY MANAGER



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

THE CITY

The City of Pinole is a residential community of approximately 18,628 residents situated in Western Contra Costa County on the shores of San Pablo Bay. Interstate 80, which connects the San Francisco/Oakland metropolitan area with Sacramento, traverses Pinole, and State Route 4 links Pinole to the neighboring cities of Martinez, Concord, and Pleasant Hill. There are approximately four-square miles of land included in Pinole's boundary. The City is a general law city that was incorporated on June 25, 1903, and operates under a Council-Manager form of operation, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for four-year overlapping terms. The Council rotates one of the Council members to serve as Mayor each year.



THE DEPARTMENT

The mission of the City Manager's office is to support the City Council in its policy development and to oversee all City staff and operations to ensure efficient and effective service delivery. In addition to overseeing City operations, the City Manager's office performs or coordinates some specific functions on behalf of the entire City organization, including Communication and Engagement, Intergovernmental Relations, Information Technology, and Strategic Planning and Organizational assessment. The City is a full-service city that provides the following services: public safety, public works, community services, community development, and general administration services. The City is budgeted for over 115 full-time equivalent positions with an all-funds revenue of approximately \$47.3 million for the Fiscal Year 2023/24 Operating and Capital Budget.

THE POSITION

Under policy direction of the Mayor and City Council, the City Manager provides administrative direction, oversight, and coordination for all City functions and activities through management staff and City departments. The City Manager provides administrative direction to the Assistant to the City Manager, an Administrative Assistant, and all department heads, who provide direct and indirect supervision to all City staff and volunteers. This position has overall responsibility for policy development, program planning, fiscal management, administration and operation of all City functions, programs, and activities.

The City Manager works closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects



to solve identified problems. The position is responsible for accomplishing Council and City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner; and for advising the City Council on issues, programs, and financial status as well as recommending both long- and short-range plans for City service provision, capital improvements, redevelopment, financial condition and needs, and economic development and associated funding. The incumbent serves as the City liaison with the media and represents the City and Council in meetings with governmental agencies and other groups; and ensures that the City Council is kept informed of City functions, activities, and financial status and of legal, social, and economic issues affecting City activities.

The City Manager oversees the annual budget and authorizes budget transfers, expenditures, and purchases. The incumbent encourages and facilitates the provision of services to City residents and businesses and provides information and policy guidance to the City Council and the Department Managers. The City Manager also fosters cooperative working relationships with civic groups, inter-governmental and regulatory agencies, various public and private groups, and City staff. This position is responsible for monitoring changes in laws, regulations and technology that may affect City operations and implementing policy and procedural changes. Other duties include but are not limited to:

- Administering the selection, training, professional development, and work evaluation of executive City staff.
- Attending off-hours meetings and traveling to sites out of the City.
- Directing the development of specific proposals for action regarding current and future City needs.

- Directing the preparation of and preparing a variety of correspondence, reports, policies, procedures, and other written materials.
- Overseeing the maintenance of working and official City files.
- Overseeing the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
- Providing for the investigation and resolution of complaints regarding the administration of and services provided by the City government.



THE IDEAL CANDIDATE

The City of Pinole is seeking a forward-facing, progressive management expert to serve as its next City Manager. The successful candidate will serve effectively as the administrative agent of the City Council, and will have knowledge of federal and state laws, and rules and regulations. The City of Pinole is looking for a proactive leader who prioritizes community engagement, actively listens, and communicates effectively. The ideal candidate is a responsible, solution-oriented leader who is fiscally conservative and can easily navigate challenges. Experience with securing funding sources of a municipal government is required. The successful candidate must be humble, accessible, and responsive, with an innovative mindset and the ability to support and empower the team and staff. Collaborative candidates who nurture a positive environment of communication, trust, and respect, both in the organization and the community, will do well in this role. An honest, creative, and enthusiastic team leader is desired.

The incoming City Manager will have a customer service mindset and will listen to the needs and concerns of the diverse community of Pinole. The ideal candidate will be approachable and ready to motivate and build relationships with the community, staff, and City Council. The incoming City Manager must have knowledge of current issues affecting City government and service provision; and must have knowledge of the principles and practices of public administration, budget development and implementation, and personnel administration, organization, and management. Knowledge of the principles and practices of California economics, community development, and redevelopment issues are essential.

Qualified candidates possess the equivalent to graduation from a four-year college or university with major course work in public or business administration, public policy,



finance, or a field related, and significant management or administrative experience in a municipal or other public agency setting. Possession of an appropriate advanced degree and experience working with an elected Council or Board is highly desirable. Candidates must possess and maintain a valid California Class C driver's license and a satisfactory driving record.

COMPENSATION

The City of Pinole offers a competitive salary and benefits package. The salary for this position is open and negotiable, dependent upon experience and education. The City Manager is employed with an individual employment agreement with an attractive benefits package which includes:

Retirement Plan - City contracts with CalPERS for "Classic" Miscellaneous (2.5% @ 55 Plan) and PEPR Members. For Miscellaneous Employees, the CALPERS contract offers the following options:

- 2.5% @ 55 Retirement Plan
- Military Buy Back
- Third Level Survivors Benefit
- Single Highest Year Compensation Formula
- Service for Unused Sick Leave

The City and incumbent shall make the Employer and Employee contributions to CalPERS benefits under the same terms provided to unrepresented managers.

Deferred Compensation Plan - The City shall make a 457 plan and ROTH individual retirement accounts available for employees covered by the Plan to contribute through payroll deduction. The City shall provide up to \$100.00 in a dollar for dollar "matching" monthly contribution to the 457 Plan for participating employees.

Vacation – Employee shall accrue ninety-six (96) hours of vacation per year. The amount accrued per year increases after four years of service. The City may grant a higher accrual rate based on years of public service with other agencies or other appropriate factors.

Administrative Leave – Employee shall receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out administrative leave in a manner consistent with unrepresented managers. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

Sick Leave – Employee shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period.

Sick Leave Incentive – Employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time. Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time.

Holidays – Employees shall receive twelve (12) paid holidays each year and twelve (12) hours of floating holidays each fiscal year.

Health Insurance – The City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

Dental Insurance – City paid coverage for employees and their eligible dependents with a maximum payout of \$1,500 per covered member and dependent(s).

Vision Insurance – City paid coverage for employees and their eligible dependents which includes one examination, one set of lenses, and one frame per year.

Life Insurance – City paid life insurance, equal to one time (1x) the employee's annual base wage salary up to \$300,000.

Other benefits may include – Retiree Medical Insurance (20-year vesting schedule), Health Care Reimbursement Flexible Spending Account, Disability Insurance, Medical In-Lieu, Educational Degree Incentives (for possessing a degree beyond that which is required) , Bilingual Pay, Cellphone Allowance, Automobile Allowance, Longevity Pay, Professional Development, and Severance Pay.

TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:
April 28, 2024

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 & Associates. 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. Finalist interviews will be held with the City of Pinole. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

