CITY MANAGER
CITY OF FRESNO, CA
THE CITY

The City of Fresno is the county seat of Fresno County and is located in an area known as the Agricultural Capital of the World. With a population of 520,000, Fresno is the fifth largest city in California and the 34th largest in the nation. It is in the center of the San Joaquin Valley and is the largest city in the Central Valley. Fresno has a total land area of 112 square miles. It is marked by a semi-arid climate with mild, moist winters and hot and dry summers, thus displaying Mediterranean characteristics.

Fresno is home to unlimited outdoor recreation, world-class arts and culture, incredible farm-to-fork dining, wineries, casinos and much more. It is easy to enjoy a multitude of outdoor activities such as golfing, hiking, snowboarding, skiing, white water rafting, boating and rock climbing. Or, you can just lay back and take in the natural beauty of the Sierra Nevada Forest and Sequoia and Kings Canyon National Parks, where you can go from the Giant Sequoias to the deepest Canyon (2,200 feet deeper than the Grand Canyon). It is one of the only places in the U.S. with such close proximity to three national parks, all within a 90-minute drive.

The Fresno Arts Council, the local partner to the California Arts Council, is a major driving force behind Fresno’s cultural arts scene. This private, nonprofit organization serves as the arts agency to both the City and County of Fresno, promoting and supporting the arts. The arts scene in the Fresno region includes historical and cultural museums, Fresno Grand Opera, Fresno Philharmonic, local dinner theater, and much more. For example, there is the ArtHop, which is hosted at interesting venues, and there are three annual film festivals.

With two major railroads, extensive freeways, an international airport and several smaller airparks, the greater Fresno area (centrally located between Los Angeles and Sacramento) is a transportation hub for central California.

One of the standout features of the Fresno area is its diverse housing options. Existing homes fall into a wide price range. California-style ranch homes can be purchased for approximately $160,000, while traditional bungalows often start around $200,000. For those seeking luxury, numerous homes available for upward of $1 million can be found throughout the City, many of which offer spacious living quarters, large lots, mature landscaping and glorious lake views. One of the most exciting areas of residential development has been in Downtown Fresno. It is now buzzing with young professionals, artists, families and entrepreneurs who crave the newly created urban lifestyle.

Community Regional Medical Center provides central California residents with the highest level of care available in the region, and is affiliated with the University of California, San Francisco Medical School. Among the many other health providers are Clovis Community Medical Center, Fresno Heart & Surgical Hospital, Community Behavioral Health Center, Fresno Surgical Hospital, St. Agnes Medical Center, Kaiser Permanente Fresno, and Valley Children’s Healthcare.

Educational opportunities in Fresno are abundant. The area offers quality schools of choice including public, private and charter schools; vocational and technical training programs; and access to some of the finest colleges and universities in the nation. Among the public schools is the Fresno Unified School District, which is the fourth largest school district in California, serving more than 73,000 students at 110 different schools. Higher educational institutions in the Fresno area include California State University, Fresno; Fresno Pacific University; and Fresno City College, among others.

THE CITY GOVERNMENT

The City of Fresno was incorporated in 1885 and became a charter city in 1899. It is a full-service city. In 1997, the City began operating under a Mayor-Council form of government (also known as a “strong Mayor” form of government), in which the City Manager is appointed by the Mayor rather than the Council. The Mayor is elected at-large, on a non-partisan basis for a four-year term and may serve up to two terms. The seven Council members are elected by district for four-year staggered terms (also on a non-partisan basis and for up to two terms) and rotate serving one-year terms as Council President. The City’s FY2017 total budget is almost $994 million with approximately 3,500 employees.

Fresno native Lee Brand was sworn into office as Mayor on January 3, 2017, after serving eight years on the City Council. Mayor Brand has served as Council President, Chair of the Redevelopment Agency, and as a Commissioner on the Fresno City Planning Commission, in addition to his developing a successful business over a number of years.
KEY CHALLENGES AND OPPORTUNITIES

In his inauguration speech, Mayor Brand cited the following priorities over the next several years: moving towards community-based policing; steadily increasing the number of on-duty police officers and firefighters, and replacing equipment; completing the restoration of Fresno’s economy, including creating thousands of new jobs; making Fresno business friendly; revitalizing downtown and older neighborhoods; beefing up code enforcement to clean up substandard housing; and completing the master plan for future Citywide park and trail construction, providing more green space, and rebuilding infrastructure. Other priorities to which he is committed include: continuing to strengthen the City’s financial well-being; making the City’s water supply self-sufficient while also improving quality; addressing the homeless issue; labor relations; and improving education.

THE POSITION

The City Manager is the chief administrative officer of the City responsible for enforcing and administering provisions of the City Charter and of the laws and ordinances governing the City; coordinates and directs through his/her assistants all activities of the City Departments, except the City Attorney’s Office and the City Clerk’s Office; and maintains effective management of the administrative affairs of the City. The City Manager is appointed by, receives instructions from, presents recommendations to, and is directly responsible to the Mayor for all matters pertaining to the administration and operation of the City government.

