



# City Manager

# BECOME PART OF A COMMUNITY

Established as a dynamite factory in the 1800s and incorporated in 1900, the City of Hercules sits on the northeastern shore of San Pablo Bay, conveniently located along the I-80 corridor and a half hour drive to both San Francisco and Napa. The 26,500 residents represent a diverse mix of many ethnic groups. Primarily a suburban, family-oriented community, the City has bold plans for a growing town center, a lively new waterfront, and a new train and ferry terminal.

Hercules offers residents a high level of municipal services for a small entity. The City provides a full range of recreational programs including youth/teen and adult activities, and year-round childcare. In the past the City hosted several major community events which attracted visitors from the regional area as well as local citizens, and the revival of these events is being considered. The City's Senior Center provides daily senior programs and activities and sponsors special community events and trips.

Hercules maintains an abundance of open space areas and trails throughout the community, offering the opportunity for spotting various types of wildlife and affording dazzling views of the bay. Hercules also has two community and five neighborhood parks. Refugio Valley Park comprises 66 acres and aligns with a walking trail to the City's Community Swim Center. The five neighborhood parks contain about 32 acres. The City also has approximately 950 acres of open space areas and trails distributed throughout the community. Together the open space areas and city parks account for approximately 1/3 of the total land area within the City. Future plans include redeveloping the historic Hercules Point as a public waterfront park.

Hercules is served by two public school districts: John Swett Unified School District and West Contra Costa Unified School District. Private elementary and secondary schools are also available in adjacent communities. At the post-secondary level, both public schools and private schools in the East Bay provide a variety of high-quality educational opportunities. The City Child Care Program provides before-and-after school day care and pre-school programs.

Hercules is served by two major transportation routes (Interstate 80 and State Route 4). San Pablo Avenue, which bisects the City, is part of the Historic Highway 40, the main artery into town prior to Interstate 80 being built. With recent new growth and regionally implemented growth management plans, future improvements to these transportation corridors are planned. While there are plans for future ferry and train service, Hercules currently has a BART owned Transit Center that offers a variety of transit options that help connect the City to the rest of the Bay Area including WestCat direct bus service to and from the Del Norte BART Station, the LYNX express bus service to and from San Francisco, and an active informal carpool/ride sharing option.



## THE ORGANIZATION

The City operates under a Council-Manager form of government. The City Council consists of five members, elected at-large on a non-partisan basis, who serve staggered four-year terms. In December of each year, the City Council conducts a reorganization of the Council at which time the Mayor and Vice Mayor are appointed for one-year terms.

Hercules is a full-service city and provides services through five departments that include Administration, Community Development, Parks & Recreation, Police, and Public Works. Fire services are provided by the Rodeo-Hercules Fire Protection District. City-wide services are delivered with the assistance of 57 full-time staff and a General Fund budget of approximately \$16.8 million for FY 2020-21.

To learn more, go to: [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us)



## Vision Statement

*"The City of Hercules is a richly diverse community, serving as a major transportation hub and a prime destination for the Bay Area. It is built on a sound economic and physical infrastructure, and its residents enjoy public safety, security, well-maintained parks, streets and public facilities. We conduct our work in an atmosphere of trust and respect. We constantly look for better ways to deliver services and always strive for excellence."*

