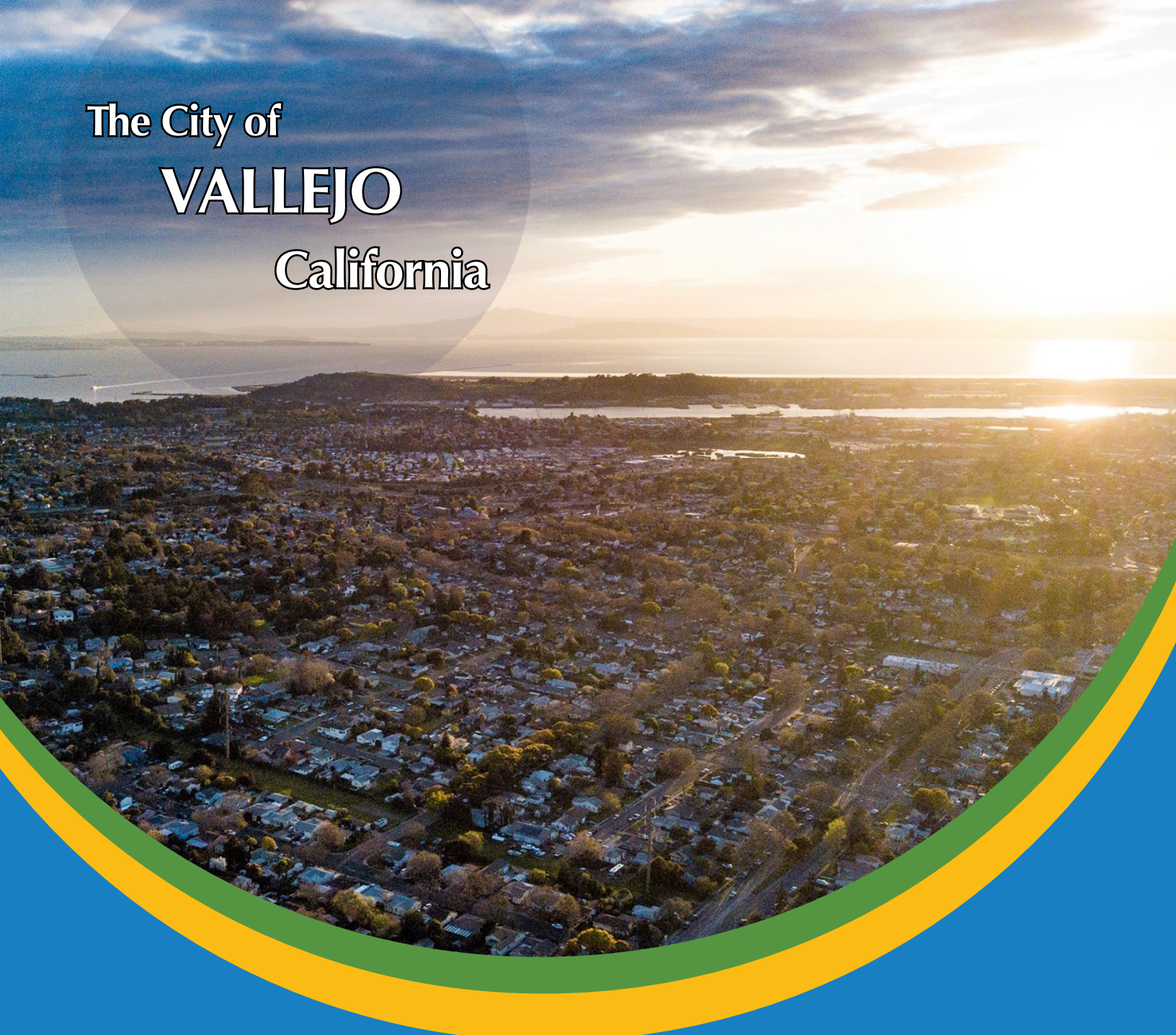


The City of  
**VALLEJO**  
California



Invites Applications for the Role of

# CITY MANAGER

Are You Up To The Challenge?



RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates

## THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.

With a mild year-round climate and easy access to various recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts are a reflection of the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland, and Sacramento International Airports.

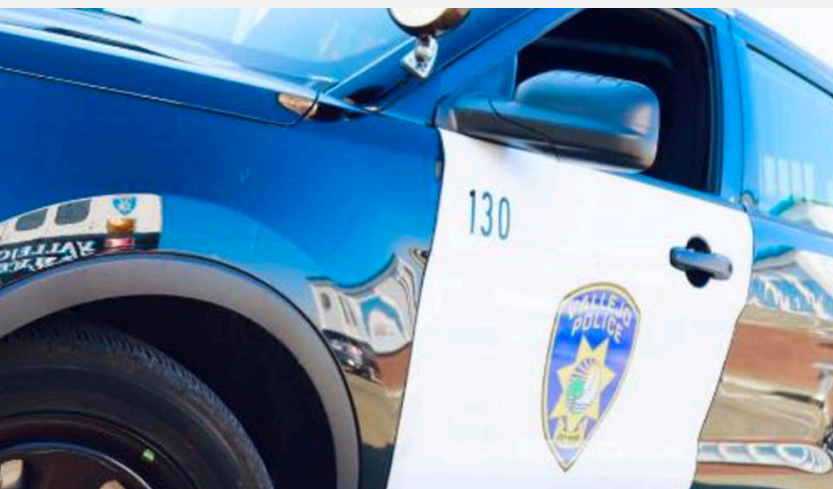
The Vallejo City Hall is set in a beautiful bay-front park with the ferry terminal service located nearby. The City has a formal downtown waterfront developmental plan, which will ultimately transform Vallejo's waterfront area into a transportation-oriented mixed-use area of shops, restaurants, offices, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.



## CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 23/24 total budget of 302.7 million and a General Fund of 132.8 million. The City has 671 FTEs authorized staff, however Vallejo is currently experiencing a staffing shortage. Staff members are employed in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. The City Council is composed of six Councilmembers who are elected by-district and a directly elected Mayor. Council Members serve for staggered terms of four years. The Mayor is directly elected and serves for a term of four years.

The City Council has developed five key goals intended to enhance the well being of the community and make progress in the quality of life for Vallejo's residents. By focusing on the key areas, public safety, housing and homelessness, economic development, youth, and broadband the City Council aims at creating a better Vallejo.





## DUTIES

Plans, organizes, and administers operations of the City; coordinates and evaluates the work of the City in accordance with applicable laws, codes, regulations and adopted policies and objectives of the City Council.

Oversees the preparation of the annual budget for the City; authorizes budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.

Advises the City Council on issues, programs, and financial status; prepares and recommends plans for City service provision, capital improvements, and funding; directs the development of proposals for action regarding City needs.

Oversees the administration, construction, use, and maintenance of all City facilities and equipment. Adopts all administrative policy.

Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.

Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.



Oversees the selection, training, professional development, and work performance of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff.

Ensures that the Council is kept informed of City functions and activities, as well as legal, social, and economic issues affecting City activities.

Monitors changes in laws, regulations, and technology that may affect City operations; implement policy and procedural changes as required.

Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

## IDEAL CANDIDATE

The ideal candidate will have extensive municipal experience from a comparable community with similar opportunities and challenges. Ideally, the right candidate will be an excellent generalist and have a proven track record of delivering results. The ideal candidate will place an emphasis on communication throughout the organization and community. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style. The successful candidate will be a diplomatic yet strong leader. They will be able to collaborate effectively with council and staff, will stand behind their decisions, and be transparent and thorough in their communications.

The candidate will demonstrate a strong understanding of municipal management in the State of California and an in-depth understanding of the City's financial situation and the path forward. The future City Manager will value all the City has to offer, recognize needs of improvement, and take decisive action to meet the goals of the City Council. A collaborative, experienced, and ethical leader will excel in this role. The ideal candidate will be highly engaged in celebrating the diversity of the community while working to develop relationships that further foster the feeling of community spirit and cooperation.





## EDUCATION AND TRAINING

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, finance, or a related field.

Ten (10) years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation, including six (6) years of management or supervisory experience preferred.

An equivalent to a Master's degree in Public or Business Administration is highly desired.

## COMPENSATION AND BENEFITS

The City of Vallejo offers a competitive compensation and benefits program. The salary for this position is up to \$303,000 pending City Council approval. DOQ. The current benefits include:

**Retirement:** The city participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 8%, and full benefits through Social Security for Classic Employees at 7.65% of salary. For employees covered under PEPR, the retirement formula is 2% at 62. City pays the employer share with an employee contribution of 7.75%.

**Social Security:** The City participates in Social Security and pays the employer share of the contribution.

**Health Benefits:** The City participates in the CalPERS Health Benefits Program. The City pays \$300 and the difference between \$300 and maximum of 75% of the Kaiser Region 1 rate is paid through a Section 125 cafeteria/Flexible Benefits Health and Welfare Plan. Employee pays the difference between the City contribution and full premium for the plan selected. City pays premium for Dental and Vision.

**Life Insurance:** 2x Annual Salary to \$250k after 31 days.

**Deferred Compensation Plans:** The City offers a voluntary 457 Plan, as well as a 401A Plan currently with a 1% match.

**Holidays:** 12 paid holidays annually accrued upon hire.

**Vacation:** 10 working days (0-3 service years); 15 working days (3-9 service years); 20 working days (9-15 service years); and 25 working days (15 plus service years). May carry up to three-year balance.

**Sick Leave:** Employees accrue at the rate of 12 hours for each full month of employment (eight hour day). Bereavement Leave: Up to three-days.

**Administrative Leave:** Employees receive 80 hours of pro-rated administrative leave per calendar year. This leave must be used within the payroll calendar year, or be forfeited. There is no cash value.



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**APPLICATION AND  
SELECTION PROCESS**

*First Review Date: 3/15/2024*

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to: [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Joe Gorton at **707-628-6846** should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.