



# City Manager

Salary Range: \$236,000 - \$265,000



# ABOUT SAN LEANDRO

San Leandro is in the heart of the Bay Area and is among the most diverse cities in the state. The Alameda County community offers a variety of well-maintained housing options with regionally affordable homes available in distinct neighborhoods throughout the city. It also has wonderful parks and recreational opportunities, including great shoreline access with a marina, for residents of all ages. With excellent weather year-round, the city's approximately 90,000 residents enjoy a high quality of life. Historically, the community is known for its delicious cherries, commemorated each summer with the Cherry Festival.

The community enjoys a robust level of engagement on various issues and is described as being a place that blends big city thinking, ingenuity, and innovation with positive small-town feelings where kindness matters. The City boasts a high-quality fiber network that services manufacturers, tech entrepreneurs, and other employers in a traditionally strong local economy that serves as a prime location for companies such as the Ghiradelli Chocolate Company and Kaiser Permanente. With two BART stations, the network of freeways, and proximity to Oakland International Airport, the community is very accessible for all.

To learn more, go to: [www.sanleandro.org](http://www.sanleandro.org)



## CITY GOVERNMENT STRUCTURE

San Leandro has a Council-Manager government with vested legislative power in the City Council. The City Council is made up of six members elected by district, plus a Mayor. Executive authority is vested in an appointed city manager, who oversees the day-to-day operations of government while serving at the pleasure of the City Council. The City uses a biennial budget process with a General Fund of approximately \$120 million and has roughly 432 full-time equivalent employees.

To view more information about the budget, please visit: [https://www.sanleandro.org/depts/finance/city\\_budget/default.asp](https://www.sanleandro.org/depts/finance/city_budget/default.asp)

### **The following City Council Goals serve as a guide for the fiscal year, and provide overall direction for the City's services and programs:**

- » Place San Leandro on a firm foundation for long-term fiscal sustainability
- » Advance projects and programs promoting sustainable economic development, including transforming San Leandro into a center for innovation
- » Provide quality public safety service and grow our partnership with the community to keep San Leandro safe
- » Maintain and enhance San Leandro's infrastructure
- » Support and implement programs, activities and strengthen communication that enhances the quality of life and wellness, celebrates the arts and diversity and promotes civic pride
- » Maintain and support a strong positive relationship between the City, schools, and the educational community
- » Promote and maintain an inclusive work environment that values employees and volunteer contributions, supports professional growth and development, and fosters a culture of kindness and collaboration in the delivery of services to our community

## Selected Professional Opportunities

- » Leveraging the City's Climate Action Plan with implementation across all departments
- » Advancing social justice issues with the support of external resources
- » Championing the General Plan for the benefit of all citizens and maintaining proper focus
- » Developing key areas such as the Bay Fair TOD and San Leandro Marina area

## CITY MANAGER DUTIES

The City Manager provides strategic guidance and leadership for all city functions and services. Job functions include:

- » Plan, manage, and assign initiatives, tasks, and activities of major city departments, providing supervision and executive guidance to department heads as needed.
- » Oversee the development of strategic goals and policies for the expansion and improvement of City services.
- » Coordinate the evaluation of City programs and provide feedback.
- » Direct the preparation and execution of the City budget and make budgetary recommendations to the City Council.
- » Prepare annual reports on the progress and development of City programs and projects.
- » Coordinate City functions and communications with other local and state government agencies.
- » Communicate with the general public and other governmental organizations.



PHOTO: Stephen Cassidy

## THE IDEAL CANDIDATE

San Leandro seeks an experienced and visionary leader who balances intelligent analysis and writing skills with exceptional relationship building and communication skills. The City Manager should come with a goal to be visible and transparent to the Council and staff as well as to the community and include a well thought out communications strategy. The individual will be adept at sharing positive messages and will make time to hear the concerns of staff and citizens. In highlighting successes, the individual should also be willing to honestly address shortcomings with the Council. Through prompt, simple, and succinct communication, the City Manager will ensure that the City Council is aware of and updated about matters of importance.

Additional characteristics of value to the City:

- » Demonstrated experience implementing – with full force – the policy guidance given by the City Council.
- » A collaborative spirit, but also someone who can hold their own with firm conviction and compelling authority when necessary.
- » A proven leader that can marshal the talents of a seasoned executive leadership team that is responsive to the City Council and community
- » A well-developed philosophy and track record of success in labor relations and negotiations.
- » A solid understanding of economic development principles that support the efforts of the local business community and those wishing to locate in San Leandro.





## EDUCATION, EXPERIENCE, AND COMPENSATION

Candidates should possess close to ten years of increasingly responsible experience performing complex budgetary, financial, and policy work with organization-wide impact. Experience directly with an elected council or board in a comparably sized organization is preferred. A Bachelor's degree in business, public administration, or a related field is required, with a Master's degree preferred.

A competitive compensation and benefit package will be provided depending on the experience and qualifications of the chosen candidate. The salary range is **\$236,000 - \$265,000**. For more information about City benefits, please visit:

<https://www.sanleandro.org/depts/hr/benefits/default.asp>

## APPLICATION AND SELECTION PROCEDURE

**This position is open until filled.** To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, February 8, 2021**. Résumés should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets that you have managed.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?ID=1733>



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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 to be the most qualified will be referred to the City and selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

