



CITY OF TULARE, CALIFORNIA

Assistant City Manager



THE COMMUNITY

The City of Tulare is an exceptional, family-oriented community with a population of 73,908 situated in the Central San Joaquin Valley along Highway 99, just 47 miles south of Fresno and 64 miles north of Bakersfield. Our mid-state location benefits businesses needing same-day access to key California markets as well as residents seeking recreational opportunities in the beautiful Sierra Nevada Mountains to the east and the spectacular California coastline to the west.

Founded in 1874 by the railroad, Tulare overcame numerous disasters in the 1880's. Following three major fires and the departure of the railroad, the community's saving element was bringing water and farming to the area. Situated in the heart of some of the most productive farmland in the world, Tulare is very attractive to food processors and distributors (such as Haagen-Dazs, Land O'Lakes, Saputo, and Lactalis -Kraft) because of our central location and abundant supply of locally grown products. Tulare County is the number one milk-processing county, and now the second largest agricultural producing county in the world, second only to neighboring Fresno County.

With its strong agricultural vitality, Tulare seeks to diversify its industrial and retail base through our focus on economic development. The City not only welcomes new industries and businesses, but it has become a regional attraction. Tulare has a historical downtown, first class historical museum, and an expanding outlet center providing up to 2.6 million square feet of retail space. In addition, Tulare is home of the International Agri-Center, sponsor of the largest farm equipment show in the world – the World Ag Expo.

Tulare is well known for its volunteerism and community spirit. The City has an excellent rapport with its citizenry and is currently undergoing positive growth. Tulare also has an attractive housing market with exceptionally priced quality homes. Tulare is a city challenging itself to provide new opportunities for all who call it home. The community is growing yet it retains the caring atmosphere of a small town. The city honors and celebrates its culturally diverse heritage while providing democratic and cost-effective services to all its citizens. The City Council works closely with the City Manager and with members of the public to ensure that the "voice of the citizen" is heard.

CITY GOVERNANCE

Tulare is a full-service Charter City with approximately 400 full-time and more than 200 seasonal employees in the departments of Administration, Finance, Human Resources, Community Services, Community & Economic Development, Public Works, General Services, Police, and Fire. Healthy revenue sources include a sound property tax base, a utility user's tax, and an 8.25% local sales tax. The City is governed by a five-member City Council elected by district. Adopted goals by the City Council include priorities in the areas of Public Health and Safety, Stewardship of Revenue and Assets, Quality of Life, and Community Governance and Communication. The City owns and operates its own water, sewer/pollution control, and solid waste municipal utility enterprises.

The City has a total budget of approximately \$144.9mil with a general fund of \$62.6mil. Like many local government agencies, the city has recruited and appointed its leadership team with the goal of continuously improving towards the goal of "excellence" in local government.

The City of Tulare is dedicated to supporting its residents and preserving the condition, livability, and affordability of its housing stock.

A New Renaissance of community and economic development programs is underway that will transform the city. Priorities and key projects include:

- The downtown Zumwalt Park Renovation to include an amphitheater for concerts
- A new Business Accelerator in partnership with the Tulare Chamber of Commerce
- Traditional and Permanent Supportive Housing revitalization programs
- A new Emergency Homeless Shelter equipped to house up to 400 unhoused individuals
- A one-acre K9 Bane Community Dog Park
- New State of the Art Interchange including the widening of Highway 99 to six lanes
- ERP Implementation

MISSION STATEMENT: To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper.

Candidates are encouraged to visit the City's website at <http://www.tulare.ca.gov> for a broader understanding of the City's organization and our community.

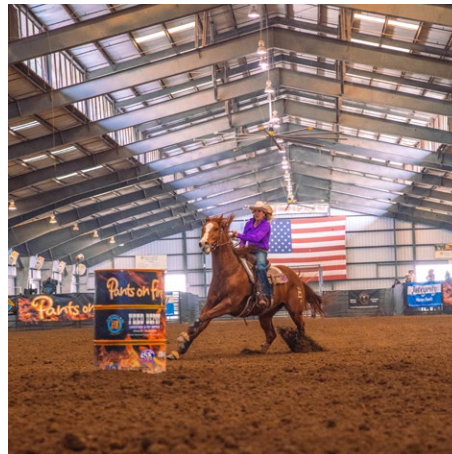
The Tulare 2023 Annual Report can be found here: <https://www.tulare.ca.gov/home/showpublisheddocument/22390/638659871538270000>

THE POSITION

The Assistant City Manager oversees, directs, and participates in, and strives to continuously improve all activities of the City of Tulare including short- and long-range planning and development of City-wide policy, as well as providing assistance to the City Manager in a variety of administrative, planning, analytical, and liaison capacities. As a member of the executive team, this position 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 and processes in a variety of areas. Responsibilities include overseeing and coordinating the complex and varied functions and activities of departments that may include community development, human resources, police and fire. The incumbent is accountable for accomplishing departmental planning and operational objectives and for furthering City goals within general policy guidelines.

