



The City of Martinez

*invites your interest
for the position of*

**Deputy
City
Manager**



The Community

Incorporated in 1876, Martinez is the County seat of Contra Costa County. It is located along the Sacramento and San Joaquin rivers in the central part of the County. The City's roots can be traced to the late 1840's, when it served as a ferryboat transit point across the Carquinez Straits on the way to the gold fields. By the time of its incorporation, Martinez had evolved into one of the area's most significant trading posts and shipping ports. Today, the City covers over 13.4 square miles and has approximately 38,373 residents. As one of California's first towns and the home of both John Muir and Joe DiMaggio,



Martinez retains a strong sense of history and family. One of the unique aspects of Martinez is its architecture. Many of the downtown shops still retain their early 20th Century look and charm, with some homes dating back more than 125 years.

Respecting its past but with an eye to the future, Martinez is in the process of modernizing both its infrastructure and its downtown. The City opened an award-winning Intermodal Facility in 2001 that has become a popular stop along the Amtrak line. It also completed a major restoration of Alhambra Creek that beautifies the downtown and controls flooding. Additionally, the City has undertaken a number of major park enhancement efforts, including major renovations to Waterfront Park, which now hosts the Martinez Sturgeon, a semi-professional baseball team playing in the Pecos League of Professional Baseball Clubs.

Maintaining the charming and unique quality of life in Martinez is a top priority of the City Council.



The City Organization

The City is governed by a five-member Council. The Mayor is elected at large, and the other four Council members by district, to four-year terms on an overlapping basis. The Council is responsible for representing the residents of Martinez; providing policy and programmatic direction to the City Manager and organization; and ensuring accountability through implementation of policies responsive to the community's needs.

The City adopts a two-year budget which serves as the financial guide for

all municipal operations and reflects the goals of the Mayor and Council. The total operational two-year budget for fiscal years 2021-22 and 2022-23 is approximately \$146M annually across all funds (General Fund, Enterprise Funds, Special Revenue Funds, Internal Service Funds, Debt Service and Capital Projects). The General Fund for fiscal years 2021-22 and 2022-23 is approximately \$32M annually.

The Position and Ideal Candidate

Martinez is looking for an engaging leader to join the City as its new Deputy City Manager. They will serve as the City Manager's key assistant in crucial managerial and administrative support duties. The Deputy City Manager, along with the Assistant City Manager, Police Chief, Public Works Director and Finance Director, will form the Executive Management Team for the City of Martinez.

As Martinez emerges from the aftermath of the pandemic the City, like many, is looking at new approaches to help secure the long-term financial stability of the community. The Deputy City Manager will be expected to assist the City in crucial strategic planning initiatives, as well as new project development opportunities, or organizational efficiency implementations that improve service delivery. A public sector background that is generalist in nature with a strong background in communications, financial analysis and project management will be beneficial as the role will be fluid.

The ideal candidate will be highly adaptable, possess strong project management skills as well as a management style that is highly collaborative and team oriented. Crucial duties will revolve around the strategy and development of long-



term City goals as well as the completion of key special projects and initiatives. Responsibilities will include leadership and oversight of the City's communication efforts, community outreach initiatives, and economic development activities. In addition, the Deputy City Manager will have oversight of the City's Community Services functions, including the Recreation Division and the Senior Center. The Deputy City Manager will supervise the Senior Management Analyst and the Recreation Manager along with their staff.

The new Deputy City Manager will be highly adaptable and possess excellent project management skills that deliver results. Having an adaptable and resourceful style with the ability to react to a changing, fast paced environment are critical attributes for this role. The new Deputy will be a creative, self-driven innovator with excellent self-organizational skills. A proactive relationship builder will be necessary in developing and maintaining work relationships throughout the organization, and with Council Members, local businesses and community stakeholders. Excellent presentation skills, both verbal and written, are requirements for this role.

A Bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, public policy, or a field related to the work, and a minimum of five (5) years of progressively responsible experience in management level work, preferably in a public agency; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below. Possession of a Master's degree in an appropriate field is highly desirable.

Compensation and Benefits

The salary range for this position is \$150,648 - \$177,228 annually, commensurate with qualifications. Benefits may be subject to negotiation, but standard benefits include:

- ◆ Vacation: 15 days per year (increases with longevity).
- ◆ Holidays: 13 ½ holidays annually, and 7 floating holidays.
- ◆ Sick Leave: 8 hours per month; sick leave bonus, and conversion to vacation available as described in the Management Compensation Plan.
- ◆ Insurance: Dental fully paid: Choice of any CalPERS Health Plan options with City contributes up to \$1903.92 for 2021 full family coverage.
- ◆ PERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60 with 2% of the employee contribution paid by the City and reported as special compensation. Three highest year average is used for final compensation calculation, as well as credit for unused sick leave. New members to CalPERS are subject to PEPPRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.25%) contribution. This position participates in Social Security.
- ◆ Life Insurance: City paid coverage of 2x annual salary up to \$300,000. Term life insurance with AD&D.
- ◆ Deferred Comp: 1.6% City contribution into a 457 account.
- ◆ Administrative Leave: 100 hours of leave annually.
- ◆ Longevity Pay after fifteen years.
- ◆ Auto reimbursement for \$450 month.



The Process

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

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The final filing date for this recruitment is August 16, 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.