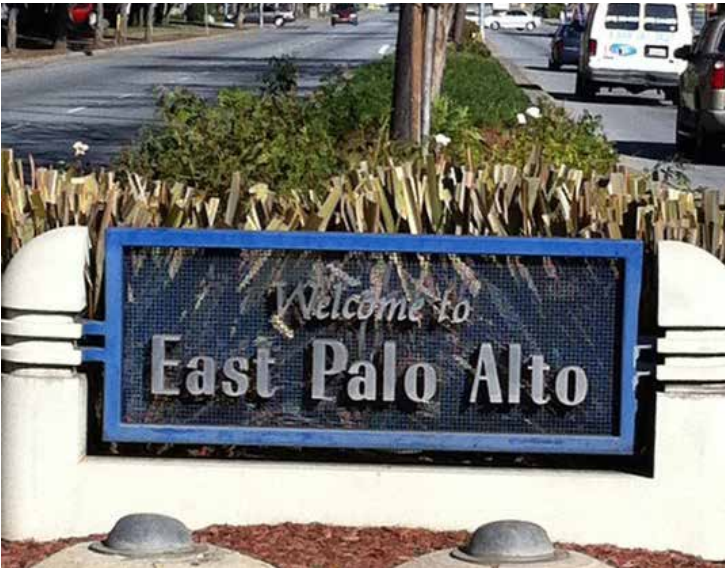


CITY OF EAST PALO ALTO

Assistant City Manager





■ THE COMMUNITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983, the residents decided to incorporate as East Palo Alto. The City features a rich heritage, a culturally diverse community, and a moderate climate. Centrally located with close proximity to the San Jose and San Francisco international airports, East Palo Alto brings a commitment to the environment and to expanding open space and park facilities. This is a friendly residential community with a small town, family-oriented atmosphere, with a progressive public school district and excellent private schools. Major nearby colleges include Stanford University, San Jose State University, San Francisco State University, and the University of San Francisco. The population is approximately 31,500 with an area of 2.5 square miles.



■ GOVERNANCE

The five-member City Council is the duly elected governing body of the City and are elected to serve four-year terms. To assist the Council and the citizens of the City in carrying out the duly established policies of the Council and to administer the needs of the City, the Council establishes the structure and procedures for governing and administering the City. The Council appoints the City Manager and City Attorney. The City Manager in turn appoints other City department heads, who are generally responsible for the proper function of their respective departments in carrying out the established policies of the Council and serving the needs of the citizens.

■ THE POSITION

The Assistant City Manager provides highly responsible and complex management experience to the City Manager and City Council in coordinating and directing citywide departmental activities and operations. This position will serve as Chief Operating Officer and will assist the City Manager in executing the long-term vision for the City in collaboration with the City Council and department heads; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters collaborative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups.

This is an executive management classification that oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, policy development and administration, and enforcing all City codes and regulations. The incumbent regularly interacts with the City Manager, City Council, and departmental management in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities may include overseeing the functions of the City Manager's Office including human resources, community services, analytics and innovation, legislative affairs, and economic development, as well as coordinating activities among all City departments and managing and overseeing complex and varied cross departmental programs, projects, and activities. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within general policy guidelines.



Key Functions and Responsibilities

- Assist the City Manager in planning, organizing, and directing the services and activities of City departments and programs.
- Ensure transparency, accountability, and that goals, objectives, and required policies and procedures are implemented and followed.
- Manage and participate in the development and administration of assigned departments' budgets; direct the forecast of additional funds needed for staffing and resources, and implement budgetary adjustments as necessary.
- Provide guidance, mentoring, coaching, and performance evaluations to assigned staff.
- Contribute to the overall quality of the City's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and work with staff to implement change or improvements as needed.
- Assist in the coordination, development and administration of city budgets and the Capital Improvement Program.
- Oversee the economic development services, and activities, including economic and real estate development, and affordable housing.
- Represent the City on various intergovernmental committees, task forces, and commissions pertaining to city management and assigned program matters.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City services and management, prepare and make presentations to the City Council and a wide variety of committees, boards, and commissions as required.
- Respond to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serve as Acting City Manager in that individual's absence.
- Perform other related duties as required.

THE IDEAL CANDIDATE

Join us in shaping the future of East Palo Alto as our Assistant City Manager. We are seeking a candidate whose integrity, empathy, and experience make them an ideal fit to help lead the city. With a proven history of successful leadership in managing public organizations that serve diverse communities, our Assistant City Manager will play a crucial role as the Chief Operating Officer, orchestrating efforts across city departments, agencies, and the public.

As a key figure in our city's administration, the Assistant City Manager will lead the City Manager's Office and step into the role of acting city manager when needed. We are looking for a compassionate leader with exceptional communication skills, capable of navigating complex challenges and fostering collaboration to find effective solutions. Our ideal candidate will bring expertise in areas such as human resources, community services, economic development, analytics, innovation, information technology, and strategic planning. They will also excel in providing guidance and mentorship to our dedicated staff, supporting their professional growth.

Experience in project management, public finance, budgeting, capital projects, planning, and public engagement strategies will further enhance the candidate's suitability for this position. Join us in this exciting journey to build a vibrant, inclusive and just future for East Palo Alto.

Key Attributes and Characteristics

- A strong leader who shares the vision of the Council and community, and who can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity; someone who can think outside the box and can creatively move the City in a new direction or next step, while acknowledging the challenges of the City and addressing those in a strategic manner.
- A professional who can lead the organization with a commitment to uphold the values of East Palo Alto, including valuing positive employee working relations and respecting the richness of cultures and diversity.
- A forward thinker with the willingness to make difficult decisions based on what is right and for what is best for the organization.
- A friendly, approachable leader who is actively engaged in the community to ensure quality customer service, one that understands the needs of the community to ensure their concerns are heard and respected.
- A diplomatic professional, someone known as a people person with an engaging style, who is comfortable interacting with a wide spectrum of individuals and cultures and who welcomes dialogue and discussion.
- An inclusive and communicative leader with the highest integrity, character, and ethics.
- A manager who values and openly demonstrates an appreciation for and connection with staff and has the ability to assist in morale building; invests in their employees, and maintains and builds trust by providing a work culture of respect and active listening.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, public policy, finance, or a related field.
- A master's degree in public administration is desirable.
- Five (5) years of progressively responsible management experience within local government.

SALARY AND BENEFITS

The salary range for the Assistant City Manager is \$193,990.88 - \$235,797.12

The City of East Palo Alto provides an attractive comprehensive benefits package that includes the following:

Health Benefits: For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. If enrolled into a Kaiser Medical HSA Plan, the City will contribute \$2,000 annually into a health savings account prorated to month of hire.

Dental insurance: is through Delta Dental. The city pays full cost for employees only.

Vision: Supplemental Insurance with VSP (employee paid)

Long Term Disability: City paid.

Life Insurance: The City pays for coverage of Basic Term Life: \$150,000

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution CalPERS New Members—2% @ 62 formula Employee pays 6.75% employee contribution. * Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Vacation: Accrual ranges from 80 – 200 hours per year based on years of continuous service with the City

Holidays: 13 Paid Holidays per year

Management Leave: up to seventy-six (76) hours of Management Leave annually prorated to date of hire.

Car Allowance: \$200/month

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

The City of East Palo Alto offers an **Employee Assistance Program** for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Flexible Spending Plan: Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, April 29, 2024.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/epa-assistant-city-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas
(510) 495-0448

Frank_rojas@ajg.com

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.