

THE CITY OF CUPERTINO



INVITES YOUR INTEREST FOR THE
POSITION OF

CITY MANAGER

The Community

Cupertino is a culturally and economically vibrant city, rich in diversity that takes pride as a model community enjoying an excellent quality of life. With an award-winning school system, a thriving business and high technology industry, and a technologically savvy and engaged population, Cupertino has become a community of choice within the Bay Area.

With a population of 66,762, Cupertino lies at the center of Silicon Valley, situated against the scenic foothills of the Santa Cruz Mountain range. Various corporate headquarters including Apple Inc. blend with tree-shrouded residential neighborhoods providing an ideal backdrop for living, working, and participating in recreational activities.

Along with an exceptional grade- and high school public school system that has been recognized with numerous state and national awards for excellence, Cupertino is also home to De Anza College, recently named the best community college in California. The City offers over 150 acres of parkland along with several full-service community centers for resident use, with plans to expand this parkland space.

Quality schools, proximity to high-tech jobs, and beautiful open spaces make Cupertino a desirable location for a highly educated and culturally diverse population. Restaurants and retail operations reflect this diversity with cuisine and shopping options from around the world.

City Government

A general law city, Cupertino operates with a City Council-Manager form of government. The five City Council members serve four-year terms, with elections held every two years so that terms are overlapping. Assisting the City Council are several citizen advisory commissions/committees. The Council appoints the City Manager and City Attorney.

The City of Cupertino has a history of providing high-level municipal services to complement the sense of community and quality of life enjoyed by our constituents. Education, innovation and collaboration are the hallmarks nourished by the city government, the community and businesses. Even the configuration of the Civic Center complex underscores that theme: City Hall and the Cupertino Library flank the Cupertino Community Hall. Community Hall houses the City Council chambers and accommodates public and private events. The library, part of the Santa Clara County Library system, occupies a state-of-the-art two-story, 54,000-square-foot building, and is currently being expanded to accommodate better public engagement for interactive events and speakers.



City departments include the City Manager's Office, the City Attorney's Office, Administrative Services, Community Development, Parks and Recreation, Public Works, and Information and Technology. Police, fire, and library services are provided by Santa Clara County. Cupertino currently has 201.75 full-time employees and an annual City budget of over \$121 million, which includes a balanced General Fund Budget of \$80.5 million.

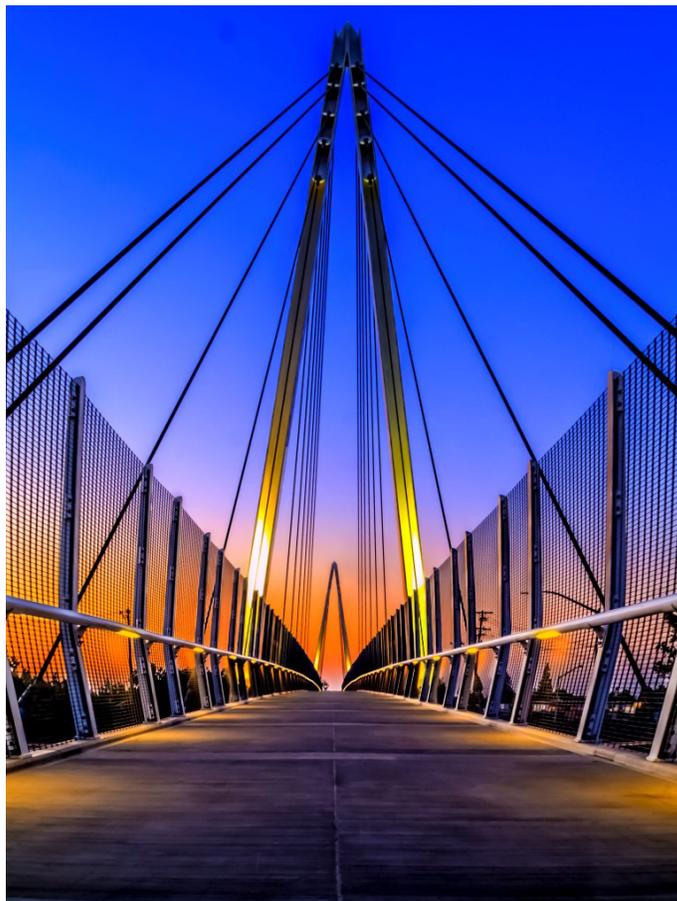
The Position and Ideal Candidate

Cupertino seeks a dynamic and engaging leader to take charge as the next City Manager. The new City Manager will be tasked with guiding the City through a unique period of challenges and opportunity for the community. The individual will be required to help optimize the City's long-term fiscal position, develop staff, help coordinate (and, when needed, lead) discussions in a highly engaged community, ensure complete and accurate communication with the public, and be a highly successful facilitator for City Council in their role of leading the community.

