



THE CITY OF  
CHICO, CALIFORNIA

Invites Application For:

# Assistant City Manager

RECRUITMENT CLOSING DATE:  
Friday, February 1, 2013



AN EQUAL OPPORTUNITY EMPLOYER

*The City of Chico supports work force diversity. Women, minorities, and persons with disabilities are encouraged to apply. The City of Chico will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and testing process. If you require accommodation in the testing process, please notify the Human Resources & Risk Management Office so appropriate alternative testing arrangements can be made.*

## Compensation & Benefits

### Salary Range:

Up to \$143,652 annually, depending on qualifications, with an additional merit range maximum salary up to \$172,382 based on performance.

### Retirement:

CalPERS 3% @ 60 (w/ highest 1 year comp) or 2% @ 62 (w/ highest 3 year average), depending on prior service.

### Vacation/Holidays:

10-24 days of paid vacation per year, depending on length of City service. 11 paid holidays and 1 additional floating holiday per year.

### Sick Leave :

8 hours of sick leave earned per month with unlimited accumulation, and retirement credit for hours unused.

### Management Leave: 96 hours of leave per year.

### Health, Dental and Vision Insurance:

Major medical and dental benefits are provided to employee and dependents. Employee cost varies by the medical insurance plan selected. A vision plan is also provided for the employee and for dependants at a minimal cost.

### Long-Term Disability Insurance:

Voluntary program, the cost of which is shared by the City and the employee, which employees become eligible for after six months of employment.

### Life Insurance:

An employee policy rounded to the nearest \$1,000 of annual salary and a dependent policy of \$1,500 are provided by the City. Supplemental coverage is available at an additional cost to the employee.

## To Apply:

Visit us online at: [www.ci.chico.ca.us](http://www.ci.chico.ca.us) (click on "Job Opportunities") or [www.calopps.org](http://www.calopps.org) (click on "Search Jobs Now"). Complete the online application and supplemental questionnaire, and include a resume and three professional letters of reference.

If you are interested in this exciting career opportunity, but prefer not to apply on-line, submit a City of Chico Application for Employment form, resume, supplemental questionnaire, and three professional letters of reference to:

**City of Chico  
Human Resources & Risk Mgmt. Office  
411 Main St.  
P.O. Box 3420  
Chico CA 95927**

Applications must contain original signature or be submitted through CalOpps.org. Postmarked materials are not accepted.

Following the closing date, applications will be screened against the criteria outlined in this announcement. The most qualified candidates will be invited to an oral interview.

**RECRUITMENT CLOSING DATE:  
FRIDAY, FEBRUARY 1, 2013**

*Chico...  
A safe place to raise a family,  
an ideal location for business, and  
a premier place to live.*





## The Community

The City of Chico is ideally located in the Northern Sacramento Valley, approximately ninety miles north of Sacramento. The City has grown to over 33 square miles with a population of 86,900 in the incorporated area and a greater urbanized area population of approximately 100,000. Chico is a host to medical, retail, financial, and agricultural services for the North State. Chico is known as a well-managed city that values quality infrastructure and services, and maintains a special sense of community and small-town living. Chico is also known as a vibrant regional center for business, recreation and cultural activities. Residents pride themselves on preserving local heritage and natural resources, with emphasis on sustainability. The City of Chico holds the designation as a “Tree City USA,” has signed the U.S. Mayors’ Climate Protection Agreement, has formed a Sustainability Task Force and was voted one of the top 19 “Best Towns” of 2011 by Outside magazine.

There are many recreational opportunities in Chico, including Bidwell Park. The park is one of the largest municipally owned parks in the country (3,670 acres), is the focal point of the City’s park system and offers numerous trails for hiking, biking and equestrian use. Other recreational and scenic opportunities easily accessible from Chico include the Sacramento River; lakes Oroville, Almanor, and Shasta; the Sierra Nevada Mountains; Lassen Volcanic National Park; Mount Shasta; and various ski areas. The City is conveniently located within three hours driving to the San Francisco Bay Area and Lake Tahoe regions. Chico’s historic downtown provides many age groups with choices for entertainment, shopping and dining.

