



CITY OF SOLEDAD, CALIFORNIA

City Manager



Koff & Associates
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THE COMMUNITY

Soledad is a city in Monterey County with a population of approximately 19,000. Nestled between the beautiful Santa Lucia Mountains to the west and the picturesque Gabilan Mountains to the east, Soledad's origins started with Mission Nuestra Señora de la Soledad which was founded in 1791. Development and growth continued its rich history until eventually incorporating as a city in 1921. Today, Soledad is a notable tourist destination, owing to its proximity to Pinnacles National Park, a California Mission, and the Santa Lucia Highlands wine country. Soledad is surrounded by the Salinas Valley's booming agricultural community, home to fields of lettuce, broccoli, and asparagus, as well as row upon row on some of the finest wine grapes in the state.

The City of Soledad continues to be a model of economic vitality and resilience through the implementation of infrastructure improvements to city parks, roads, schools, and water treatment systems. Renewable energy, water reclamation, and downtown revitalization are at the heart of our mission to provide a sustainable future for our residents, businesses, and visitors.

Since the early 2000's, the City of Soledad has played a major role in fostering and increasing much-needed units of affordable housing to support the diverse needs of Monterey County's growing workforce. Since 2015, the city has been working closely with developers to add single family and multi-family housing to areas approved for development before 2008. This housing development boom is increasing economic development opportunities for small businesses, franchise businesses, service providers, medical facilities, entertainment venues, and large retailers who seek to expand to an untapped market.

GOVERNANCE

The City of Soledad uses the council-manager form as its system of local government and is made up of five members including a mayor. This is the legislative and policy entity of the city and responsible to the residents of Soledad for all municipal programs and services. City Council members also serve as the Soledad

Successor Agency of the former Redevelopment Agency for the City. The City Council appoints members of the community to commissions, committees, and boards. It also provides policy direction on a broad spectrum of issues. The City Manager is appointed by the Council to implement policy and ensure the entire community is being served.

City government is comprised of the City Manager's Office (City Manager also serves as City Clerk), Community and Economic Development, Public Works, Parks and Recreation, Information Technology, Community Engagement, Finance, Human Resources, and the Police Department. Fire services are contracted through Cal Fire. The City's General Fund operating budget for FY 22/23 is \$12.5 million. Total City operating budget is \$48.8 million.

Mission Statement:

We are committed to serving our community and improving the quality of life while celebrating our heritage and diversity.

To learn more about the City of Soledad, go to: <https://www.cityofsoledad.com/>

To watch a video about the City of Soledad, go to: <https://youtu.be/wLVxl-z1zjU>

THE POSITION

The City Manager serves as the Chief Executive Officer for the City of Soledad and as Executive Director of the Soledad Successor Agency of the Former Redevelopment Agency. Appointed by the City Council, the City Manager is responsible for the overall administration of all City government departments and oversees the enforcement of all pertinent State/Federal laws and municipal ordinances. The City Manager is responsible for all city operations including Human Resources and the City Clerk functions. The City Manager serves as the City Clerk of the City. The City Manager oversees the preparation of the budget and is responsible for the administration of the budget once adopted by the City Council.





Performance Objectives

- Promote a culture of learning and communication that ensures the community is well informed while providing a high level of transparency, ethics, and confidence in local government.
- Prepare and submit the annual municipal budget and develop and implement the City's Strategic Work Plan.
- Enhance opportunities for private development by working collaboratively with Council and other departments to review planning and zoning regulations, assessing commercial, industrial, and housing opportunities as well as other selective investments.
- Continue to enhance team building and interdepartmental collaboration.
- Develop an understanding of the City's diversity and ways to meet the needs of each unique population and find commonalities to unify and build a stronger sense of community.
- Build a foundation of community involvement through access of information including policy direction and providing a voice and open communication to and from the general public.
- In collaboration with leadership and partnering agencies, continue to address affordable housing and homelessness issues.
- Build community relations, provide strategic planning, and support an elected governing City Council to address and complete policy initiatives and goals.

