



Employment Opportunity City Manager

**Salary – negotiable DOQ (current maximum is \$234,996 annually)
Open Until Filled**

The City of Foster City has a full-time employment opportunity with excellent benefits for a City Manager. Under policy direction, plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required. The City Manager also serves as the District Manager for the Estero Municipal Improvement District (EMID).

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Council/EMID Board. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision to the entire City staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The City/District Manager serves as the Chief Executive Officer of the City, accountable to the City Council/Board and responsible for enforcement of all City/EMID codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City/EMID operations.

Important and Essential Duties:

Duties include highly responsible chief executive functions in the administration and operation of municipal services. Either directly or through subordinates, responsibilities include, but are not limited to, the following areas:

- Overall City/District Administration including – prescribe rules necessary and expedient for the general conduct of offices and departments and conduct studies and reorganize offices, positions, or units under his/her jurisdiction, as may be indicated in the interest of efficient, effective, and economical conduct of the City/District's business; investigate all complaints in relation to matters concerning the administration of City government and the service maintained by public utilities; and attend all meetings of the Council/Board approval.
- Personnel Administration including – appoint, discharge, promote, and demote any and all officers and employees of the City/District and prescribe duties and fix compensation subject to all applicable personnel ordinances, rules, and regulations or Council/Board motion.

- Law Enforcement including - enforce all laws and ordinances of the City/District and see that all franchises, contracts, permits, and privileges granted by the Council/Board are faithfully observed.
- Finance including – keep the Council/Board advised of the financial condition and future needs of the City/District; prepare the annual budget, submit to the Council/Board, and implement after approval; and control expenditures and purchasing.
- Public Works and Community Development including – have charge and control of the acquisition, construction, improving, maintaining and operating of all works, utilities, and improvements of the City/District; and represent the City/District in negotiations for the sale or acquisition of lands, easements, or other property necessary or useful in carrying out the purposes and functions of the City/District.
- Property Supervision including – exercise general supervision over all public buildings, public parks, and all other public property; perform other related duties as delegated by the Council/Board.

Qualified Candidates will possess the following:

EDUCATION AND EXPERIENCE:

Education: Graduation from a recognized college or university with a B.S./B.A. degree in Business Administration or Public Administration, M.B.A./M.P.A. preferred. Graduate education may be substituted for experience on a year for year basis.

Experience: Eight years of increasingly responsible experience in public administration, which includes at least three years as a City Manager, Assistant City Manager, or Deputy thereof; or five years experience in a responsible executive management position in government.

LICENSES OR CERTIFICATIONS:

Possession of a valid Class C California Driver's License.

SALARY AND BENEFITS:

Salary is commensurate with experience. This position enjoys a generous benefit package including:

- Participation in the California Public Employees Retirement System in the 2.0% @ 62 retirement plan; some individuals may be eligible to participate in a different CalPERS retirement benefit (2.7% @ 55, three year highest compensation) dependent upon prior CalPERS service
- Health, dental and vision
- City paid LTD and life insurance
- A voluntary 457(b) program
- A 401(a) program with City contribution of 4% and employee contribution of 1%
- Vacation leave of 15 to 23 days, based on years of service
- Administrative leave of 56 hours annually, can be converted to pay
- 9/80 flexible work schedule
- 12 paid holidays per year

HOW TO APPLY: *Please send your resume and cover letter to:* hr@fostercity.org **OR** msaguisag-sid@fostercity.org

OR Mail cover letter, and resume to:

City of Foster City
 610 Foster City Blvd.
 Foster City, CA 94404
 Attn: Human Resources-City Manager Recruitment

Please contact Human Resources with any questions at 650-286-3207

SELECTION:

A limited number of the most qualified candidates will be invited to continue in the selection process.

NOTE TO APPLICANTS:

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Foster City is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (650) 286-3207 so your request may be reviewed prior to the occurrence of testing.