

THE CITY OF PASO ROBLES



**INVITES YOUR INTEREST FOR THE
POSITION OF**

**ASSISTANT
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. Paso Robles was named one of the “25 Top Places to Visit for the Holidays” by Travel and Leisure magazine and one of the “Best Summer Getaways” by the Today Show. 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 El Paso de 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 \$97.7 million for fiscal year 2022, and a total of 247.72 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

Paso Robles is seeking a dynamic engaging leader to be the City's new Assistant City Manager. The ACM will be joining the City at a time of exciting change under the leadership of new City Manager. The Assistant City Manager will be the City Manager's right hand in the leadership and administration of the City. The individual will have a collaborative leadership style and a high level of project management expertise.

The City is on the brink of exciting growth and development that will provide both opportunities and challenges for the next Assistant City Manager. Projects poised for the coming years include the development of six new hotels, five housing developments totaling 4,000 new homes, and a commercial center complete with a 1.3 million square foot distribution warehouse, as well as the construction of major bridges and roadways. In addition, the construction of an additional fire station and public safety training facilities to augment the City's emergency response needs is also on the horizon. Each of these ambitious initiatives will provide substantial economic, tourism, and employment growth for the community, and an opportunity for the new Assistant City Manager to assist in the development and implementation of the City's strategic plan from the ground floor.



The successful candidate for the position of Assistant City Manager must be a professional with outstanding judgment, management skills, integrity, and ethics. The ideal candidate will also need to be organized, energetic, self-confident, and have an open, approachable, personal style. They must be able to provide leadership that will inspire, motivate, and empower key staff and department heads to achieve established goals. The position requires someone who is fiscally prudent, politically astute, and has a comfort with and desire for interacting with elected officials as well key local and regional stakeholders. The ideal candidate will be highly professional

and experienced individual who will work with the City Manager and executive team to implement the policies of the City Council in an efficient and effective manner. They will have particular skills in the areas of community and economic development as well as municipal finance and budgeting.

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from a four-year college or university with major course work in a field related to the work and a minimum of five years of managerial or administrative experience in either a public agency setting or working with public agencies. An advanced degree in a related field is highly desired.

Compensation and Benefits

The annual salary range \$139,017 to \$176,654 and will be dependent on qualifications. A wage increase of up to 3% is scheduled to occur on January 9, 2022. More information can be found in the Unrepresented Confidential, Professional, and Management Group Wage and Benefit Summary located here: www.prcity.com/171/Memorandum-of-Understanding. 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 PEPRRA 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: The City pays 100% of cost for employees and their family.
- ◆ 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/ 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 27, 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.

