Memo to: Mayor and City Council

From: Interim City Administrator

Subject: City Administrator Recruitment

RECOMMENDATION

It is recommended that the City Council begin recruitment for a City Administrator, with that recruitment to focus on the Region.

DISCUSSION

I believe the City will have a number of very well qualified applicants for the City Administrator position. As noted above it is my recommendation that the Council recruit regionally and I would also recommend using the same pay range and benefit package of the previous administrator had (however should there be specific changes or clarifications you wish to make this would be the appropriate time to do so.

Attached is the current job description for your review. I would propose a fairly short recruitment period since a number of individuals have already expressed interest and likely more will apply. I do not see the benefit in a prolonged process.

I have attached a copy of a possible job announcement for your information, review and comment.

One of the major issues to be resolved during the recruitment and hiring process is the assignment of the electric utility function. Most applicants will have no background in this area which is currently being handled by Marlee Mattos on a day to day basis and with the Mayor involved in policy discussions and decisions. There are several courses of action available including assigning this on a broader basis to Marlee and adding counter help, using NCPA to assume parts of the function, hiring a manager with skills in this area or some combination thereof. I've included a memo from Marlee that explains how the in house option could work.

<u>Attachments:</u>

Attachment A – Memo from Marlee Mattos
Attachment B – City of Biggs Employment Opportunities Announcement – City Administrator

Attachment A

From: Marlee Mattos
To: Mayor and City Council
Subject: Energy Services Position

Proposal:

Consolidate all energy related job functions into one position (Procurement/UD/reporting + renewable/distributed generation/reporting + Public Benefits/reporting) "Energy Services".

Make current part-time position full time. Bring Code Enforcement back "in house". Redistribute Job duties.

This is how the job responsibilities could be divided:

Roben	Marlee	Acct. Tech. Code Enforcement
No Changes	Energy Services	Code Enforcement
	Public Benefits	Daily Cash Mgmt.
		Res. & Commercial
	Renewables/RPS	Billing
	Procurement	Answering Phone
	All State & Fed reporting	Work Orders
	Collections	
	FTB Intercepts	
	Muni Services Liens	
	Foreclosures	
	Shut-offs	
	New Accounts	
	City Loan	
	Payments/statements	
	Community Hall Mgmt.	
	Industrial Billing	
	Month Ends	
	Billing ME/Balancing	
	Cash Mgmt.	
	ME/Balancing	
	General Ledger ME	

Benefits of these changes:

- Reduce overlap of all energy related reporting (i.e. I give Pete the numbers, he fills out the report). NCPA will have one "go to" person for all reports.
- Reduce/eliminate the "learning curve" for procurement/reporting/RPS. City Administrators do not have training in Energy Services and there is far more turnover of City Administrators than Admin. Staff.
- Consolidates all energy related staff reports to council – council will be better informed.
- Allows Code Enforcement far more flexibility to adjust time to actual need instead of a set number of hours two days a week – more effective use of time.
- Puts Code Enforcement back under the City Administrator oversight and management.
- Gives office staff a second person who knows how to load handheld readers, upload reads and generate bills.
- Increases front desk coverage for busy days, vacations, conferences and meetings.
- Gives existing staff the opportunity for professional growth.

The City is currently spending approximately $41k per year for 8 hours per week of Code Enforcement work and 12.5 hours of lunch time customer service coverage. A full time position, at the same rate currently paid to the part time staff member by the City, with benefits, would cost the City approximately $49k per year. Part, or all of this difference could be made up by lowering the beginning salary offer to the new City Administrator. It's an employer's market!

Attachment B

CITY OF BIGGS
EMPLOYMENT OPPORTUNITIES ANNOUNCEMENT
CITY ADMINISTRATOR

THE CITY

Biggs is a full-service, general law city with a population of 1,805 located in the Sacramento Valley approximately 60 miles north of Sacramento. In addition to providing police, fire and public works services, the city also operates electric, sewer and water utilities. The city contracts with the City of Gridley for police and electric utility services and with the California Department of Forestry and Fire Protection for fire services. The current Annual Budget is $3 million plus.

THE POSITION

The City Administrator is appointed by the five member City Council and works under the policies and procedures established by the Council. Manages and administers the city pursuant to the provisions of the Biggs Municipal Code; develops, recommends and implements policies, procedures and programs in furtherance of city goals and objectives; prepares and administers the annual budget and work program; develops and implements the city's accounting and financial reporting systems; prepares financial and other reports as required and appropriate; performs all duties relating to the preparation, auditing and disbursement of claims and demands against the city, including payroll; coordinates policies and programs with the Council, city staff and a variety of external private and public sector agencies; administers grants and contracts; monitors and reports upon federal/state legislation and programs related to economic development; represents the city before area private and public sector meetings and groups; reports to the City Council periodically upon status of various city programs and its financial status; performs such other duties and responsibilities as may be assigned from time to time by the Council. This is an exempt, at-will position.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principals and practices of governmental accounting, methods of data processing, municipal budgetary techniques, practices and systems;
- Principles and practices of public administration and management;
- Public sector lending and financing programs, including but not limited to state Housing and Community Development and federal Economic Development Administration, Small Business Administration, Department of Agriculture, and the like; and
- Sound financial management and auditing practices and procedures for local governmental agencies;

Ability to:

- Prepare, articulate and administer a city budget in conformance with sound financial management techniques;
- Plan, direct and coordinate multiple, varied economic development work programs involving both the public and private sectors;
- Maintain effective relationships and communications with the City Council, city staff, citizens and other elected and appointed public officials involved in city programs;
- Analyze complex economic development policies, programs and projects to develop effective programmatic solutions;
- Effectively analyze and interpret fiscal and accounting information;
- Devise and implement improved accounting and record keeping procedures;
- Organize and manage both city staff and programs efficiently so as to produce effective outcomes; and
- Prepare and administer a wide variety federal and state economic development and assistance grants and related public/private sector financing programs.