THE IDEAL CANDIDATE

The ideal candidate will be a motivated, confident, and inspiring leader who can work with the City Council, staff, and key stakeholders to achieve economic growth and improve the quality of life for the community. The successful candidate will have well-rounded skills in all facets of public sector governance

including economic development, housing, and policy implementation and oversight. The selected candidate leads by setting a positive example of being proactive and organized; provides clear and consistent direction and can assess talent, mentor, and develop a team-oriented working environment of high performance and accountability. Excellent communication and interpersonal skills are required to manage the City as it moves to improve its infrastructure, promote new and existing business ventures, and build and maintain effective and collaborative relationships with regional and statewide business partners. A passion for public service, desire to work with all key stakeholders, and a willingness and openness to understand the heritage and local dynamics of the community are opportunities for the selected candidate.

This challenging position requires a strong, visionary leader committed to quality improvement, customer service, and performance management. The qualified candidate will be able to navigate challenging political waters, while remaining focused on organizational goals, effective leadership, and working with a passionate and involved City Council. The ideal candidate will have demonstrated a solid track record of leading and managing municipal service initiatives in the areas of public safety, business and economic development, and public works to meet the needs of this growing city. Expertise in financial and budget management, agency administration, and the ability to maintain collaborative relationships with City Council, staff, and the community are necessary for the success of the next City Manager, as are excellent interpersonal abilities necessary to build and maintain solid relationships with elected officials, business partners, surrounding cities, governmental agencies, staff, and the community through open and respectful dialogue. It is important to engage and embrace the cultural diversity of the City.

Key Attributes and Characteristics

- A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity, and can creatively and strategically move the City in a new and positive direction.





- A professional who can lead the organization with a commitment to uphold the values of Soledad, including valuing positive employee working relations and respecting the richness of cultures and diversity.
- The ability and willingness to assist in resolving disputes by reaching a consensus with City Council.
- A friendly approachable leader who is visible and actively engaged in the community to ensure quality customer service, one that understands the needs of the community to ensure the concerns of all residents are heard and respected.
- Diplomatic, being known as a people person with an engaging style that is comfortable interacting with a wide spectrum of individuals and one who welcomes dialogue and discussion.

REQUIREMENTS

Any combination equivalent to:

- Bachelor's degree in Public Administration, Business Administration, or a relevant field.
- Ten (10) years increasingly responsible experience in the development and implementation of City government or related programs, projects and services including personnel, fiscal and public relation duties and six years in an administrative capacity.

- A Master's degree in Public Administration, Business Administration, or a related field is ideal.
- Bi-Lingual English Spanish helpful.

SALARY AND BENEFITS

The salary will be negotiable based on experience, qualifications, and city budget.

Below are the benefits offered to all City employees, which can be used as a starting point:

- **Vacation** - Ten (10) days per year.
- **Sick Leave** - Twelve (12) days per year.
- **Holidays** - Eleven (11) paid holidays, and one (1) floating holiday.
- **Insurance** - City provides comprehensive medical, dental, and vision benefits for the employee and their dependents. Employees participate in premium cost. In addition, City pays the full premium for Long Term Disability, Life and AD&D Insurance.
- **Retirement** - City participates in the CalPERS Retirement System. 2% at 60 for Classic Members and 2% at 62 for New CalPERS Members.
- **Social Security** - City participates in Social Security Program.

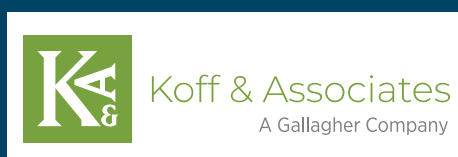


APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, March 3, 2023.

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/soledad-city-manager/>.

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



For additional information, please contact:

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Website: <https://koffassociates.com/>

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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.