Duties include, but may not be limited to the following:

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors administrative and support systems; identifies opportunities for improvement; directs the implementation of changes.
- Provides highly responsible administrative staff assistance to the City Manager and City Council; conducts specific and comprehensive analysis on a wide range of municipal policies, procedures, and issues including organizational, administrative, management, funding, policy or procedural issues; researches, analyzes, presents and implements recommendations; evaluates recommended changes on organization, policy and procedures.
- Meets and confers with individual and groups of citizens; represents the City in speaking engagements before local civic groups, local and state agencies, professional organizations and the media; explains and interprets City programs, policies and activities; review and responds to requests for service and complaints; negotiates and resolves sensitive, significant and controversial issues.
- Participates in the development and administration of the City's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approve expenditures.
- Contributes to the overall quality of the City's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities from improvement; directs the implementation of change.
- Plans, organizes, administers, reviews, and evaluates the work of professional, technical, and office support staff, directly or through subordinate levels of supervision.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Explains and interprets City programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Plans, directs, and coordinates work plans; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Prepares and verifies information for press releases; prepares administrative and employee information bulletins.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services; oversees information technology, communications service and maintenance, and marketing contracts.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to City programs, policies, and procedures as appropriate.



- Appears before the City Council and Board of Public Utilities, public agencies, civic groups, other boards and commissions in the presentation and discussion of City-related issues; attends and participates in professional group meetings; stays abreast of new trends and innovations relating to municipal government.
- Represents the City and City Manager to elected officials, and outside agencies; coordinates department activities with those of other departments and outside agencies and organizations; explains and interprets City programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.
- Prepares, reviews, and completes various reports, including special management reports requested by the City Manager, City Council, and other sources.
- Receives, investigates, and responds to the most complex citizen complaints, inquiries, and requests for services.
- Initiates, directs, and monitors process improvement projects and maintains project oversight of capital projects occurring within assigned areas of responsibility.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

■ THE IDEAL CANDIDATE

Current excitement within the organization and optimism as the city's renaissance unfolds, this is a great time to join us in shaping the future of Tulare 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 in orchestrating efforts across city departments, agencies, and the public.

As a key figure in our city's administration, the Assistant City Manager will demonstrate calm and steady leadership in 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 finance, 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 strategic planning, public finance, budgeting, capital projects, planning, labor relations and public engagement strategies will further enhance the candidate's suitability for this position. Join us in this exciting journey in continuing to build a vibrant, inclusive, and prosperous future for Tulare. This is an ideal opportunity for individuals that possess a passion for public service, and who recognize the opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

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 Tulare, including valuing positive employee relations and continuing to build on its collegial and supportive team-oriented working environment.
- A forward thinker with the willingness to make difficult decisions based on what is right and what is best for the organization.



- A friendly, approachable leader who is actively engaged, focused on quality customer service and understands the needs of the community to ensure concerns are heard and respected.
- A diplomatic professional, someone known as a people person with an open communication 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor Degree with major coursework in public administration, business administration, finance administration, economics, or a related field. A Master's Degree is desired.
- Five (5) years of responsible administrative or municipal experience.
- Three (3) years of management experience.

■ COMPENSATION AND BENEFITS

The annual salary for this position is \$159,121.20 - \$193,412.76 (Negotiable).

The City of Tulare offers a competitive benefits package that includes:

- **Retirement:** In accordance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City of Tulare will offer the following retirement benefit (2.0% @ 62) to new PERS members beginning January 1, 2013 with three (3) year's final compensation. Existing miscellaneous PERS members, with no break in service, will receive 2.5% @ 55 formula with single highest year.
- **Insurance Benefits:** Health Insurance - City pays a portion of the employee and dependent coverage costs of group medical, dental and vision insurance. An opt-out plan is also available
- **Life Insurance** – based on annual salary. Short and Long-Term Disability Insurance.

Leave/Holidays:

- **Management Leave:** Eighty-eight (88) Hours per year (prorated based on date of hire).
- **Sick Leave:** Twelve (12) days per year (earned on a pay period by pay period basis)
- **Vacation Leave:** Ten (10) days per year. Additional days based on service years. (Buy-back option available)
- **Holidays:** Twelve (12) holidays observed annually.

Additional Leave: Employees receive one (1) day for birthday credit and two (2) floating holidays.

Other Allowances: Auto Allowance: \$400 per month; Cell Phone/ Data Plan Reimbursement: \$100 per month.

Optional Benefits: Additional Life Insurance, Voluntary Deferred Compensation Program (457 Plans), Flexible Benefit Program (IRS Section 125 Plan).

■ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, January 3, 2025.

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/tulare-asst-city-manager/>

Resumes should reflect years and months of positions held.

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 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.