Experience:

Three years of increasingly responsible professional experience in a significant management and/or financial/accounting capacity in local government, preferably as an assistant city manager (or administrator), assistant finance director, or in a senior management staff position in such areas is required. The City Council may substitute other experience for these requirements.

Education:

Applicants must possess a Bachelor's Degree from an accredited college or university with major course work in public administration, accounting or a closely related field. A Master's Degree in the same fields of study is desirable. Qualifying experience may be considered on an equal time basis.

Personal Characteristics:

In addition to possessing the experience and education described, an ideal candidate to this position will be an individual who:

- Has a superior work ethic and attitude;
- Is success motivated;
- Has excellent interpersonal skills and strong writing and analytical abilities;
- Possesses strength and presence of character;
- Can establish and maintain communications with a wide variety of persons in the conduct of city business;
- Is skilled in areas of program and project management and negotiations;
- Has a solid financial background;
- Has experience in staff motivation, supervision and organizational operations;
- Can work effectively with a wide variety of public and private policy-making bodies and officials;
- Is skilled in planning, budgeting and organizational management; and
- Is knowledgeable regarding federal, state and local governmental organization, operations and programs.

Additional Requirements:

Possession of a valid California Driver License and proof of current Automobile Liability Insurance coverage; ability to be bonded.

COMPENSATION AND BENEFITS

Salary:	Salary Range: $60 to 90,000 annually depending upon qualifications and experience.
Vacation:	12 days per year.
Holidays:	13 days per year.
Sick Leave:	12 days per year.
Bereavement Leave	3 days for in-state leave; 5 days for out-of-state leave
Retirement:	Public Employees Retirement System (PERS) 2% @ Age 60 integrated with Social Security
Health Insurance:	**The city offers the following Health Insurance options:** • Blue Shield HMO & EPO • PERS Choice Contribution rates for each vary with the number of persons covered and the plan selected.
Other:	The successful candidate may enter into an Employment Agreement with the city.

APPLICATION AND SELECTION PROCEDURE

- Obtain the required Application and Supplemental Questionnaire forms from:

  City of Biggs (Recruitment)
  465 C Street (P. O. Box 307)
  Biggs CA 95917-0307
  Phone: 530-868-5493; Fax: 530-868-5239
  E-Mail: biggs1@biggs-ca.gov

- Complete the Application and Supplemental Questionnaire (optional) and return them to **CITY OF BIGGS (RECRUITMENT), P.O. Box 307, Biggs CA 95917-0307** by mail or by personal delivery to the above address together with a Resume (maximum length – 2 pages) demonstrating your education, experience and qualifications for this position. **THE CLOSING DATE FOR FILING APPLICATIONS IS _____.**

- Applications will be reviewed and the most qualified candidates will be invited to an oral interview tentatively scheduled for _____. Candidates selected for interview will be notified of the confirmed interview times and date.

CITY ADMINISTRATOR/FINANCE DIRECTOR – City of Biggs CA. Salary Range: $60,000 - $90,000 annually depending upon qualifications and experience. Biggs is a full-service, general law city with a population of 1,800 located in the Sacramento Valley approximately 60 miles north of Sacramento. In addition to providing police, fire and public works services, the city also operates electric, sewer and water utilities. The city contracts with the City of Gridley for police and electric utility services and with the California Department of Forestry and Fire Protection for fire services. The current Annual Budget is $3 million plus. The City Administrator/Finance Director is appointed by the five member City Council and works under the policies and procedures established by the Council. The city is seeking a highly qualified, experienced professional who is knowledgeable in both good management practices and municipal finance and accounting principles. Applicants must possess a Bachelor's Degree from an accredited college or university with major course work in public administration, accounting or a closely related field. A Master's Degree in the same fields of study is desirable. Qualifying experience may be considered on an equal time basis. Three years of increasingly responsible professional experience in a significant management and/or financial/accounting capacity in local government, preferably as an assistant city manager (or administrator), assistant finance director, or in a senior management staff position in such areas is required. The City Council may substitute experience for these requirements. Biggs is an Equal Opportunity Employer. Contact Tom Lando, Interim City Administrator at 868 0100. APPLICATIONS MUST BE RECEIVED BY NOT LATER THAN _____.

WORD COUNT – 284

PUBLICATION DATES:

Chico Enterprise Record/Oroville Mercury Register
Gridley Herald
Marysville Appeal Democrat
Western City Magazine Website

BILLING INFORMATION:

City of Biggs
Attn: Accounts Payable
P.O. Box 307
Biggs CA 95917-0307

PLEASE CONFIRM RECEIPT/PLACEMENT OF THIS AD BY E-MAIL TO: biggs1@biggs-ca.gov
OR BY FAX TO: 530-868-5239