



CITY OF FORTUNA

CITY MANAGER

Annual Salary: \$115,000 – \$133,300
Excellent Benefits

APPLICATION:	Submit Required Application Form, cover letter and resume to: City of Fortuna Attention: Human Resources 621 11th Street, P. O. Box 545 Fortuna, CA 95540 – or Email: semmons@ci.fortuna.ca.us
FINAL FILING DATE:	Applications must be received by 4:00 pm on Friday, August 31, 2018

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION:

Under the administrative direction of the City Council, The City Manager is responsible for the efficient and effective implementation of Council goals and policies; maintains effective relations with and is responsive to the City Council; serves as the Chief Administrative Officer of the City, provides leadership, direction and oversight to management-level personnel within the organization; serves as liaison between the City staff and the City Council; and manages the day-to-day operations of the City.

DISTINGUISHING CHARACTERISTICS:

This is a full-time, single position class responsible for all administrative affairs of the City. The work is performed under the administrative direction of the City Council, but the highest level of latitude is granted for the exercise of independent judgment and initiative. Work is typically performed in a general office environment.

SPECIAL CHARACTERISTICS:

- This is an "At Will" contract position. Employment may be terminated by either the employee or the City at any time, with or without cause dependent upon the terms of the employment contract.
- This position is classified as FLSA exempt under the Executive Exemption.
- This is a nonrepresented position.

EXAMPLES OF DUTIES:

Serves as Chief Administrative Officer for the City of Fortuna; provides advice and consultation on the development of City programs and policies; coordinates the preparation of the agenda for City Council meetings; conducts special studies and surveys to determine the effectiveness of City programs and policies; conducts special working sessions with Council members to keep them informed of City programs and services; provides follow up and implementation of Council decisions and directives; conducts negotiations and develops contracts for industrial and commercial development; meets and consults with Department Heads regarding the administration and operation of City Departments; prepares, develops, and recommends capital improvement programs; oversees and participates in meet and confer sessions with City employee representatives regarding wages, benefits, and working conditions; attends and participates in meetings of various City commissions and committees; reviews and approves personnel actions regarding the hiring, termination, discipline, and work performance of City staff; meets with citizens and community organizations to discuss City policies and operations; negotiates and administers franchise agreements for garbage and other City services; oversees Community Development programs; investigates and responds to service requests and citizen complaints; represents the City with other governmental jurisdictions; works on special projects such as economic development and grant applications; performs a wide variety of administrative assignments.

JOB REQUIREMENTS:

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Bachelor's degree in public or Business Administration or a closely related field.

EDUCATION AND EXPERIENCE

A Bachelor's degree in public or Business Administration or a closely related field is required. A Master's degree is desirable, as is possession of or the ability to attain an ICMA Credentialed Manager designation. Experience as a City Manager, Assistant or Deputy City Manager or Department Head in a community where economic development, customer service, high ethical standards and open communications exist and are valued is strongly desired. An equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the job will be considered. Residency within the City of Fortuna is desired.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Safe work practices.
- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Municipal finance and economic development
- Laws, rules, ordinances and legislative processes controlling municipal government functions, programs, and operations.
- Organization, operation, and problems of municipal government.
- Research and evaluation methodologies.
- Public personnel, and employer-employee relations policies and procedures applicable to local government in California.
- Principles of supervision, training, and management.

And Ability to:

- Plan, organize, direct, and coordinate the work of City management, supervisory, and staff personnel to achieve efficient operations and meet program goals.
- Prepare and administer a City budgeting and fiscal control process.
- Collect and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Coordinate the preparation of the City Council Agenda.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Communicate well during public presentations.
- Evaluate and make recommendations regarding the improvement of existing department and municipal operations, programs, and services.
- Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.
- Effectively represent the City's policies, regulations, programs, and services with citizens, community organizations, and other government agencies.
- Establish and maintain effective working relationships.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written instructions, policies and procedures.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.
- Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.

EMPLOYEE BENEFITS- FULL-TIME

Salary	Dependent on Qualifications
Retirement	<p>The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1st tier applies to members employed prior to March 1, 2012. The 2nd tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3rd tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months.</p> <p>Miscellaneous: Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years) - The current 7% employee contribution is paid by the employee. Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years) – The 6.5% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.</p>

Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2018-2019, the maximum employee contribution for full coverage for employee only is \$81.16 per month, employee + 1 is \$140.12 per month, and employee + two (or more) is \$193.00 per month. A variety of supplemental insurance coverage's are also available through AFLAC.
Employee Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
DeferredComp:	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after six years and four weeks after eleven years.
Holidays:	Twelve paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month.
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.	

EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.