



# City Manager

## THE COMMUNITY

Shafter is a city at the southern tip of California's San Joaquin Valley in Kern County. With a population of 20,886, Shafter is the fastest growing city in Kern County and one of the fastest in the State with a population increase of 19.61% over the past five years. Shafter has a significant geographical footprint including roughly 38.82 square miles of incorporated area. Incorporated in 1938, much of Shafter's economy has

been based on agriculture and ag-related industry. Local crops include almonds, pistachios, cotton, grapes and alfalfa as well as some carrots, potatoes and other vegetables. Cotton and potatoes have a special historical significance for the City of Shafter as leading industries in different periods of the City's development. Over the past fifteen years, Shafter has become a hub for a variety of economic endeavors including: manufacturing, logistics, and energy. Shafter is home to the Wonderful Industrial Park formerly known as the International Trade and Transportation Center (ITTC), currently providing over 7 million square feet of distribution centers for multiple Fortune 500 companies. Thousands of jobs, Wonderful Industrial Park was built to facilitate Central Valley access to ports in Long Beach and Los Angeles via the Burlington Northern Santa Fe railway and has drawn attention as a future inland port. Shafter has become well known for its entrepreneurial spirit through a variety of projects that have made it a leading provider of regional jobs. One reason for the growth of the Wonderful Industrial Park is the City of Shafter's Rail Facility. The Facility has more than 10,000 feet of track owned by the City of Shafter and operated by the Public Works Department. It connects the BNSF rail line to tenants in the Wonderful Industrial Park. This is the only rail served industrial park in the San Joaquin Valley.

Shafter is home to Richland School District which serves students from kindergarten through eighth grades. Richland has outstanding band and engineering programs. Shafter also has an elementary charter school, Grimmway Academy. The Grimmway Academy has a unique Edible School Yard program, with a garden at the center of its campus that students work and study in. Students spend time learning about nutrition and cooking in the classroom kitchen. Shafter High School is part of the Kern County High School District. Shafter High has strong engineering, agriculture, and advanced placement programs. The City of Shafter operates the Shafter Learning Center. The Learning Center helps students of all levels pursue a better future through education. Programs for younger students expose them to interesting fields of study typically

not included in the school curriculum like geology, computer science, and foreign languages. The Learning Center also offers adult classes and hosts special lectures and other educational events.

Of historical note, Shafter is home to Minter Field, which began operations in June 1941 and saw heavy use during World War II. Approximately 7,000 troops were stationed at the airstrip which hosted up to 600 prisoners of war as well. Today, it is publicly owned and administered by the Minter Field Airport District and serves as an industrial center and airport for crop dusters and private aircraft. The Minter Field Air Museum is maintained on location as well.

The first truly successful human powered airplane, the Gossamer Condor, piloted by Bryan Allen won the Kremer prize on August 23, 1977 at Shafter's Minter Field. A California State Monument is located at the field for this event.

## CITY GOVERNMENT

The City of Shafter is a charter city and operates according to the charter approved by the voters on June 6, 1995 and is a City Council-City Manager form of government. Elected to four-year terms, the City Council serves as the legislative and policy making body of the City of Shafter, formulating city policy, approving new programs and services, appropriates funds, and generally supervises the operations of city government. As elected representatives of the citizens, the City Council is responsible to all the people, and as such, devotes its energies to making decisions which are in the best interest of the public welfare.

**To learn more about the City of Shafter,  
go to: [www.shafter.com](http://www.shafter.com)**

**To view the City of Shafter video,  
go to: <http://bit.ly/CityOfShafter>**

## THE POSITION

The City Manager is the Chief Executive Officer of the City, responsible for planning, directing, and managing all activities and operations of the City departments; fosters working relationships with City staff, civic groups, government agencies and the public; and enforces and administers City laws and ordinances, and ensures that all public services are delivered in an efficient and effective manner.

The City Manager is responsible for facilitating the development and implementation of





City goals and objectives as determined by the City Council; implementing policy decisions made by the City Council; and providing highly complex administrative support to the City Council.

The Office of the City Manager oversees the operations of the City's 14 departments, and is responsible for a wide range of activities, including managing and directing budget and operations, facilities and asset management, public safety, economic and land use development initiatives, legislative analysis, intergovernmental relations, employee relations, and strategic planning.

