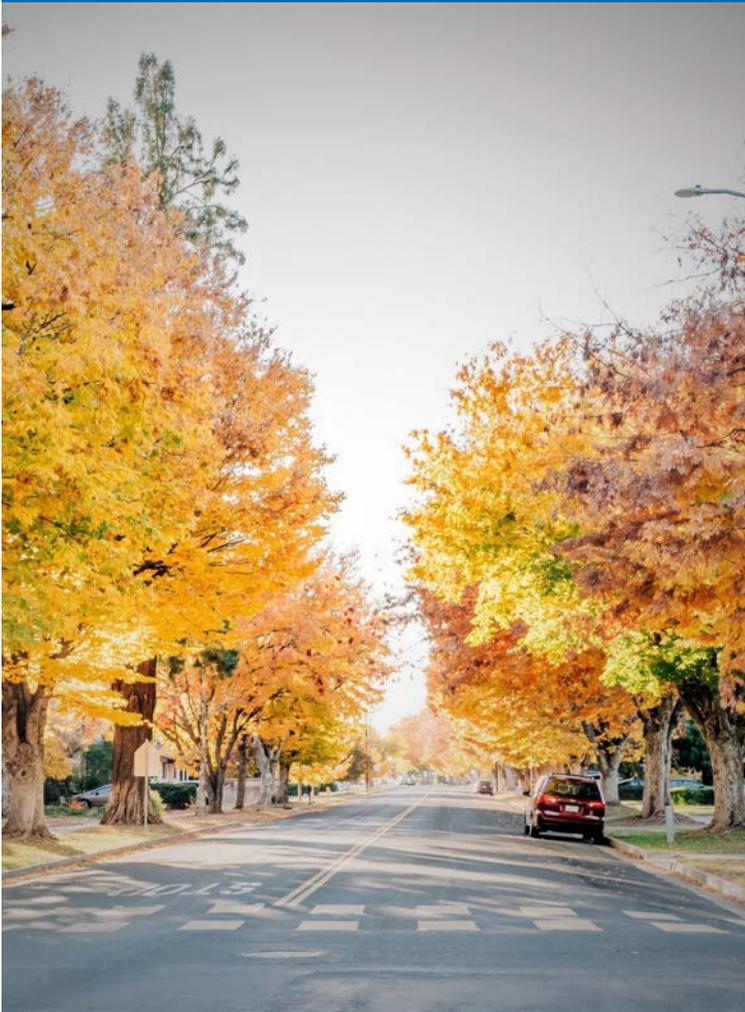




# *The City of Biggs*



*invites your interest  
for the position of*

**City  
Administrator**

## The Community of Biggs

The City of Biggs is located in the fertile farmlands of the Sacramento Valley about an hour north of Sacramento. Known as the “heart of rice country,” Biggs lies approximately 25 miles south of the City of Chico and 25 miles north of Yuba City, just off State Route 99, at an elevation of 93 feet. The city is situated approximately four miles north of the City of Gridley and 13 miles west of the City of Oroville and is one of five incorporated cities or towns within Butte County.

Biggs is a primarily residential community that has maintained a small-town charm and character.

The main entrance to town is lined with walnut groves, passes several attractive home sites and the classic architecture of the Biggs Unified School District Administration building, and proceeds through a boulevard canopied by mature shade trees.

Currently, the City of Biggs encompasses some 338 acres. A mix of land uses lines the main thoroughfare of Biggs, known today as B Street. West of the Biggs Unified School District is a mixture of attractive, older homes and newer, more modest houses that create a residential corridor for several blocks. The portion of B Street located between Fifth Street and Seventh Street have always formed the commercial core of the city. This area includes small markets, the Post Office, and several historically significant buildings. Most prominent is the Colonia Hotel, once the centerpiece of social life in Biggs. This structure retains promise of being the key to economic revitalization of Biggs’ “downtown.” In 2006, Self Help Federal Credit Union remodeled and expanded its flagship office in Biggs -- directly across the street from the hotel -- producing a hub of commerce and a model of attractive new architecture.

Biggs is a friendly community, where inexpensive housing, one of the lowest property tax rates in the state, a low crime rate, mild winters and warm summers, and neighbors that care about each other make this an excellent location to raise a family.

## City Government

The City of Biggs is a general law city with a population of 2,066 and was incorporated in 1903. It is governed by a five-member City Council that is elected to alternating four-year terms. City elections are held in even numbered years. The City Council has a broad range of municipal powers including setting policy, reviewing, and approving an annual budget, establishing community goals and objectives, approving the City’s general plan and proposed sphere of influence, reviewing and approving major projects, and hearing community problems and concerns.



