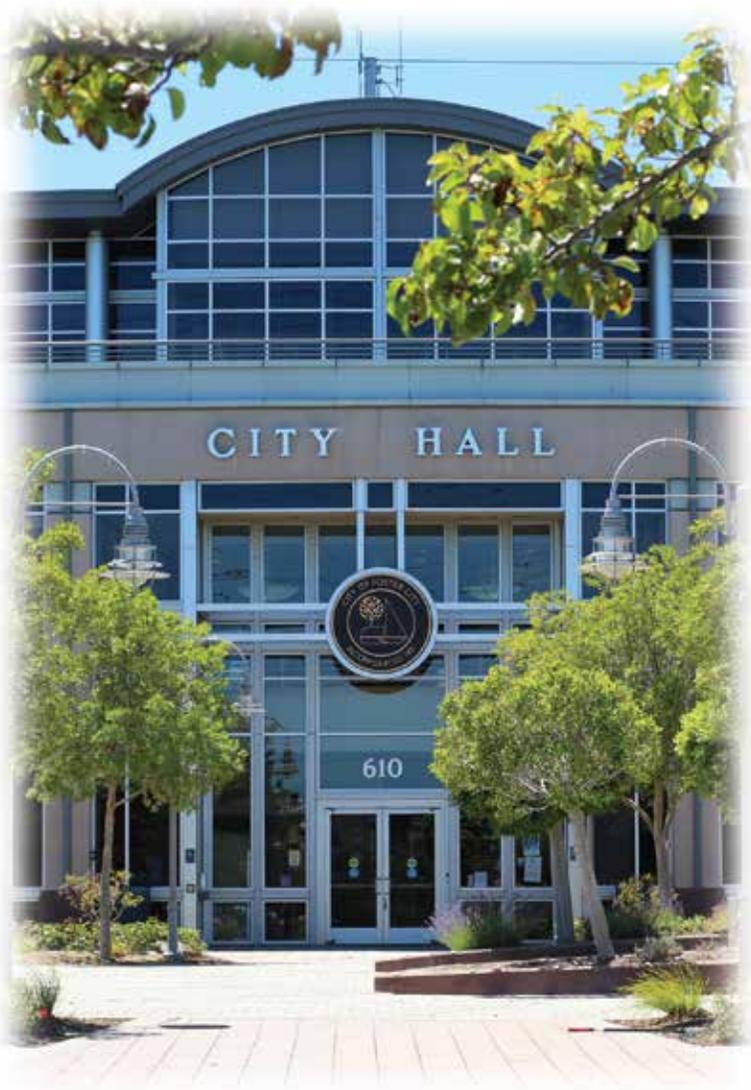




City of Foster City



*invites your interest
for the position of*

**City/District
Manager**

The Community

Based on the idea of a planned community on the San Francisco Peninsula, Foster City was incorporated in 1971. The rest is history, and the City is now home to almost 34,000 residents and a wide array of industry--including some of the bay area's elite businesses, such as VISA and Gilead Sciences. Foster City is conveniently located midway between San Francisco and San Jose on the western shoreline of the San Francisco Bay, east of U.S. 101, which provides convenient access to the San Francisco Airport and San Francisco to the north and Santa Clara County to the south. Foster City prides itself on its well-planned neighborhoods, shopping centers, and most importantly, a supreme quality of life.



City Government

The City of Foster City and the Estero Municipal Improvement District provide governmental services to the citizens of Foster City. Foster City was incorporated on April 27, 1971, is a general law city and uses the Council-Manager form of government. The members of the City Council serve as the policy-making body for both governmental agencies. City voters elect Council members to staggered terms of four years each. A City Manager is appointed by and responsible to the City Council to serve as Chief Administrative Officer overseeing personnel, developing the budget, proposing policy objectives, and implementing policies and programs adopted by the City Council.

Eight departments report to the City Manager, which include: Community Development, Parks and Recreation, Police, Public Works, City Manager's Office, Communications/City Clerk, Financial Services/City Treasurer and Human Resources. The Fire Department has transitioned to the San Mateo Consolidated Fire (SMC Fire) Department, serving Foster City, Belmont and San Mateo. The City has an all funds budget of \$196 million for FY 20-21 as well as a General Fund budget of \$44.5 million.



