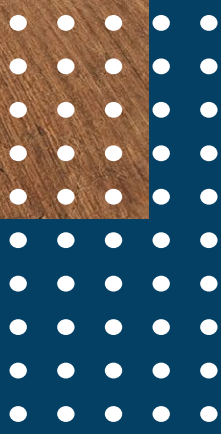


# City Manager



# CITY OF COALINGA

## THE COMMUNITY

Nestled in the Pleasant Valley at the eastern edge of California's Coastal Mountain Range, surrounded by hills and ranches, Coalinga is 10 miles west of I-5 and 60 miles southwest of the City of Fresno, California's fifth largest city. Coalinga is a full-service city that provides a wide range of services to approximately 18,000 citizens. Coalinga has an excellent school system, regional medical center, parks and recreation district, a 2-year community college, and enjoys affordable housing and a low level of crime through law-abiding citizenry. The City celebrated its 100th birthday in 2006.

Coalinga also has quality schools, a library, a museum, a municipal airport, and many recreational facilities. Key community events include the Annual Horned Toad Derby, Annual 4th of July Fireworks Display, and Wham-O-Bass Hot Air Balloon Festival. Coalinga also serves as the regional retail center of western Fresno County with a Rite-Aid, Walgreens, and two major grocery stores.

Coalinga is the home of West Hills College. West Hills College (with satellite campuses at Firebaugh and Lemoore) continues to experience significant growth, providing college-level coursework in a variety of disciplines. Enrollment at West Hills College has increased from 2,715 students in the fall of 1994, to 3,886 students in the fall of 1999. West Hills College is also working with Fresno State University to develop cooperative programs which would allow West Hills students to take courses offered by Fresno State. West Hills fields teams in all major sports, and an intercollegiate rodeo team which competes nationally.

## GOVERNANCE

The City of Coalinga is a City Council-City Manager form of government. Elected to four-year terms, the City Council serves as the legislative and policy making body of the City, formulating city policy, approving new programs and services, and appropriating funds for the operations of city government. As elected representatives of the citizens, the City Council is responsible to all the people, and as such, devotes its energies to making decisions which are in the best interest of public welfare.



## THE POSITION

The City Manager is the Chief Executive Officer of the City and serves at the pleasure of the City Council. The City Manager is responsible for planning, directing, and managing all activities and operations of the City, ensuring that all public services are delivered in an efficient and effective manner. This position is responsible for coordinating City activities with other agencies and organizations; facilitating the development and implementation of City goals and objectives; implementing policy decisions made by the City Council; and providing highly complex administrative support to the City Council.

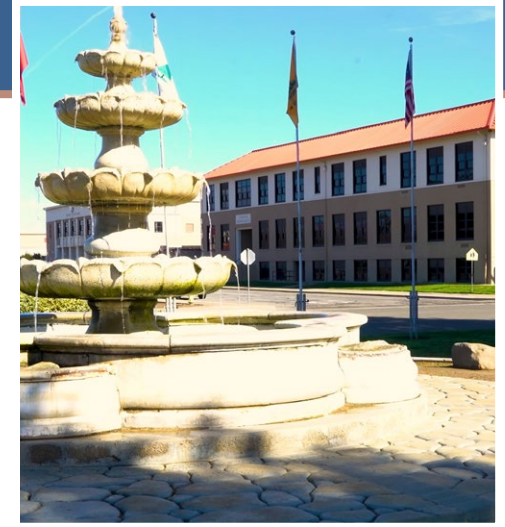
The Office of the City Manager is responsible for a wide range of activities, including managing and directing budget and operations, facilities and asset management, public safety, economic development initiatives, legislative analysis, intergovernmental relations, grant administration, employee relations and strategic planning.

The new City Manager will work closely with the City Council and a stable, professional staff to promote a culture of learning and communication that ensures Councilmembers, City employees, and residents are well informed while providing a high level of transparency and confidence in local government.

### **Key responsibilities of the City Manager include, but are not limited to the following:**

- Create a culture of effective communication throughout all levels of the organization as well as with the community.
- Lead efforts to create a strategic plan for the City to guide its initiatives, resources, and projects for the coming years.
- Provide options on a variety of complex topics and programs so that the City Council may consider alternatives guided by expert advice, staff recommendations, and fiscal impacts.
- Drive efficiency and effectiveness across all City programs and activities for budget and financial stability.
- Ensure the overall fiscal health of the organization through resource management, revenue enhancement, and succession planning.





## THE IDEAL CANDIDATE

The ideal candidate will be a motivated and collaborative leader with high integrity, possessing excellent administrative, managerial, communication and interpersonal skills; with a focus on effective customer service, community, and smart growth, who can naturally create positive working relationships with community leaders and business partners, city employees, and city council. The successful candidate will demonstrate strong technical and business acumen, understanding 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 and involved community. The ideal candidate will have a solid track record leading and successfully managing municipal service initiatives in areas of urban planning, financial and fiscal management, community development, agency administration, and staff development.

The next City Manager will be required to manage the City as it moves to improve its infrastructure, promote new and better business ventures, and build and maintain effective and collaborative relationships with regional and national business partners. A passion for public service and desire to work with and build a high performing staff focused on customer service are required, as is a willingness and openness to understand the heritage and local dynamics of the community.

## KEY ATTRIBUTES AND COMPETENCIES

**The ideal candidate will possess the following strengths and attributes:**

- A solid understanding of municipal government, and ability to lead staff in successful project completion while following through on the direction of the City's policy makers.
- The ability to deliver information and comprehensive research to City Council in a clear, balanced, and unbiased manner.
- A strong, seasoned leader with the highest integrity, character, and ethics.