The City, like many in the country, is facing a significant loss of revenue from their three key revenue sources of property, sales and transient occupancy taxes. The City took difficult decisions to reduce costs and secure financial standing. That stated, the City's financial status is strong. Moving forward this means the new manager is expected to be innovative and to take the initiative in finding new ways to improve service delivery and project completion in a unique environment of significant opportunities. Additionally, there are several proposed development projects that have divided opinions in the community. The new manager will work closely with all community stakeholders as well as appropriate agencies to ensure an open, complete and engaging process is conducted, with the understanding that the goal is to deliver the best possible projects for all involved.

The new City Manager will be a creative, progressive and community-minded facilitator who provides exceptional leadership towards the city's vision of building community. A working understanding of how most effectively to approach the various facets of public engagement and messaging is a must. A relationship builder with excellent communication and interpersonal skills, with the ability to foster a collaborative team culture is essential in this role. The successful City Manager in this role will have the experience and ability to maintain accountability to high standards of integrity and quality. The ideal candidate will be a seasoned public sector manager, collaborative leader, and a self-directed problem solver, who can serve as a mentor and coach to city staff, and who can as necessary build and re-build teams while focusing upon the needs and perspectives of residents of the community. A successful background in interacting openly and intelligently with elected officials as well as a track record of engaging with and building strong ties with the community and key stakeholders is a requirement for this role.

This position requires a strong generalist background with a preferred significant depth of budget, financial and administration skills, and expertise in several service or discipline areas within local government, such as experience with managing utilities and the development of public amenity spaces including parks and other meeting- or recreational facilities. The City Manager must be a proactive communicator who keeps the Council informed and be of high ethical standing. A minimum of ten years of increasingly responsible professional administrative experience in public sector management, preferably in California, is preferred. The position also requires a Bachelor's degree in public or business administration, public policy or a related field (or equivalent experience in lieu of a degree). A Master's degree in Public Administration or a related field is highly desirable.



Compensation and Benefits

The City of Cupertino provides an attractive package of compensation and benefits. The base salary for this position is open DOQ. While negotiable the standard comprehensive benefits package includes:

- ◆ CalPERS Retirement: New employees to Cupertino hired after 12/29/12 with prior CalPERS (or reciprocal agency) service: 2.0% @ 60, employee pays 7% of employee share. New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more: 2.0% @ 62, employee pays 50% of the Normal Cost, which currently equates to 6.25%.
- ◆ Medical Insurance: Choice of health insurance, portion of family premium paid by the City and fully or partially paid premium for employee depending on plan.
- ◆ Dental Insurance: Delta Dental, City pays entire premium.
- ◆ Vision Insurance: VSP, City pays over 90% of premium.
- ◆ Vacation: 10 to 22 days of vacation annually based on years of service with credit given for previous employment in the public sector.
- ◆ Holidays: City observes 12 paid designated holidays annually, plus employees receive 20 hours of floating holiday annually.
- ◆ Administrative Leave: Negotiable up to 80 hours annually.
- ◆ Sick Leave: Accrues at the rate of 96 hours annually.
- ◆ Auto Allowance: \$300 per month.
- ◆ Life and Short & Long Disability Insurance: Fully paid by the City.
- ◆ Educational Reimbursement: Up to \$1,350 annually for approved coursework.
- ◆ Work Schedule: City participates in a 9/80-work schedule.
- ◆ Additional Benefits: Membership to Cupertino Sports Center; annual Recreation Sports Bucks credit of \$400; Employee Assistance Program; Wellness Program.

The City of Cupertino is AN EQUAL OPPORTUNITY EMPLOYER.

More information about the City can be found on the City's website: www.cupertino.org

The Process

To pursue this compelling 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 (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is August 31, 2021.

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