The Estero Municipal Improvement District (EMID) was created in 1960 and granted most of the governing powers associated with an incorporated municipality. EMID sold bonds to finance the major improvements needed for development of the City. EMID provides water and sewer service to Foster City and water service to Mariner's Island and is a separate legal entity with the City Council serving as its Board of Directors and the City Manager also serving as District Manager.

The Position and Ideal Candidate

The City of Foster City seeks a seasoned and dynamic leader to serve as its next City Manager during a unique time of challenges and opportunities. The City, like all cities, is facing a period of increased financial uncertainty due to the economic fallout of COVID-19 pandemic and will have to adapt the organization to meet these challenges while still providing high level services to the community. The next City Manager will lead a young, mostly new, and highly skilled City staff in a collaborative and team-oriented fashion with a focus on mentorship and organizational development. While this is a unique moment, there are numerous opportunities for the next leader to shape the organization and move the City forward into the future.

The next City Manager will be expected to have an experienced and well-rounded background in all areas of city management. A track record of leadership success, improving organizational effectiveness and ensuring financial security will be beneficial to succeed in this role. It will be crucial for the seasoned leader to have a skill set in improving organizational efficiency and workflows as well as an understanding how to improve organizational development initiatives to continue to develop internal talent. The ideal candidate will also have a strong strategic acumen coupled with a high level of financial, budgetary and capital improvements knowledge.

Relationship building both internally and externally will also be critical to success in this role. The new City Manager will be expected to have excellent communication skills and to build strong relationships with department heads and ensure that there are clear lines of communication throughout the organization. This individual will be expected to be an executive that will empower department heads and their teams and give them the space to grow and develop while still having effective command presence. He/she will also build effective relationships with the Council and the wider group of community stakeholders. The new leader will be expected to effectively advise the Council on all matters of policy and build a trustworthy relationship with all Council Members. The next Manager will be politically astute, but apolitical.



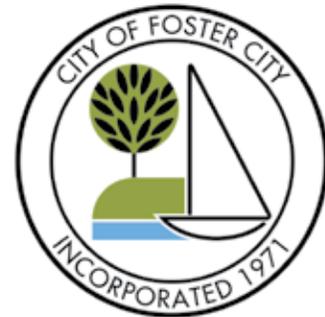
A clear communicator who effectively builds partnerships buttressed by a track record of effectiveness would be the ideal next City Manager for Foster City. The individual must also have a strong belief in building a culture of collaboration and mentorship within the organization. The new leader will also possess personal values that are highly ethical and have a commitment to public service and the community.

Required qualifications for this position are 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. Graduation from a recognized college or university with a BS/BA degree in Business Administration or Public Administration, MBA/MPA preferred. Graduate education may be substituted for experience on a year for year basis.

Compensation and Benefits

Salary is negotiable DOQ (current maximum is \$256,308). While also negotiable, the City of Foster City offers a competitive management benefits package that includes:

- ◆ Retirement Plan – The City participates in CalPERS with a 2.7% @ 55 for classic members with a current employee contribution of 8%. For new employees covered under PEPRRA, the retirement formula is 2% @ 62 with an employee contribution of 6.25%.
- ◆ Holidays – 12 days annually.
- ◆ Vehicle Allowance - City vehicle or a vehicle allowance of \$200 per month, as determined to be appropriate by the City Council/Board.
- ◆ Vacation – 15 days (1-5 service years); 16 days (6 service years); 17 days (7) service years); 18 days (8 service years), 19 days (9 service years); 20 days (10 service years); 21 days (11-15 service years); and 23 days (16 plus service years). Years of service for vacation accrual purposes will be negotiated by the successful candidate and Council/Board.
- ◆ Sick Leave – Employees shall accrue sick leave at a rate of five and two thirds (5.666) hours per calendar month for each month that the Employee has worked regularly scheduled hours. There shall be no maximum accumulation of sick leave.
- ◆ Administrative Leave – 56 hours annually.
- ◆ Deferred Compensation – Voluntary 457/401a/VEBA plans available. Match available with 401a.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references. (We will not contact references until after an initial interview takes place.)

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The final filing date for this recruitment is September 30, 2020.

If you have any questions regarding this position, please contact Bill Avery or Paul Kimura at 408.399.4424 or email: bill@averyassoc.net or paulk@averyassoc.net.