



The Town of Ross
invites your interest for the position of
TOWN MANAGER

The Community

Ross is located in the County of Marin, California approximately 14 miles north of San Francisco over the Golden Gate Bridge. Ross encompasses 1.6 square miles and has 2,547 residents. The town center includes the enticing Ross Common, the nationally renowned Ross School, the Branson School (a private high school), the Marin Art and Garden Center, and the charming, albeit small, Ross commercial area. Residents and visitors alike cherish the beautiful Ross environment - tree-covered hills, winding creeks, and graciously landscaped parks, streets and gardens, including Natalie Coffin Greene Park and the water district open space access. The existing scale and quality of architecture, along with a low density of development, create a community where the improved and the natural environment exist in harmony.



Ross is a community where residents value a common sense of civic purpose and support a positive, open relationship with each other and their Town government. With its community attributes and proximity to San Francisco and other key cities in the Bay Area, the Town is an attractive location for many highly successful professionals to call home.

Town Government

The Town is a general law municipality operating under a Council-Town Manager form of government. The Ross Town Council is the governing body of the Town. Council members are residents of the Town who volunteer their time to serve the community. The five members are elected by the residents in March on even-numbered years for a four-year term. Each year, in April, the Council elects one of its members to serve as Mayor for a one-year term, usually by rotation. The focus of the Town Council has consistently been to strive to preserve and enhance the character and identity unique to the Town.

The Town Council acts as the Planning Commission. The Town also has an Advisory Design Review Committee which helps maintain and apply consistent guidelines for architectural and landscape design. The Town Council has final decisionmaking authority within the community. The Council meets on the second Thursday of each month at 6:00 p.m., in the Town Hall Council Chambers.

The Town of Ross has a FY 21-22 budget of \$10.6 million and 22 full-time equivalent employees. The Town departments include Administrative Services, Planning & Building, Police, Public Works and Recreation. The Town provides fire protection services through the Ross Valley Fire Department Joint Powers Agreement (JPA) with the Town Manager serving on the JPA Management Team and two Councilmembers serving on the Board of Directors. The Council has approved seven Town goals that guide the Town's delivery of services.

The Position

The Town Manager reports directly to the Town Council and is responsible for planning, administering, directing, overseeing, and evaluating the activities and operations of the Town. The Town Manager should possess personal attributes and qualities that include:

- ◆ Genuine interest in preserving the quality of life in Ross and enthusiasm for public service in support of the policymakers
- ◆ Ability to provide leadership to both the Town Council and staff to set goals and objectives, and motivate others to contribute effectively to their timely achievement and successful performance

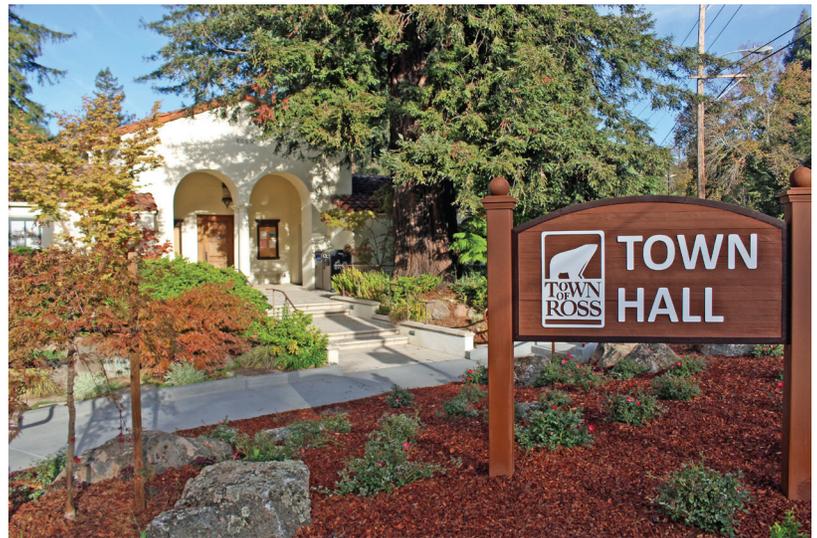


- ◆ Highly disciplined and organized professional
- ◆ A self-starter who is able to anticipate and deal with a wide-array of operational needs, typical of a small town
- ◆ Strategic thinker with a proactive and innovative approach to problem solving.
- ◆ Ability to anticipate the political ramifications of decisions
- ◆ Commitment to promoting good government, transparency, consistency, and fairness in all dealings with staff, elected officials, and the general public
- ◆ Strong financial expertise and solid understanding of municipal finances
- ◆ Excellent people skills combined with strong interpersonal and communication skills
- ◆ A warm and approachable personal style grounded in humility and respect for others
- ◆ Expertise in written and oral communications to concisely present all viable options and alternatives for the Town Council's consideration with full disclosure of pros/ cons and without bias
- ◆ Significant experience with policy implementation as set by the Town Council
- ◆ Ability to manage limited municipal resources and incorporate best practices
- ◆ Significant experience in human resources management
- ◆ Ability to create a positive work culture, and commitment to inspire and mentor staff
- ◆ Involvement in community and civic affairs representing the Town and in support of the Town Council
- ◆ Interest in dealing with intergovernmental agencies and neighboring communities on issues that impact the community including taking a leadership role at the local, state, and federal levels including legislative monitoring that affects local government

