

The City of  
**VALLEJO**  
California



Invites Applications for the Role of

**ASSISTANT CITY  
MANAGER**



RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates





## THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.

With a mild year-round climate and easy access to various recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts are a reflection of the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland, and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful bay-front park with the ferry terminal service located nearby. The City is updating its downtown and waterfront developmental plans, which will ultimately transform Vallejo's waterfront area into a transportation-oriented mixed-use area of shops, restaurants, offices, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, urban waterfront paradise and foothill vistas.

## CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year \$285 million with a general fund of approximately \$138 million and 682 FTES.

The City Council is composed of six Council Members who are elected by district and a directly elected Mayor. Council Members and Mayor serve for staggered terms of four years. The City Council has identified five key priorities for the City: public safety, economic development, housing and homelessness, youth development, and organizational efficiency.

The City is organized into the following departments: Police, Fire, Public Works, Water, Planning and Development Services, Economic Development, Housing, Finance, Human Resources, Information Technology, City Manager, and City Attorney. The City Manager's office encompasses divisions for communications and engagement, city clerk, risk management, homelessness programs, participatory budgeting, intergovernmental affairs, grant management, community events, and youth programs. Staff in the City Manager office, the department heads, and other City employees are collaborative, innovative, and dedicated, making it an exciting and engaging workplace.







## IDEAL CANDIDATE

The ideal candidate will be an experienced manager and team leader with a strategic, innovative mindset and a creative approach to problem solving. This individual will work collaboratively with the City Council, the department heads, and the community to achieve the City's long-term goals and ensure the effective delivery of programs and services.

The successful candidate will be politically astute, but not political and capable of navigating complex issues with integrity and diplomacy. They will be a trusted advisor, providing valuable insights to operating departments while prioritizing initiatives and identifying innovative solutions to challenges facing the City. With a commitment to transparency and open communication, the Assistant City Manager will build strong relationships with the City Manager, staff, elected officials, and the community to foster an environment of trust, collaboration, and shared success. This is an excellent opportunity for someone that wants to work with multiple City departments to modernize and improve customer service while also working on organizational development and culture and community engagement. Vallejo is one of the most diverse cities in the country and is very dynamic, with some significant opportunities and challenges, making it an interesting and rewarding community in which to work. Success in the role of Assistant City Manager in Vallejo will likely prepare one for future work as a City Manager in a complex community and organization.



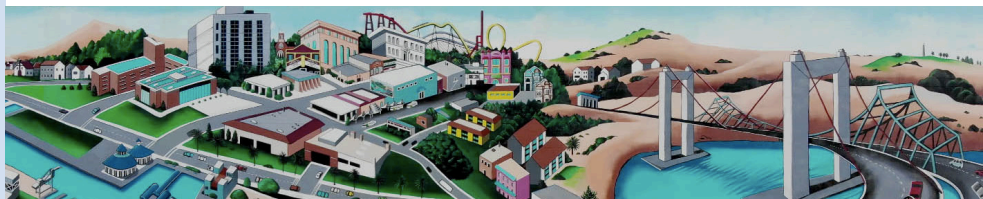
## DUTIES

The City has two Assistant City Manager positions. The City Manager and two Assistant City Managers each oversee a portfolio of City departments and divisions. With the recent arrival of a new City Manager and the hiring of a new Assistant City Manager, the City will revisit and possibly reorganize those portfolios, including in consideration of the experience and interests of the new Assistant City Manager being recruited.

In general, it is the duty of the Assistant City Managers to help plan and oversee the operations of assigned departments; to facilitate coordination among City departments and with outside agencies; to supervise and develop subordinate staff; and to provide support to the City Manager.

The City organization is experiencing growth and change as a result of the arrival of a new City Manager and the needs of the City's customers and stakeholders. The Assistant City Managers will work with the City Manager on overarching initiatives, including organizational development; employee appreciation, engagement, and development; community engagement; and customer service. This is an exciting time of transformation and opportunity for the City and the leadership team.

Additional important responsibilities of the Assistant City Managers include the following: Assist in developing, planning and implementing goals and objectives for the City; Recommend policies and procedures; Conduct studies of operational issues; Assist in developing, coordinating, administering the City budget; Liaise with residents and businesses to remedy problems and discuss City policies and procedures; Respond to and resolve difficult and sensitive citizen inquiries and complaints; Coordinate the negotiations of contracts and agreements; Participate on a variety of committees and commissions; Prepare meeting agendas; and Conduct and present a variety of research and special projects.



## QUALIFICATIONS

Knowledge of modern and highly complex principles of municipal administration; Current social, political and economic trends and operating issues of municipal government; Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; Principles and practices of municipal government budget preparation and administration; Sources of information related to a broad range of municipal programs, services and administration; Track record of successfully recruiting, supervising, developing, and engaging staff; and Pertinent Federal, State and local laws, codes and regulations.

Ability to effectively administer a variety of City-wide programs and administrative activities; Interpret and apply City policies, procedures, laws and regulations; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Evaluate and develop improvements in operations, procedures, policies, or methods; Assist in developing, administering, coordinating and monitoring a large municipal budget; Prepare clear and concise reports and develop appropriate recommendations; and establish and maintain effective working relationships with other government officials, community groups, the general public, and media representatives.





## EDUCATION AND TRAINING

Seven years of increasingly responsible administrative experience in a municipal government.

A bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field. A master's degree is highly desirable.



## APPLICATION AND SELECTION PROCESS

First Review Date: November 1, 2024



To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to: [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Joe Gorton at **707-628-6846** should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

## COMPENSATION AND BENEFITS

The City of Vallejo offers a competitive compensation and benefits program. The salary for this position is **\$198,582 - \$241,379. DOQ**. Salary is currently under review with a recommended increase.

### The current benefits include:

**Retirement:** The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 8% + 1% Employer share for total of 9%, and full benefits through Social Security for Classic Employees at 7.65% of salary. For employees covered under PEPRA, the retirement formula is 2% at 62. City pays the employer share with an employee contribution of 7.75%.

**Social Security:** The City participates in Social Security and pays the employer share of the contribution.

**Health Benefits:** The City participates in the CalPERS Health Benefits Program. The City pays \$300 and the difference between \$300 and maximum of 80% of the Kaiser Region 1 rate is paid through a Section 125 cafeteria plan/Flexible Benefits. Employee pays the difference between the City contribution and full premium for the plan selected. City pays premium for Dental and Vision. Medflex \$400/month.

**Life Insurance:** 2x Annual Salary to \$250k after 31 days.

**Deferred Compensation Plans:** The City offers a voluntary 457 Plan, as well as a 401A Plan currently with a 1% match.

**Holidays:** 12 paid holidays annually accrued upon hire.

**Vacation:** 10 working days (0-3 service years); 15 working days (3-9 service years); 20 working days (9-15 service years); and 25 working days (15 plus service years). May carry up to three-year balance.

**Sick Leave:** Employees accrue at the rate of 12 hours for each full month of employment (eight hour day). Bereavement Leave: Up to three-days.

**Administrative Leave:** Employees receive 80 hours of pro-rated administrative leave per calendar year. This leave must be used within the payroll calendar year, or be forfeited. There is no cash value.