

CAREER OPPORTUNITY



NOW HIRING

# Assistant City Manager/ Personnel Director

Salary: \$164,748 - \$214,176

*The City of Redding is seeking a qualified candidate for a role that combines both the Assistant City Manager and Personnel Director positions. The ideal candidate will plan, organize, and direct the activities of the Personnel Department, including Personnel, Risk Management – Workers' Compensation, Volunteer Services, the Health and Welfare Benefits Program, Payroll, and Labor Relations. In addition, the Assistant City Manager will oversee the City's Communication team, the Reprographics Division, and Grant Management functions as well as handling special projects as assigned. The new Assistant City Manager/Personnel Director will participate as a member of the City's senior management team fostering cooperative working relationships among departments and providing key support services to City Operations.*



# THE COMMUNITY

---

Redding is a growing community in beautiful Northern California located at the base of the Cascades. We are surrounded by stunning mountain ranges, the Sacramento River, two National Parks, and world-class trails and parks. With an average commute of 10 minutes, an affordable housing market, and a family-friendly community, we take pride in making Redding an even better place to live, work and play.

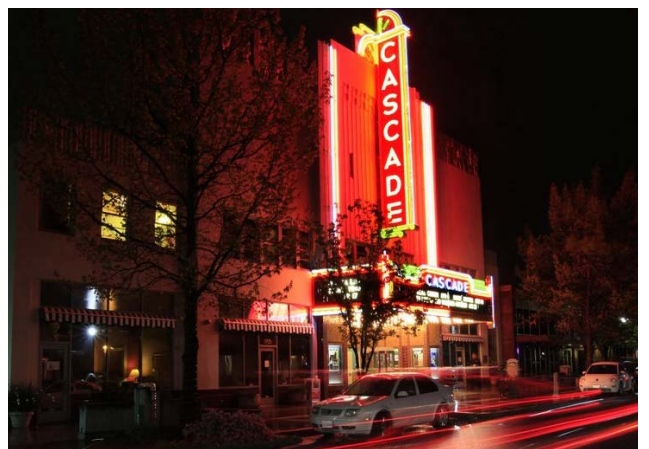


---

# THE CITY

Redding is a full service city with a population around 100,000 and an annual budget of approximately \$310 million. We operate under the City Council/City Manager form of government and have an engaged and invested public community. We are dedicated to protecting and enhancing the City's reputation as the "Jewel of Northern California". We are committed to attracting job growth and to providing public services and infrastructure to promote a clean and attractive community. We want to support steps to create a vibrant downtown and river front and assure parks, trails, and open space for our community.

The City of Redding Organization has a stellar workforce of approximately 860 full-time and more than 300 part-time City employees that help make the City Council and community visions a reality.







## THE ORGANIZATION

The City of Redding is a full service, general law city. Redding is one of the many California cities operating under the Council-Manager form of government. Under this system, the Council establishes the policies under which the City operates and appoints a trained and experienced City Manager to administer the affairs of the City. The City Manager appoints functions as the chief executive and oversees day-to-day operations.

The Redding City Council consists of five council members elected “at large” for staggered four-year terms. Council members must be residents of the City and registered voters during the nomination period.

The City of Redding proudly operates local, not-for-profit, municipal utilities for Water, Wastewater, Electric, Solid Waste and Storm Drains.

City departments include the City Attorney’s Office, City Clerk’s Office, City Treasurer’s Office, Community Services, Development Services, Electric, Finance, Fire, Information Technology, Personnel, Police, and Public Works.

## THE JOB

The position will oversee functional areas that provide key support services to City operations.

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Lead and shape the culture of the organization.
- Modernize and streamline processes and procedures to create efficiencies.
- Develop initiatives, and enhance current activities and programs.
- Efficiently and effectively manage multiple projects while simultaneously communicating clearly and building relationships with internal and external stakeholders.
- Effectively analyze complex budgetary, management and/or operational problems and develop workable solutions.
- Leverage modern technology and methods.
- Foster a culture of respect, teamwork and collaboration.
- Value and encourage diversity, equity and inclusion.