Top Priorities and Goals

The Town Council is a collegial group of individuals with a respectful relationship with the Town's employees. With its unique location in Marin County, the Town of Ross faces a variety of challenges including having an active and involved community that is concerned about service delivery, quality of life issues, and preservation of the Town's character. The next Town Manager's top priorities and goals will be:

- ◆ Maintain the Town's strong financial position
- ◆ Oversee funding and construction of new Town facilities, including police station, paramedic station and town offices
- ◆ Participate in negotiations to shift Town's fire department services from a Ross-based engine to nearby community-based engines
- ◆ Enhance emergency preparation, management, and response
- ◆ Guide and facilitate improvements to flood protection facilities and the Common
- ◆ Ensure the continuity of the Town's high quality services while staying within the financial goals of the Council
- ◆ Review the current organization and determine appropriate structure and staffing
- ◆ Inspire and motivate staff, and recruit and hire talent



The Ideal Candidate

The Town Council seeks an experienced professional who enjoys public service and embraces the high level of citizen participation inherent in this extraordinary "small town" community. The new Town Manager will be a dedicated, hands-on public servant who supports and implements the policies of the Town Council.

The ideal candidate will have a strong service orientation combined with a desire to provide leadership to an organization dedicated to providing residents with the highest level of assistance. Experience dealing with a small staff on a wide array of finance, human resource, planning, community development, and public works issues will be a plus.

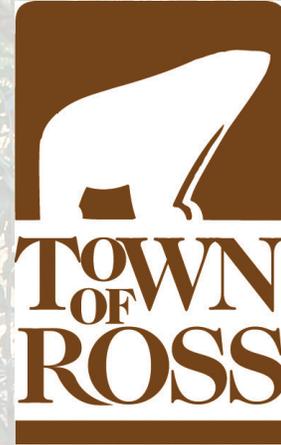
The new Town Manager will be an effective, honest, and efficient communicator skilled at facilitating open discussions, supporting debate on important issues, and addressing, through the Town Council, the best common interests of the community. She/he will also have a successful track record of increasing organizational efficiencies, balanced with the ability to recommend creative funding and revenue options. A strong and innovative administrative background is essential as there is a continual need to assess and evaluate the use of periodic contractual and outsourced staffing arrangements for potential cost savings or other alternatives.

This position will require significant and relevant experience as a City/Town/General Manager at a small to medium public sector agency or an Assistant City Manager or department director for a larger organization along with a Bachelor's degree from an accredited university. A Master's degree is desirable as is California experience although all qualified candidates are encouraged to present qualifications for consideration. Experience in the areas of finance and human resources is desirable.

Compensation and Benefits

The Town of Ross offers an excellent compensation and benefits package. The salary range for this position is open and negotiable, DOQ. The Town also provides an attractive benefits program that includes:

- ◆ CalPERS Retirement: 2.0% @ 60 for Classic PERS participants. Employee pays employee share of 7%. PEPPRA participants have a 2.0% @ 62 with the employee currently paying 6.75% of employee share. The Town does participate in Social Security.
- ◆ Health and Welfare: Health insurance through CalPERS with several carrier options available. Dental through Delta Dental. A cash in lieu allowance is provided if employee opts out of medical coverage.
- ◆ Vacation: Accrual at the rate of 160 hours annually. Maximum accrual of 240 hours total.
- ◆ Administrative Leave: 48 hours per calendar year.
- ◆ Holidays: 12 paid holidays annually (11 designated holidays & 1 floating holiday).
- ◆ Sick Leave: Accrual at the rate of 96 hours annually.
- ◆ Auto Allowance: \$400 per month.
- ◆ Deferred Compensation: Voluntary ICMA Deferred Compensation Plan. Town contributes 6% of base salary.
- ◆ Additional Benefits Include: professional development reimbursement, technology equipment, term life insurance, AD&D and long-term disability insurances.



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).

Paul Kimura or Bill Lopez
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The final filing date for this position is August 23, 2021.

Please contact Paul Kimura at paulk@averyassoc.net or 408.472.7936 or Bill Lopez at williaml@averyassoc.net or 408.888.4099 if you have any questions related to this position.