

# **THE CITY OF PASO ROBLES**



**INVITES YOUR INTEREST FOR THE  
POSITION OF**

**CITY MANAGER**

## The Community

El Paso de Robles, or “The Pass of the Oaks,” is located halfway between San Francisco and Los Angeles, in San Luis Obispo County. Paso Robles is surrounded by scenic rolling hills and California’s premier wine regions and is only 27 miles from beautiful beaches. This thriving community of over 30,000 actively engaged citizens possesses the benefits of a suburban-rural community while retaining a small-town feel and is one of California’s best kept secrets. With over 200 wineries nearby and a



bustling downtown with a variety of excellent restaurants and specialty retail, Paso Robles is fast becoming one of the most desirable and yet relatively affordable places to live, work, and play.

The City of Paso Robles has a long history with both wine and healing waters. Travel and Leisure magazine rated Paso Robles as one of the “25 Top Places to Visit for the Holidays”. Other accolades for Paso Robles include “America’s Healthiest Small Towns,” “Best Small Main Street Towns in America,” “America’s Happiest Cities,” “Best Food and Wine Festivals,” “Winery of the Year” (Tablas Creek, Justin), and “Brewery of the Year” (Firestone Walker Brewing, multiple times) among others. As these honors attest, Paso Robles and the Central Coast offer an unparalleled quality of life.

The City understands the importance of business development and works hard to attract commerce in a diverse array of industries. The economic outlook for Paso Robles continues to be strong. The housing market is robust and offers a wide array of housing choices including new neighborhoods, houses with acreage, infill, and charming Victorian homes, with a median home price of about \$550,000. Paso Robles also has excellent schools, both public and private. Approximately half an hour away is the nationally ranked Cal Poly in San Luis Obispo, and within the City

of Paso Robles is accredited Cuesta College (North County Campus).



## City Government

The City of Paso Robles is a general law city organized, formed, and incorporated under the laws of the State of California on March 11, 1889. It has a Council-Manager form of government where the City Council establishes policies, adopts ordinances and approves resolutions, makes land use decisions, approves agreements and contracts, sets water and sewer rates, and approves the City’s budget. The Council appoints a City Manager, who is the chief executive officer of the municipal corporation. The City Council consists of a Mayor, elected at-large every four years, and four Councilmembers, elected by district in staggered four year terms, all on a non-partisan basis.

The City has a current total annual budget of \$106.9M for fiscal year 2021, and a total of 229.66 FTEs across the departments of: Administrative Services, City Manager’s Office, Community Development, Community Services, Emergency Services, Police, and Public Works.

## The Position and Ideal Candidate

The City of Paso Robles is looking for an experienced and visionary City Manager to lead the City forward into an exciting future with tremendous opportunities.

Given the uncertain financial situation that the City will be in post-COVID, securing the City's long-term financial future will be of paramount importance for this role. The City acted proactively early in the pandemic to save money, and voters approved a one-cent general sales tax measure in November that will be in effect for 12 years unless ended sooner by voters. Moving forward, there will be continued

challenges with unfunded liabilities and uncertainty regarding revenue levels during and post-pandemic. The new City Manager will need to be a highly strategic thinker to help the City navigate this challenging landscape with limited resources while still delivering high quality services and tackling the long-term needs of the City. They will understand the City and its issues and opportunities.

Establishing a strong and effective working relationship with the City Council and developing and maintaining a positive connection with the community are also critical to this role. The City Manager will maintain a proactive and regular dialogue with the Council to ensure they are in "lock step" with the strategic and operational direction of the Council and community. The City Manager is also expected to provide guidance and operational recommendations towards efficient city operations. In order to ensure an effective relationship with the City Council, the new City Manager must establish relationships with all Councilmembers and ensure that all of them are treated equally.

This position will require a strategic forward thinker and creative problem solver with a positive, energetic, "get-it-done" spirit, and a hands-on leadership style based on engagement, empowerment, accountability, and results. An innovative, "fresh-thinker" who can bring forth creative approaches and new ideas would provide a positive spark and a sense of spirit and vitality to the City. The successful candidate will be an active, engaged manager and a relationship builder with a value system based on transparency, ethics, integrity, diversity, and a personal approach that engenders high levels of trust and confidence. They will be expected to foster a culture of collaboration across the organization and build an executive team that reflects that mission. Additionally, the new City Manager will be highly committed to staff development and a culture of mentorship.



The new City Manager will be a dedicated and proven public servant with strong financial, management, and administration skills. Excellent written and verbal communication and effective presentation skills are expected in this role. A background that includes seven or more years of staff management, including previous experience as a City Manager, Assistant/Deputy City Manager or public sector executive in a complex organization is required for this position. A BS/BA in a related field is required and a MS/MA is highly desired.

## Compensation and Benefits

The City of Paso Robles offers an attractive compensation and benefits package. The salary for this position is negotiable dependent on qualifications. The comprehensive benefits package includes the following:

- ◆ CalPERS Retirement: Classic members of CalPERS participate in a formula of 2% at 60, with the employee paying a 7% member contribution plus an additional cost sharing contribution of 3% (a total of 10%). Employees who meet the definition of new member pursuant to PEPRa participate in a formula of 2% at 62, with the employee paying one-half of the normal cost (currently 7%) contribution plus an additional cost sharing contribution of 3% (a total of 10%). An average of three highest years is used for final compensation calculation.
- ◆ Social Security: The City participates in Social Security.
- ◆ Vacation: Accrual of 80-200 hours per year based on years of service.
- ◆ Sick Leave: Accrual of 96 hours per year.
- ◆ Holidays: 12 days per year.
- ◆ Administrative Leave: 56 hours per year.
- ◆ Health Insurance: The City offers medical, dental, vision, and long-term disability.
- ◆ Life Insurance: \$200,000 policy paid for by the City.
- ◆ Deferred Compensation: The City contributes \$161.54 per pay period and will match up to an additional \$96.15 per pay period.
- ◆ Flexible Spending Account: Allows employees to pay for dependent care and un-reimbursed medical expenses on a pre-tax basis.
- ◆ Employee Assistance Program (EAP): The City pays 100% of cost.
- ◆ Auto Allowance: \$175.00 per month.



## The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is January 19, 2021.

If you have any questions regarding this position, please contact Bill Avery at 408.399.4424 or [bill@averyassoc.net](mailto:bill@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).