Under the provisions of the Charter and within the framework of general policy established by the City Council, the City Manager plans, organizes and directs operations of the government of the City of Fresno, appoints and supervises the executive team, and enforces and administers the provisions of the Charter and the laws and ordinances governing the City.

Duties and responsibilities of the City Manager include, but are not limited to:

- Performs the duties specified by Section 705 of the City Charter, including the appointment and removal of Department Heads and subordinate staff.
- Plans, coordinates and reviews all City departmental organizations, programs and operations, and provides leadership and direction regarding goals and objectives as set forth by the Mayor.
- Attends City Council meetings; advocates and represents the administration’s position and provides information, advice and suggestions to Council on matters under consideration,
- Directs economic development, and enforcement of applicable laws and regulations, to provide a safe and sustainable community.
- Directs the review and analysis of circumstances and subsequently recommends legislative action as deemed appropriate.
- Reports to and advises the Mayor on pertinent local government problems; presents recommended solutions and alternatives.
- Conducts staff meetings and departmental conferences to consider and determine policy issues and courses of action.
- Maintains effective working relationships with officials of other governmental agencies to coordinate efforts and to ensure the interests of the City are accurately and fairly represented in multiple forums.
- In conjunction with the Mayor, directs, coordinates and participates in the preparation of the Mayor’s annual City budget and the control thereof; prepares the annual budget message and submits the budget document to the City Council.
- Executes agreements on behalf of the City.
- Keeps the public informed on City government activities, issues and legislation that affect City residents.
- Coordinates responses to business and citizen groups regarding various City needs and problems.
- Advises and provides leadership to civic organizations dealing with specific problems affecting the City’s welfare.
- Directs the promotion of positive and accountable employee relations, effective labor negotiations, and associated activities.
- Keeps abreast of State and Federal legislation impacting the City and, through staff, takes appropriate steps to ensure compliance.
- Performs related duties as required or directed by the Mayor.

This at-will position is coming open due to the forthcoming retirement of the incumbent.
THE CANDIDATE

Education and Experience

* The ideal candidate will have a bachelor’s degree from an accredited college or university, with major course work in business administration, public administration or a related field; and have at least five years of experience as the administrative head or assistant administrative head of a general purpose local government. Experience in California is preferred.

* A master’s degree in public or business administration is highly desirable.

Knowledge, Skills and Abilities

The selected candidate should have excellent interpersonal, presentation and communication skills, as well as knowledge of:

* Principles, practices and techniques of public administration.
* Municipal management theory and practices.
* Budgeting and finance, labor relations, community policing, public safety and economic development.

He/She must be supportive of the Mayor and be able to:

* Plan and enforce a sustainable balanced budget.
* Plan, direct and coordinate the operations of a large municipal government.
* Establish and maintain effective working relationships with the public, other public officials and organizations, the City employees and the Council.
* Express ideas effectively, both orally and in writing, and prepare clear and concise reports.

Management Style and Personal Traits

The ideal candidate will be a visionary who is creative, “sees the big picture,” and is a collaborative, strong relationship oriented professional who is politically astute. He/She should keep the Mayor informed in a timely and accurate manner, and be comfortable working with community groups. This person should also delegate, yet monitor the work of subordinates without micro-managing, and inspire trust by personifying integrity. The City Manager should be an even-tempered, compassionate, hard-working professional who is a good listener able to effectively communicate in any forum. This person must be able to work effectively with the Mayor, City Council and Department Heads and be proactive in bringing forward information, ideas and solutions.

SALARY AND BENEFITS

The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the City Manager is dependent upon qualifications. The employee benefits package includes:

* Retirement: Fresno City Retirement System, which has reciprocity with other public California systems. The City’s pension funds are among the best funded public systems in California. The City does not participate in Social Security.

* Health Insurance: City currently contributes approximately 73% of the monthly premium for medical, dental and vision for employee and dependents.

* Flexible Spending Account: IRS 125 plan for health/dependent care.

* Auto Allowance: $350 per month.

* Deferred Compensation: 457 plan available.

* Administrative Leave: 60 hours per fiscal year.

* Annual Leave: 23 days per year of annual leave with cash out provision upon separation from the City.

* Holidays: 10 City observed holidays annually, plus birthday and one personal day per year.

* Life Insurance: Equal to annual salary; premium paid by City, up to a maximum of $150,000.

* Long-Term Disability: City pays premium for 66.66% of monthly salary up to $7,500 per month after 30 days.

HOW TO APPLY

Send resumes (email preferred) by March 13, 2017 to:

Robert’s Consulting Group Inc
PO Box 1127
Rancho Mirage, CA 92270
Telephone: 424.522.2251
Email: robertsrcg@msn.com
Web: www.robertsrcg.com

Equal Opportunity/ADA Employer

Additional information regarding the City of Fresno is available at www.fresno.gov.