

ASSISTANT CITY MANAGER



FRESNO
CITY
HALL





THE COMMUNITY

The City of Fresno is the largest city in the San Joaquin Valley and the fifth largest city in California, with a population of more than 545,000 residents. Fresno is the financial core of the San Joaquin Valley, and its economy relies on its large-scale agricultural production. Revitalization of Downtown Fresno's core and the construction of High-Speed Rail are two of many exciting projects that continue to successfully support Fresno's growing economy. The City of Fresno was recently awarded \$250 million from the State of California to complete necessary infrastructure to accommodate 10,000 housing units in Downtown.

Fresno provides both private and commercial aviation facilities. A wide variety of commercial air carriers operate flights daily from Fresno Yosemite International, and Fresno-Chandler Executive Airport, located within two miles from Fresno's Civic Center, is the largest general aviation airport in central California.

Located in the geographical center of California, Fresno offers many sights. From fertile agricultural fields, an abundance of lakes, and the snowy Sierra Nevada Mountain range, the scenic variety in Fresno is large. Fresno also features a diverse selection of dining, shopping, farmers markets, vibrant arts and culture, wineries, as well as a variety of attractions. With 300 days of sunshine a year, the climate in Fresno is the source of its agricultural productivity, and allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Fresno is located in the center of California in proximity to three sites of natural beauty: Yosemite National Park, Kings Canyon

National Park, and Sequoia National Park. Another advantage to living in Fresno is the exceptional housing that is available at lower price levels than California's other large metropolitan areas. There are four large school districts in the Fresno area: Fresno Unified, Central Unified, Sanger Unified and Clovis Unified. Fresno is the home of California State University, Fresno, as well as a number of other colleges and universities. The people of Fresno enjoy a wide variety of social, cultural, athletic, educational and recreational activities in an affordable and clean-living environment. To learn more, visit: <https://www.fresno.gov>.



CITY GOVERNMENT

Fresno is a full-service charter city operating under a strong mayor form of government. The Mayor is elected at large and does not serve on the Council but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City. There are seven Council Members. The Council appoints the City Attorney and the City Clerk.

CITY MANAGER'S OFFICE

The City Manager is appointed by the Mayor and serves as the professional administrator providing overall management and supervision of City staff and coordinating day-to-day operations. The City Manager appoints a professional staff to help manage the organization. This team is responsible for inter-governmental relations and administration of City business including managing budget resources, carrying out policy implementation, providing analysis and recommendations to aid policy development, overseeing external and internal communications, and supporting all departments. In addition, the City Manager's Office supports and provides leadership in the implementation of programs and policies, ensuring accountability, community responsiveness, and outstanding customer service.

The City Manager's Office includes the City Manager, three Assistant City Managers, three Deputy City Managers, and two Executive Assistants. The Assistant City Managers support and direct the activities and operations of various City departments as assigned. They also lead and coordinate special projects and programs, participate in preparation and administration of the annual budget, and make sound policy and procedure recommendations.



THE IDEAL CANDIDATE

The City of Fresno seeks an accomplished professional who enjoys working in a dynamic, fast-paced team environment on challenging, contemporary issues. With a positive, can-do attitude, they will understand what it takes to be successful in a large, complex organization with many competing priorities. The ideal candidate will be an outstanding communicator with exceptional interpersonal skills and value diverse perspectives. This forward-thinking manager will have a process improvement mindset and demonstrated success in leading change.

The successful candidate will be a collaborative leader with a flexible and adaptive management approach and the ability to easily pivot between evolving priorities and projects. This credible professional will be personable and able to quickly establish rapport with a variety of stakeholders. They will exhibit high emotional intelligence valuing the City's unique history and culture, while understanding what it takes to lead change in a complex, political organization. This resilient manager will be politically astute, working to address challenging, divisive

issues and effectively engage diverse constituents to form a common vision and path forward.

The ideal candidate will have exceptional oral and written communication skills serving as a key member of the City's executive team coordinating correspondence, writing and reviewing reports, and critical communications. This credible leader will have the ability to effectively present complex information in an understandable manner for diverse audiences. The future Assistant City Manager will display an authentic style and enjoy working in a close-knit environment on cross-organizational projects and teams.

A background that includes a Bachelor's degree with a major in business or public administration or a closely related field and four years of progressively responsible administrative experience in projects, strategic planning, management and oversight of various activities and teams, coordination of varied activities including knowledge of budgeting will be considered qualifying for this position. A Master's degree is highly desirable.



COMPENSATION & BENEFITS

The City of Fresno offers an attractive and competitive salary and benefits package. The current annual salary range for Assistant City Manager is \$191,400 - \$263,172. The employee benefits package, as noted below, is subject to change and includes:

Auto Allowance: Employees in this classification are provided with an auto allowance of \$300 per month.

Annual Leave: Accrue 15.50 hours per month, with cash out provisions.

Holidays: Ten (10) City-observed holidays annually, plus birthdays and two (2) personal days per year.

Management Leave: 80 hours per fiscal year with an annual cash out provision

Supplemental Management Leave: 32 hours at the discretion of the City Manager.

Supplemental Sick Leave: 40 hours per fiscal year, 80 hours lifetime maximum accrual.

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best-funded public systems in California and the nation. The City does not participate in Social Security.

Deferred Compensation: 457 plan available, allows tax contributions up to IRS-determined limits.

Deferred Retirement Option Program (DROP): DROP is an optional, voluntary program that allows you to have your retirement benefits deposited in a special savings account within your Retirement System all while you continue to work for the City of Fresno. To participate you must be at least age 50 with 5 years of service. Benefits include: ownership of DROP account monies; compound interest earnings; and alternative distribution options.

Health Insurance: The City maintains a PPO plan through the City of Fresno Health and Welfare Trust. The City contributes toward the current monthly premium for medical, prescription, dental, and vision for employees and dependents.

Flexible Spending Account Program: The City maintains IRS Section 125 Plan that includes spending accounts for health care and dependent care.

Life Insurance: Equal to annual salary; premium paid by City.

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

Application & Selection Process

The closing date for this recruitment is midnight, **Sunday, August 20, 2023**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB & CO.

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TERI BLACK & COMPANY, LLC

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the recruiters and/or the client. Additional interviews will be scheduled as needed. A timely selection is anticipated shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.

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