City government operates under the direction of the City Administrator/Finance Director/Utility Director with a FY 2022-23 operating budget of almost \$9M and a full-time staffing level of eight FTEs that handles city administration, public works



operations & maintenance, financial services including payroll, utility billing, and AP/AR. Biggs is unique as it owns its own power utility, water and wastewater treatment plant. The city augments its full array of city operations through independent contracts for City Attorney, City Engineering, City Planning, and Accounting, and has contract agreements with Butte County for public safety including Police, Fire, Animal Control, and for Building. Biggs also contracts with the City of Gridley for operations and maintenance for its power utility.

## **The Position and Ideal Candidate**

The new City Administrator/Finance Director (CA) will serve as the Chief Executive Officer for the City of Biggs. While reporting to the City Council, the CA will also have day-to-day operational responsibilities in the areas of city administration, finance & budget, human resources & risk management, and as utilities director. Directly reporting to the CA are the Public Works Superintendent, City Clerk/AP/Payroll Administrator, Utility Billings/AR Administrator and Code Enforcement/Planning/Administrative Technician. The CA also oversees and manages the contracted personnel supporting the city, except for the City Attorney who reports directly to the City Council.

The key operational priorities associated with this role involve a heavy focus on city infrastructure. Streets and roads require significant attention and additional funding will be essential to address those concerns. The sanitary sewer collection system will also require ongoing attention to ensure compliance with regulatory standards. A new water storage tank system is currently under consideration and funding must be secured to implement and complete this essential project. The city has also commissioned rate studies for the various city utilities, as ongoing operational costs, and a need for the upgrade of meters are areas that require attention.



Organizationally, the expectation is to maintain an active and ongoing communications with the City Council and city staff to ensure and maintain a cohesive work relationship. The expectation is to provide the Council with necessary and pertinent information that allows for informed policy decisions, and to ensure staff is aware of Council priorities. The CA must also be engaged with the community through proactive outreach to create a relationship that engenders credibility and trust with constituents. As a manager, the new administrator will have a collaborative,

empowering, participative, engaged, and team-oriented style as the expectation is to expand a city culture of customer service, enhanced transparency, and performance accountability.

The new CA will be a dedicated and progressive leader that embraces a hands-on and active role and one who is well-rounded in various facets of city administration. As a smaller city, Biggs is heavily reliant on grant funding to maintain city infrastructure. This requires a high level of resourcefulness and initiative along with experience in working with various financing programs through state and federal agencies.

The ideal candidate will be an action oriented, adaptable, and creative problem solver who is a dedicated public servant with a personal value system committed to public service, ethics, and integrity. The successful candidate must have expertise with finance, budgets, administration, and staff management. A background including at least three years of increasingly responsible professional experience in local government, preferably as an executive or department head in city/county administration, or in a senior management staff position in the areas of finance, public works, utilities, community development, or general administration is expected. A Bachelor's degree from an accredited college with major course work in Public Administration, Accounting, or a closely related field is required. A Master's degree in the same fields of study is desirable.

## Compensation and Benefits

The City of Biggs offers a comprehensive salary and benefits program. The salary range for this position is \$96,000 - \$150,000 annually, DOQ. The competitive benefits program includes:

- ◆ **Retirement:** For Classic members of CalPERS, with a 2% a@ 60 formula. Final compensation is your highest average monthly salary during any consecutive 12- or 36-month period of employment. Employee pays 7% employee cost. For new members to CalPERS, 2% @ 62 on the three highest years compensation with an employee contribution of 6.75%.
- ◆ **Medical Insurance:** The City's contribution shall be 80% of the monthly premium for coverage of employee and dependents with the City's contribution capped at \$2,000 per month per employee.
- ◆ **Dental Insurance:** The City's contribution for dental insurance shall be 80% for employees and dependents.
- ◆ **Vision Insurance:** The City will provide 100% of the cost of vision care insurance for employees and dependents.
- ◆ **Life Insurance and AD&D:** The City contributes 100% to a \$50,000 policy per employee.
- ◆ **Holidays:** 12 paid holidays per year.
- ◆ **Vacation:** Accrual is at a rate of 15 hours per month. Total accumulated vacation time and management leave, combined, shall not exceed 256 hours.
- ◆ **Management Leave:** Entitled to receive 80 hours of Management Leave annually which shall accrue monthly.
- ◆ **Sick Leave:** 96 hours annually which shall accrue monthly.
- ◆ **Vehicle and Cell Phone Allowance:** \$400/monthly.



## The Process

To pursue 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 mutual interest has been established) to:

Paul Kimura or Bill Lopez  
Avery Associates  
16 Lyndon Avenue, Suite 200  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



This position is open until filled. First review of resumes on January 20, 2023.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424, or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net). For more information on the City of Biggs, visit its website at [www.biggs-ca.gov](http://www.biggs-ca.gov).