



The City of Brisbane



*invites your interest
for the position of*

**City
Manager**

The City of Brisbane

The City of Brisbane is a small town located along the border south of San Francisco, on the lower slopes of San Bruno Mountain in northern San Mateo County. The City, with a population of roughly 4,800 people, encompasses a total area of 20.1 square miles, of which 3.1 square miles is land and 17 square miles is water, the latter consisting of the Brisbane Lagoon and the San Francisco Bay. The hamlet is home to several community parks and playgrounds as well as open spaces offering miles of hiking trails and scenic vistas. Due to its close proximity to the culturally rich city of San Francisco, many residents and visitors can easily spend a day exploring its iconic attractions, historic landmarks, world-class museums, and diverse neighborhoods. With its stunning scenery, easy access to the city, and diverse population, it's no wonder that Brisbane is a great place to call home.

The population of Brisbane more than doubles during the workday as Brisbane's economy is dominated by office parks at Sierra Point, an industrial park along the Valley Drive corridor, as well as commercial areas at Brisbane Village, Visitacion Avenue, and Bayshore Avenue. Brisbane Baylands Development Inc.'s proposed 659-acre Brisbane Baylands project, will more than double the City's population and existing employment base of the city by providing new office, research & development, retail, hotel, and other land uses that are accessible by a proposed multi-modal transit station.



City Government

The City of Brisbane was incorporated on November 27, 1961, and is a General Law City with a five-member City Council elected at large. The mayor is chosen by the City Council every year and the City Manager is appointed by the City Council as Chief Administrator. General municipal elections are held in November of even numbered years.

City government operates with a FY 2023-24 General Fund of around \$28,599,000 and an approved FTE count of 89. Departments within city operations include Community Development, Economic Development,

Finance, Fire, Human Resources, Parks and Recreation, Police, and Public Works.

The Position and Ideal Candidate

The newly hired City Manager will provide leadership through collaboration, teamwork, and active involvement, with the ultimate goal of establishing a foundation of trust, transparency, and public service for the community. This will require significant focus developing a shared vision for Council, staff, and various constituents of the City. The selected individual must unite the numerous interests and priorities of all, while continuing to move the City forward. Effective interorganizational communication to and from Council and staff will be instrumental in doing so.

The ideal candidate will be a strategic, approachable, direct, and honest leader who can work with City Council, staff, and stakeholders to achieve a sense of diplomacy while boosting morale across the organization. The position will require a creative problem solver with a positive, energetic, and proactive management style based on empowerment, accountability, and results.

The new hire will be a dedicated and well-rounded professional in intergovernmental relations given the City's extensive interaction with other entities including San Francisco. A proven track record in community and economic development is a must, given the large-scale projects in and around the City. Excellent written and verbal communication and effective presentation skills are expected in this role, as is working effectively with highly capable and well-regarded department heads. At least five (5) years of professional experience as a City Manager, Assistant/Deputy City Manager, or public sector executive in a complex organization is necessary for this position. A Bachelor's degree with major coursework in Public or Business Administration, or a related field is required while a Master's degree is highly desirable.



Photo by Scott Mucci

Compensation and Benefits

The City of Brisbane offers a comprehensive salary and benefits program. The current salary is \$295,651.20 and negotiable DOQ. The competitive benefits program includes:

- ◆ Retirement: For Brisbane members of CalPERS, 2.7% at 55 (Tier 1). For Classic members of CalPERS, 2% at 60 (Tier 2). For new members to CalPERS, 2% at 62 (Tier 3). Employee pays 8% employee cost for Tier 1, 7% for Tier 2, and 7.75% for Tier 3.
- ◆ Group Health Insurance: The City provides multiple options for medical, dental, and vision coverage and offers health insurance coverage in an amount equal to the cost of the medical plan selected under the CalPERS Health Benefits Program which includes eligible dependents. If an employee has alternative health coverage, they are compensated \$700.29.
- ◆ Holidays: 14 holidays per year plus 16 hours floating holiday.
- ◆ Personal Leave: Sick and vacation leave hours are merged into one bank. Sick and vacation leave accruals will be the same as provided to full-time department heads.
- ◆ Longevity Recognition Leave: Forty (40) hours after twelve (12) continuous years of service.
- ◆ Administrative Leave: 80 hours per year.
- ◆ Auto Allowance: Up to \$300 per month.
- ◆ Life Insurance, Long-Term Disability, Employer Assistance Program, and Deferred Comp 457 are all offered.



The Process

To pursue this desirable 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 position is September 8, 2023.

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. For more information on the City of Brisbane, visit its website at brisbaneca.org.