

City Manager



City of
Los Banos
At the Crossroads of California





National Wildlife Refuge and the San Joaquin River National Wildlife Refuge. Fishers, hunters, birdwatchers, and other recreational users flock to Los Banos year-round.

Established in 1889, and incorporated in 1907, Los Banos has long served as the regional hub to residents and visitors of west Merced County. The City offers a full array of services and amenities and within its 10 square miles are 63 parks and recreation centers; it is adjacent to the San Luis Reservoir State Recreation Area. Additionally, the new City Manager will find the community has a variety of reasonably priced housing options, including those with acreage.

For more information about the City of Los Banos, please visit: www.losbanos.org.

THE COMMUNITY

Located in the geographical center of the state and surrounded by key connecting highways, Los Banos is “at the crossroads of California.” Situated on the west side of Merced County, it’s conveniently located about two hours’ drive from the cities of San Francisco, Oakland, and Sacramento, as well as Yosemite National Park. California’s Monterey Peninsula and the Pacific Ocean are accessible in one and a half hours, as well as the Valley’s major cities of Stockton and Fresno. The Silicon Valley is about an hour away. The population in Los Banos is approximately 47,000.

Los Banos sits on the southwestern edge of extensive national and state game refuges; wetlands that support waterfowl and other wildlife habitat along a stretch of the San Joaquin River that still carries water and the Grassland Ecological Area, home to rare California grasslands habitat. The San Luis National Wildlife Refuge Complex includes San Luis National Wildlife Refuge which is comprised of the Kesterson Unit, East Bear Creek, West Bear Creek, and the Blue Goose Unit. Nearby are the Merced



GOVERNANCE

Los Banos is a full-service city dedicated to partnering with the community to provide excellent services and amenities. With a Council-Manager form of government, it has an elected Mayor, four City Council Members, City Clerk, and City Treasurer. The Mayor serves a two-year term while Council Members serve four-year terms with half of the Council seats open for election every two years.

The City Manager oversees an organization with approximately 180 employees across several departments including Fire, Police, Public Works (including the Los Banos General Aviation Airport), Community & Economic Development, Building, Human Resources, and Finance. The General Fund Operating Budget is \$23.3M for FY 2022-2023, with a total budget of \$101.6M.

THE POSITION

The City Manager’s goal is to provide professional leadership in the management of the City and execution of City Council policies. This position plans, organizes, directs, and reviews the overall administrative activities and operations of the City to ensure its interests are met and effective municipal services are provided. The City Manager is responsible for advising and assisting the City Council, developing solid business relationships with business and community groups, governmental agencies, staff, and other key stakeholders. Solid financial acumen and employee management abilities are required.



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Essential Duties and required skills include but may not be limited to the following:

- Direct the community and economic development and implementation of City goals and objectives as well as policies and procedures.
- Coordinate City activities between departments and with outside agencies and organizations, including making recommendations for City Council consideration and adoption.
- Direct the development, presentation, and administration of the City budget; prepare and oversee the financial and staffing forecasts.
- Monitor revenues and expenditures and adjustments as necessary.
- Prepare and submit to the City Council annual reports of financial and administrative reports and activities; keep City Council advised of financial conditions, program progress and present the future needs of the City.
- Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies to ensure transparency; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises and contractors.
- Direct emergency services during emergency situations.
- Represent the City to outside groups and organizations; participate in outside community and professional groups and committees, and attend all Council meetings.
- Build and maintain positive working relationships with the City Council, staff, the business community, partnering agencies, and the community.
- Review and work with City Council to update the City's strategic plan as needed.

THE IDEAL CANDIDATE

The ideal candidate will be a strong manager and leader with high integrity; possessing an entrepreneurial spirit and is able to motivate and communicate effectively using solid interpersonal and collaborative skills. This position requires a focus on effective customer

service and smart growth; inspirational leadership to create positive working relationships with community leaders, business partners, City employees, and City Council. The successful candidate will demonstrate strong technical and business acumen; a change agent who understands 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 a diverse community and passionate City Council. The ideal candidate will have a solid track record leading and successfully managing municipal service initiatives in areas of community and economic development, financial and fiscal management, public works including transportation, water and wastewater, agency administration, and staff development.