Having been previously awarded with the distinction of “one of the best downtowns” among mid-size cities in the nation, Chico continues to look for options to enhance and improve what is already seen as a cherished environment for local merchants and restaurants. Housing options are abundant and varied in type, offering family-oriented neighborhoods with tree-lined streets and quality schools.

## City Government

The City of Chico is a Charter City and operates under the council-manager form of government. The Council is composed of seven Council Members elected at-large for four-year staggered terms. After each biennial November election, the Council selects a Mayor and Vice-Mayor to serve two-year terms. The City of Chico is a full service city, including police and fire, with a total of 389 permanent employees. The City Council appoints the City Manager, City Attorney and City Clerk who serve at the pleasure of the Council. All other departments are under the authority of the City Manager as the chief executive of the City.

## The Position:

Under general direction of the City Manager, to perform a wide variety of complex, professional work while assisting the City Manager in areas relating to budget preparation and administration; analysis of organizational, staffing and financial priorities and alternatives; systems and procedure analyses; purchasing, capital projects, community development, airport management, risk management, and human resources ; and to perform related work as required.



## The Ideal Candidate:

The Assistant City Manager (ACM) is expected to work closely with the City Manager on a variety of organizational issues, including special projects such as process improvement, performance accountability, organizational training, as well as development, planning and local growth issues. The ACM is part of the City’s Management Team, is an “at will” position, and is responsible for the effective and efficient operation of the City. The ACM reports to the City Manager and coordinates closely with the City Manager on the development of overall City goals, including policies and priorities. The ACM performs a wide-variety of complex, professional work and will serve as City Manager during the City Manager’s absence, and could be considered a highly desirable candidate for City Manager.

Typical duties for the ACM include assisting in the development of overall City goals, policies and priorities; overseeing preparation of the Capital Improvement Program and Annual Budget; meeting with departments during the budget preparation cycle and thereafter relating to budgetary issues; planning, directing and coordinating the activities of City programs relating to purchasing, community development, housing, public works, airport, risk management, and human resources; conducting management studies, and systems and procedure analyses regarding various City operations, including the organization and staffing of City offices and departments; provide staff assistance to City boards, commissions and committees, as assigned; interpreting and clarifying City procedures, policies and practices to City staff and the public; assisting in the development of City leases and property acquisitions; attending City Council and other City board or commission meetings as assigned; performing related tasks as assigned by the City Manager.

## Desired Qualifications

**Knowledge of:** Principles and practices of municipal organization, budgeting and administration; principles and techniques of systems and procedures analysis; supervision, training and performance evaluation; applicable Federal, State and local laws, rules and regulations pertaining to local government operations in assigned areas of operation.

**Ability to:** Plan and administer a municipal budget; direct, coordinate and analyze varied public programs; maintain cooperative and effective working relationships with City Council members, other City staff members and with representatives of the Community; develop effective procedures and actions necessary to resolve problems; communicate effectively, both orally and in writing; maintain confidential relationships and information; plan, direct and coordinate the work of others.

**Experience:** Five years of progressively responsible public management experience in a variety of municipal administrative areas.

**Education:** A Master's Degree from an accredited college or university with major course work in Public or Business Administration or a closely related field. A Bachelor's Degree in Public or Business Administration and extensive qualifying experience may be substituted for the Master's Degree requirement.

### Additional Requirements:

- Possession of a valid California Driver License.
- Drug screening will be required as part of the pre-employment background process.

## Web Links

- Official City of Chico Website - [www.ci.chico.ca.us](http://www.ci.chico.ca.us)
- California State University, Chico - [www.csuchico.edu](http://www.csuchico.edu)
- Chico Chamber of Commerce - [www.chicochamber.com](http://www.chicochamber.com)
- Downtown Chico Business Association - [www.downtownchico.net](http://www.downtownchico.net)

