



# *The City of Yreka*



*invites your interest  
for the position of*

**City  
Manager**

## The Community

Yreka (wy-ree-ka) is a beautiful and unique small town located just south of the Oregon border in California. Yreka was founded during the gold rush era of 1851, when prospectors found gold. This discovery took place in present day "Discovery Park" in Yreka. The City is located at the northern end of the Shasta Valley and serves as the county seat of Siskiyou County with a population of over 7,500 residents.



The City is bustling with activities and excitement year-round. From concerts in the park to outdoor recreation to our wonderful historic attractions, there is something in Yreka for people of all ages. The Historical District of Yreka offers a unique opportunity to view the 19th century with over 75 Victorian homes and its historic W. Miner Street. Some of California's best mountain biking, hiking, fishing, skiing and a number of other outdoor recreation activities can be enjoyed in this majestic area. Experience the four seasons in a family friendly, small-town environment. Stunning properties are still affordable throughout the area, offering breathtaking views and quiet, safe communities with clean air and water.

Yreka has some of the best education programs, including Kindergarten through 12, a Junior College nearby and a four year university in Ashland, and businesses are finding out why locating here offers great advantages. Working with the Siskiyou Economic Development Council and the College of the Siskiyous the City is striving to improve the local pool of qualified applicants. In Yreka, businesses enjoy diverse transportation routes, competitively priced property, some of the best incentives in the country, and a very supportive City Council.

## City Government

The City of Yreka operates under a Council/Manager form of government. The City Council, as the legislative body, represents the entire community and formulates citywide policy. Five Council Members are elected at

large by City voters and serve a four-year term. The Mayor and Mayor Pro Tempore are selected from among the ranks of the Council and serve two-year terms.

The City Manager is appointed by the Council and serves as the chief executive officer, responsible for day-to-day administration of City affairs and implementation of Council policies. The City Attorney, also appointed by Council, advises and represents the City and Council in all legal affairs.

The City of Yreka usually adopts budgets on a two-year cycle. But due to the pandemic adopted a one-year budget. The General Operating Budget for FY 21-22 will be



\$6.4 million. The City's departments include: Finance and Administrative Services, Community Development, Public Works, Police and Fire (full time Chief and volunteer department).

## **Position and Ideal Candidate**

Yreka is seeking an experienced, proven executive that is comfortable working in a team environment and exercising sound, independent judgment. The successful candidate should have a facilitative, open and flexible style and understand the importance of motivating a dedicated staff with value driven goals and objectives. The ability to anticipate issues, work in a collaborative team environment and providing solutions will be critical for success. The next City Manager will work with an engaged City Council working diligently to respond to the needs and interests of the community they serve.

The new City Manager will join at a time of both unique challenges and opportunities. Yreka was able to weather the pandemic related downturn reasonably well as the City had built up sizeable reserves and staff agreed to make necessary concessions. The City expects revenues to increase over the coming months but would like to attract more economic development and business to the community. Additional priorities will be moving forward long-term capital projects as well as other long-term priorities and implementing a strategic plan. The community is also experiencing issues around homelessness and housing and will need the seasoned manager to handle these issues with a deft touch.



The ideal candidate must be an innovative and seasoned consensus builder with a track record of strong community engagement and a focus on getting things done. This position requires excellent communication and interpersonal skills as well as a proactive mindset and approach. A key to developing and sustaining a strong and effective relationship with the Council and the community will be regular, open, and honest communication, along with up-to-date information on current issues and developments. The new City Manager will possess a value system that embodies ethics, integrity and an uncompromising dedication to public service, the employees and the community.

The individual will have a strong breadth of general knowledge in the scope of services provided by the City. An additional focus on staff development and mentorship will also be important in this role as the City will look to improve their efforts retain and develop staff. The new leader must have a hands-on style, yet still empower department heads to take charge of projects and lead their teams.

Appointed by the City Council, the selected candidate will have extensive experience in executive roles in a public agency, such as City Manager, Assistant City Manager, department head or similar position; demonstrated experience in preparing and administering budgets in a public agency setting and excellent written and oral communication skills. The successful candidate will possess a Bachelor's degree in public or business administration, finance administration, economics, or a related field.

## Compensation and Benefits

The current salary range for this position \$140,000-\$180,000 annually, DOQ. The City also offers a comprehensive benefits package that includes:

- ◆ Medical Insurance: The City of Yreka offers a variety of medical plans to its full-time employees through the California Public Employees Retirement System. All employees are eligible for the Public Employees Retirement System (PERS) Care, PERS Choice and PERS Select coverage, which are administered by Blue Cross. PORAC coverage is only available to members of PORAC.
- ◆ Dental Insurance: Benefit Risk Management Services (BRMS) administers the employer-paid dental benefits provided by the City of Yreka to its full-time employees.
- ◆ Vision: Vision Service Plan (VSP) administers the employer-paid vision benefits provided by the City of Yreka to its full-time employees.
- ◆ Life Insurance: The City of Yreka covers 100% of the Life Insurance Premium up to the values negotiated with each individual union for the full-time employees.
- ◆ The City also offers a Cafeteria Plan.



## The Process

If you are interested in pursuing this desirable 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 initial interview takes place).

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This recruitment is open until filled.

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).