The new City Manager will work closely with City Council and a stable, professional staff to promote a culture of learning and communication that ensures Councilmembers, City employees, and residents are well informed while providing a high level of transparency and confidence in local government.

### Current Priorities and Opportunities:

- Work with the City Council to continue the focus on the City's core pillars of public safety, education, and city-wide economic development, business and job growth, and the revitalization and beautification of the downtown area.
- Engage with community groups, businesses, and stakeholders to ensure a consistent flow of communication, address concerns and provide information to the City Council and staff to create strategies and development plans for City improvements and preservation and offer solutions and options for future planning.
- Grow community and staff relations, confidence, and trust.

## THE IDEAL CANDIDATE

The ideal candidate will be an honest and collaborative leader with high integrity, possessing excellent administrative, managerial, communication and interpersonal skills; with a focus on effective customer service, community, and smart growth who can naturally create positive working relationships with community leaders and business partners, City employees, and City Council. The successful candidate will demonstrate strong technical and business acumen; understanding the need to provide efficient public service by being a role model, while developing a supportive and responsive City staff, and embracing the opportunities and challenges of diverse and involved community. The ideal candidate will have a solid track record leading and successfully managing municipal service initiatives in areas of urban planning, financial and fiscal management, community development, agency administration, and staff development.

## KEY ATTRIBUTES AND COMPETENCIES

The ideal candidate will possess the following strengths and abilities:

- A strong, seasoned leader with the highest integrity, character, and ethics.

- A solid understanding of municipal government, the charter city process, and someone able to lead staff in successful project completion while following through on the direction of the City's policy makers.
- A leader that will inspire public confidence while bringing ideas, options and solutions; while remaining apolitical.
- Possess good judgement, follow through and have the ability to build and maintain trust.
- Approachable and friendly; being visible in the community.
- An enthusiastic, inspiring, and engaged communicator.
- A forward-thinking leader with the willingness to make difficult decisions based on what is right and enforce not only the letter of the law, but the spirit of the law.
- A dynamic leader who shares the vision of the Council and community, and can advocate, articulate, and implement that vision.
- A 'bridge-builder' able to create and grow positive business relationships.
- A competent manager of both issues and staff; someone who can mentor and develop staff; build morale and attract and retain top talent.
- An active listener.

## MINIMUM REQUIREMENTS

- Bachelor's Degree from four-year college or university in Business Administration, Public Administration or related field.
- Master's Degree (MA/MS) is highly desirable.
- Eight years of senior-level management experience, in a public service setting with experience working with council or governing bodies.



- Equivalent combination of education and experience may be substituted for the above requirements.
- Demonstrated leadership success in a public sector environment.

## SALARY AND BENEFITS

The salary range for this position is **\$180,538 to \$219,285** with the starting rate dependent on qualifications. In addition, the City offers \$400 monthly car allowance, \$100 cell phone allowance, as well as an attractive benefit package that includes:

**Retirement** – CalPERS “Classic Member” 2% @ 55 retirement benefit formula. The City of Shafter pays for the employee contribution rate of 7%. CalPERS “PEPRA Member” 2% @ 62 retirement benefit formula. The employee contribution rate is 6.75% (employees identified as PEPRA Members receive a 6.75% premium in addition to their base salary).

**Health and Dental Insurance** – The City pays 100% of the premiums for the base medical, dental & vision plans for employee, spouse/registered domestic partner and dependents.

**Life Insurance** – The City pays 100% of the premium for employee, spouse/registered domestic partner and dependents. Benefit is equal to 12 times the monthly base salary plus \$17,000 rounded to the next \$1,000.

**Paid Holidays** – 10 fixed and 2 floating holidays.

**Sick Leave** – 12 days of sick leave per year.

**Vacation** – 10 days to start and 25 days maximum annually.

**Management Leave** – 5 days annually.

**Deferred Compensation** – The City offers a voluntary Section 457(b) deferred compensation plan.

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **Friday, December 13, 2019**. To be considered, please submit your cover letter, résumé, and a list of six professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as the size of staff you have managed.

Apply to: <https://executivesearch.cpshr.us/JobDetail?ID=568>



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Résumés will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Frank Rojas.