# THE IDEAL CANDIDATE

---

The successful candidate to be a solid business partner who facilitates and delivers exceptional and essential services, while actively supporting the improvement of the organization as well as administering and enforcing City personnel rules and regulations.

Knowledge of the principles and practices regarding recruitment, classification and compensation plan administration, training, budget development and administration, labor relations, and employee insurance benefit programs is vital as is collaboration with key stakeholders, including department heads and City Council. Representing the City while overseeing the entire labor relation process and implementing a cooperation based approach to labor relations/negotiations will be crucially important to succeeding in this role.

The ideal candidate will have seven to ten years of progressively responsible general administrative and personnel-related administration experience in municipal government, including appropriate management and supervisory experience. A Bachelor's degree from an accredited college or university with major work in Public Administration, Business, Economics, Social Sciences, or a closely related field is preferred as is an advanced degree.

## **CORE QUALIFICATIONS:**

- Seven to ten years of progressively responsible general administrative and personnel-related administration experience in municipal government, including appropriate management and supervisory experience
- A Bachelor's degree from an accredited college or university with major work in Public Administration, Business, Economics, Social Sciences, or a closely related field is preferred as is an advanced degree.

There are several challenges and opportunities in the near future that the new Assistant City Manager/Personnel Director will be working on collaboratively with the City Manager and staff including:

- Implementation of a new Enterprise Resource Planning system, including time and attendance and Human Resource Information System modules.
- Enhancing the City of Redding's recruitment program to address recruitment challenges.
- Development and implementation of organizational and professional development programs to include succession planning initiatives, management/professional training programs, strengthening on-board programs, and developing mentorship opportunities.
- Conversion of the City of Redding website to a new platform.

# COMPENSATION & BENEFITS

The City of Redding offers an attractive compensation and benefits program. **\$164,748 - \$214,176** is the range for this position annually, DOQ/DOE, with a competitive benefits program including:

**RETIREMENT:** 2% at age 55 retirement formula for Classic PERS members; or 2% at age 62 based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA).

**HEALTH INSURANCE:** Excellent medical, dental, vision, and EAP benefits are offered through the City. The City offers two generous medical plans and provides an employer contribution to cover most of the premiums. Medical, Dental, Prescription, and Vision Care are offered to all regular employees and their eligible dependents.

**OTHER INSURANCE:** Group Life and Long Term Disability Insurance.

**DEFERRED COMP:** 457 Deferred Compensation Plan on a voluntary employee contribution basis.

**FLEXIBLE SPENDING ACCOUNT:**

Employee contribution available.

**VACATION & HOLIDAYS:** 80-200 hours per year; accrual rate based on years of service; 13.5 designated holidays per year.

**ANNUAL LEAVE:** 40-80 hours of administrative leave annually, subject to City Manager approval, and up to 96 hours of sick leave per year. 40 hours of bereavement leave per incident. Leave hours are prorated for new hires.

**MOVING EXPENSES:** The City of Redding can assist with moving expenses.

**STIPENDS:** \$25 technology stipend per month. Vehicle stipend available.

## LIVE, WORK, PLAY IN REDDING, CA

- **Largest city north of Sacramento, Ca.**
- **Second sunniest city in America** with over 300 days of sun per year.
- **Average commute time of 10 minutes**
- **Median home price is 375K**
- **\$2,300 Average monthly rent for a 4-bedroom home**
- **Top ten fishing town** in North America by Forbes
- **Unofficial Capital of Kayaking** by Time Magazine
- Redding is known as the **Trail Capital of California**







# Live. Work. Play.



## 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 interview takes place).



**Bill Avery or Bill Lopez**

Avery Associates | 16 Lyndon Avenue, Suite 200, Los Gatos, CA 95030

E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

**The final filing date for this position is December 9, 2022.**

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).



Visit **[cityofredding.org/liveworkplay](http://cityofredding.org/liveworkplay)**  
for more information on our community.