- A leader that will inspire public confidence while bringing ideas, options and solutions, while remaining apolitical.
- Good judgement and follow through, with the ability to build and maintain trust.
- Approachable and friendly; being visible in the community.
- An enthusiastic, inspiring, and engaged communicator.
- A dynamic leader who shares the vision of the Council and community, and can advocate, articulate, and implement that vision.
- A "bridge-builder" able to create and grow positive business relationships.
- A competent manager of both issues and staff; someone who can mentor and develop staff; build morale and attract and retain top talent.
- An active listener.

## QUALIFICATIONS

The City Manager shall be appointed by the City Council on the basis of administrative and executive qualifications, ability and technical training. The specifications listed below outline the desirable qualifications and do not necessarily convey the qualifications of incumbents within the position.

- Bachelor's degree from an accredited college with major course work in public administration, business administration, or a related field.
- Master's degree is highly desirable.
- Eight (8) years of administrative government experience requiring knowledge of public services, budgeting, personnel, purchasing, and related central services.
- Five (5) years of public sector leadership experience in a municipality and similar community.

# SALARY AND BENEFITS

**The salary range for this position is \$186,337.10 - \$205,436.64 DOE.**

The City offers a broad base of benefits developed for the future health and security of employees and their eligible dependents that includes:

- [American Family Life Assurance Company \(AFLAC\)](#)
- [Blue Shield of California](#)
- [CalPERS Retirement System](#)
- [Horizon Employee Assistance Program \(EAP\)](#)
- [Premier Access for Dental Coverage \(PPO\)](#)
- [Standard Insurance](#)
- [Vision through Vision Service Plan \(VSP\)](#)

The City's medical plan is a Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO). This offers employees and their eligible dependents the freedom to choose a plan that best suits their needs.

## Health Insurance

The City provides medical, dental, vision and prescription drug insurance coverage and pays 100% of the premium for you and 65% for your eligible dependents. Your cost depends on dependent(s) status and all premium payments are paid on a pre-tax basis.

## Life Insurance

The City provides a fully paid \$50,000 life insurance policy. For a minimal cost, you may purchase additional life insurance for yourself and your dependent(s). You are also covered by accidental death and dismemberment (AD&D) insurance.

## Income Protection Insurance

The City, through Standard, has contracted income protection insurance for non-work-related disabilities. This disability plan provides financial protection for you by paying a portion of your income if you are disabled. The amount received is based on the amount earned before the disability began.

## Workers' Compensation Insurance

This benefit will be available to cover reasonably related medical expenses and a portion of your wages if you are out of work because of a work-related injury or illness. You also have the option to use any available sick or vacation leave in combination with workers' compensation benefits to ensure a full paycheck. Workers' Compensation benefits are provided at no cost to you.

## State Disability Insurance (SDI)

This benefit is offered to protect employees against loss of wages. Under SDI, if you are unable to work due to a non-work-related injury or illness, you may be eligible to receive benefits which cover a portion of your wages during your disability, after a seven-day waiting period. The number of weeks of benefits available will depend on your eligibility under the State's Temporary Disability Benefits Plan. You also have the option to use any available sick or vacation leave in combination with these benefits. One safety union has chosen to waive their eligibility for SDI.

## Flexible Spending Account

Because of the financial burdens that un-reimbursed medical expenses and dependent care costs can impose, the City has contracted for flexible spending accounts with American Family Life Assurance Company (A). Under AFLAC, you can set aside tax-free dollars through payroll deduction to pay qualified out-of-pocket medical and/or dependent care expenses. Aflac also offers other policies for Cancer/Specified Diseases, Accidents, Dental, Life, Hospital Confinements, etc.

## Employee Assistance Program (EAP)

The City understands employees need to balance their work/life and that sometimes a wide range of personal or family issues can affect an employee's health, wellbeing, and job performance. In the best interest of you and your family, EAP would provide confidential, voluntary, and professional assessment, short-term counseling and/or referral services.

## Retirement

By including retirement benefits with the overall benefit package, the City is able to assist an employee in transitioning to retirement and prepare for important, yet often overlooked financial needs.

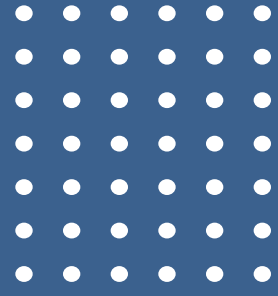
- The City is currently contracted with CalPERS where both the Employee and Employer make contributions to the plan.
- You also have the option of participating in the 457 Deferred Compensation Plan with a City match of 3 to 6%.

## Leave Benefits

- **Holidays:** The City offers 11 paid holidays per year, plus an additional eight (8) hour floating holiday that you may use any time throughout the year.
- **Vacation:** Annual accrual of 80 to 200 hours (increases with longevity); annual cash-out is negotiable.
- **Sick Leave:** Accrual at the rate of 12 days or 96 hours per year; annual conversion is negotiable.
- **Management Leave:** 40 or more hours of administrative leave per fiscal year provided to exempt management employees who are not entitled to overtime pay or compensatory time.

## Other Leave (may include)

- Bereavement Leave
- Domestic Violence/Sexual Assault Leave
- Donated Leave
- Family Medical Leave (FMLA/CFRA)
- Military Leave
- Paid Family Leave (PFL)
- Pregnancy Disability Leave (PDL)
- School Activities Leave
- Unpaid Leave of Absence
- Victims of Crime Leave
- Voting Leave
- Witness and Jury Duty Leave



## APPLICATION AND RECRUITMENT SCHEDULE

**The final filing date is June 2, 2025**

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/coalinga-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:



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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.



# CITY OF COALINGA