Key Priorities and Attributes

- A focus and strength in community and economic development and strategies, as the City is looking to attract more industry and business to the community to generate revenue and jobs.
- Quickly understand the current municipal, financial, and budget opportunities and challenges in the City.
- Invest in developing solid training, growth, and employee development for all city staff.
- Assess and address current infrastructure needs and planning for the future.
- Ensure law enforcement and public safety is at the forefront of city services.
- Stay current on state and federal legislative legal requirements and changes. Be active in ensuring the City of Los Banos has a voice in key policy regulations and updates.
- Understand the tremendous opportunities that exist to bring professional leadership, structure, positive change, and improve the quality of life for the City of Los Banos and all its citizens.
- The successful candidate will possess solid political acumen while remaining apolitical, be self-confident and thick skinned, is an active listener and has a sense of humor.

QUALIFICATIONS

- ▶ Bachelor's degree from an accredited college or university in public administration, business administration, or related field.
- ▶ Master's degree from an accredited college or university in public administration, business administration, or related field is desired.
- ▶ Six (6) years of increasingly responsible management experience in a local public agency or related field involving responsibility for the planning, organization, implementation, and supervision of varied work programs.

SALARY AND BENEFITS

The salary range for this position is \$170,532 – \$218,280

The benefit package for this position includes

- ▶ **California Public Employees Retirement System (CalPERS)**
 - If new hire is a current CalPERS member hired prior to January 1, 2013: City covers the employer portion of 10.17% toward the 2% at 60 Plan. Employee contributes 7% of gross salary each pay period toward the employee portion. Employee contribution to CalPERS is tax deferred.
 - If new hire is not a CalPERS member: City covers the employer portion of 8.22% toward the 2% at 62 Plan. Employee contributes 7.25% of gross salary each pay period toward the employee portion. Employee contribution to CalPERS is tax deferred.
- ▶ **Health Savings Plan** – Employee must contribute \$75 per month toward a Health Savings Plan. Contributions begin after one year of employment. Employer will also contribute \$75 per month to the plan after one year of employment. Employee not eligible for City-paid health benefits at retirement. If currently covered by another group health plan, the employee may waive the City's health plan coverage and receive up to \$400 per month by providing proof of other health coverage.
- ▶ **Dental & Vision Plans**
- ▶ **Life Insurance** – The City covers the cost of \$50,000 coverage for employee only. Employee has the option to buy-up additional coverage at their own cost. Cost is dependent upon employee's age.
- ▶ **Sick Leave** – Accrued at 8 hours per month.
- ▶ **Vacation Leave** – Regular Employees with five (5) full years of service or less earn 6.67 hours Vacation Leave for each full calendar month of employment; five (5) to fifteen (15) full years of service earn 10.00 hours for each full calendar month of employment; over fifteen (15) full of years of service earn 13.36 hours for each calendar month of employment.

- ▶ **Holiday Pay** – The City pays regular employees assigned to a traditional M-F work week 11 paid holidays.
- ▶ **Administrative Leave** – Management employees receive ten (10) work days off, with full salary and benefits, during every fiscal year of employment. Every July 1st, 80 hours are accrued and may not be carried over. Newly hired employees will receive a pro-rated amount.
- ▶ **Education Incentive Pay** – \$150 per month for B.A./B.S. or \$200 per month for M.A./M.S. degree.
- ▶ **Bilingual Incentive Pay** – \$50 per month for Basic Verbal Skills or \$100 per month for Comprehensive Verbal Skills or \$150 per month for Written Presentation Skills
- ▶ **Tuition Reimbursement** – Tuition will be reimbursed in accordance with policy, upon successful completion of courses, up to \$3,000.00 per fiscal year per employee.
- ▶ **Deferred Compensation** – Optional participation in plan through Empower, Nationwide Insurance Solutions, or Mission Square Retirement.
- ▶ **Social Security** – The City participates in this program.

APPLICATION AND RECRUITMENT PROCESS

The final filing date for this position is November 11, 2022.

Interested candidates are encouraged to apply as soon as possible.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/city-manager-6/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For questions, contact



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



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