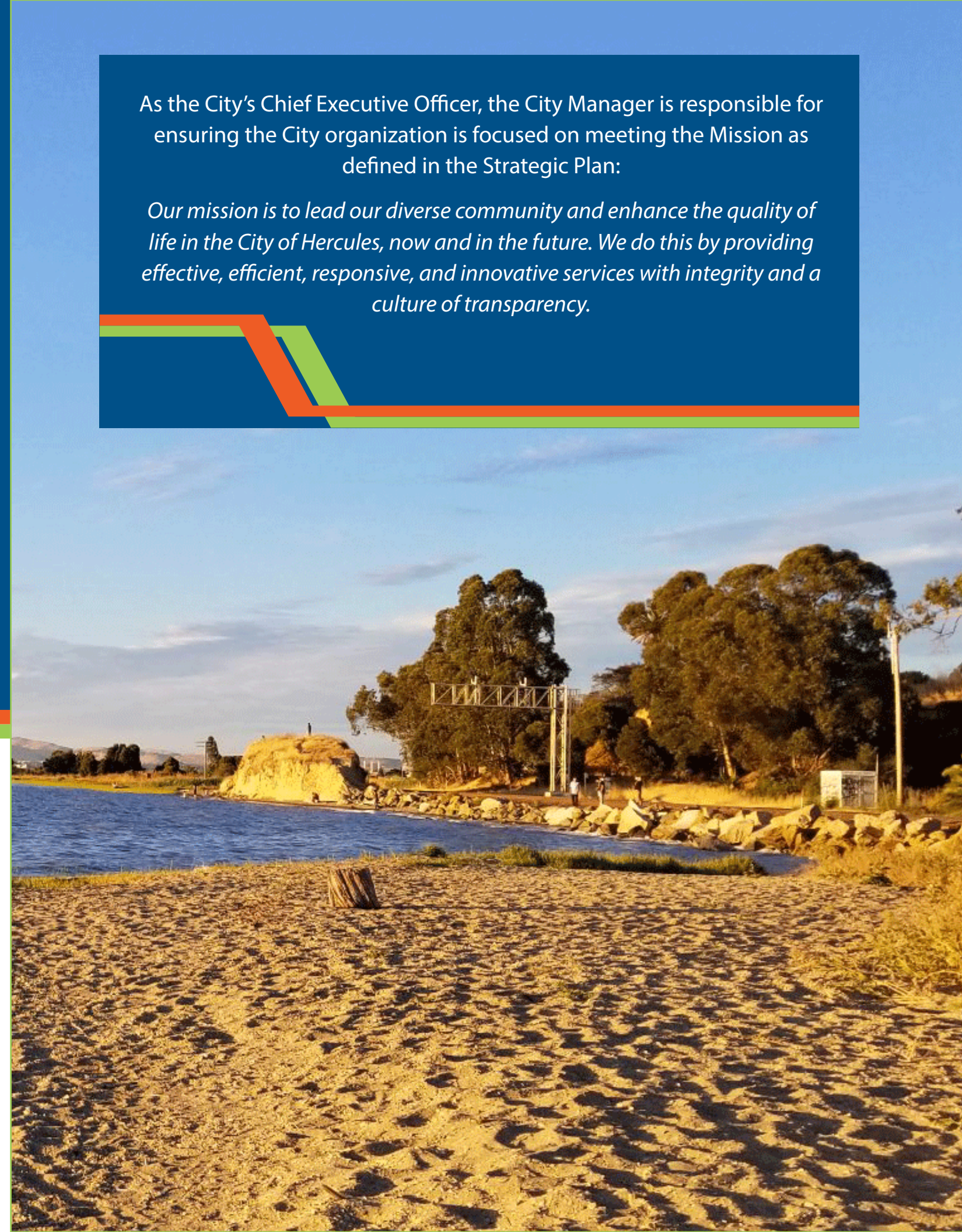
As the City's Chief Executive Officer, the City Manager is responsible for ensuring the City organization is focused on meeting the Mission as defined in the Strategic Plan:

*Our mission is to lead our diverse community and enhance the quality of life in the City of Hercules, now and in the future. We do this by providing effective, efficient, responsive, and innovative services with integrity and a culture of transparency.*

## OPPORTUNITIES

The FY2020-21 Budget outlined several key priorities for the City Manager including:

- » Identify and pursue grant opportunities for the Hercules Regional Intermodal Transit Center, including working with our regional partners, advancing the design of the next phases to ensure they are shovel ready, and building support for the project among key constituencies.
- » Ensure the successful build-out of the Waterfront Master Plan and the Bayfront, including guiding the construction and entitlement components of each phase, forming the Waterfront Parking entity; developing the required affordable housing implementation agreement; and working with the developer to ensure the completion of a vibrant and successful transportation-oriented development.
- » Expand the City's Tax Base through new development, including the Safeway center (set to open in April 2021), the currently under construction Willow Avenue Auto Service and Self-Storage center, the Sycamore Crossing development including a hotel and retail components, the Hilltown residential project, and identifying and pursuing other opportunities such as the possible reuse of the Franklin Canyon Golf Course site.



# THE IDEAL CANDIDATE

The City Council is seeking an ethical, dedicated public servant who has integrity and fortitude, with strong finance skills, who embraces transparency and open government. The ideal candidate will:

- » Exhibit an engaging style and be an open, honest communicator willing to be available to the Council, community, and city stakeholders.
- » Bring considerable small-medium size city experience in order to embrace innovative strategies to provide an array of municipal services while dealing with the realities of municipal budget constraints.
- » Possess well-rounded city management skills and be comfortable in this small organization, hands-on role. You can be dealing with economic development one moment and transportation funding the next.
- » Be a good listener who knows when to listen, when to add perspective and when to tell the Council, 'no'.
- » Hit the ground running and not be afraid to jump in even if that means making a mistake.
- » Develop, maintain, and understand the importance of strong relationships with city corporate partners.
- » Believe in the city manager's leadership team and their ability to make and own their decisions.
- » Possess the political aptitude to anticipate issues of concern.
- » Help the City maintain focus in order to accomplish meaningful change and not lose momentum despite having various priorities.

## EDUCATION AND EXPERIENCE

The ideal candidate will possess no less than five (5) years of increasingly responsible experience performing complex budgetary, financial, policy, and organizational analysis duties. Experience working directly with an elected council or board is preferred. A Bachelor's degree in business, public administration, or a related field is expected, with a Master's degree preferred.



## COMPENSATION/BENEFITS

The salary range for the City Manager goes up to **\$250,000**, with starting salary dependent on qualifications and experience. The City offers an attractive benefit package that includes CalPERS retirement.

## APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will **not** be contacted in the early stages of the process) by **Monday, May 10th**. Résumé should reflect years **and** months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1776>

**CPS HR CONSULTING**

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City Council. Selected candidates will be invited to participate in further interview and selection activities beginning the latter part of May. An appointment will be made following comprehensive reference and background checks.