

City of Capitola, California
Invites your interest in the position of
Assistant to the City Manager



DEADLINE TO APPLY: December 11, 2014

City of Capitola
420 Capitola Avenue
Capitola, CA 95010
831.475.7300
www.cityofcapitola.org



The Community

Capitola is a popular seaside resort community centrally located in Santa Cruz County adjacent to the Monterey Bay National Marine Sanctuary. Located less than an hour from San Jose, Capitola enjoys a lively lifestyle that celebrates family, fun, and history. Capitola has a population of approximately 10,000 within its 2.5 square miles. The City is world renowned for its beautiful beach and was recently named by *Sunset Magazine* as one of the west's 20 best small towns. Capitola has the County's only enclosed shopping center, located on 41st Avenue. This is also the City's major commercial area with a mix of retail stores, auto dealers, office/professional buildings, hotels, cinemas and restaurants.

Capitola is host to many festivals, concerts, and events such as the annual Begonia Festival, Surfing Santa, and the Children's Halloween Parade. The Chamber of Commerce hosts the annual Art & Wine Festival attended by thousands, a surf contest, and many holiday activities.

The City organizes the popular Summer Twilight Concert series on Wednesday nights at the bandstand, Art in the Park, and Movies on the Beach, all of which bring the community together. There is a wide range of housing opportunities in Capitola, from quiet single-family neighborhoods to bustling apartments in the heart of the Village. The City is known for its great sense of community, which makes Capitola a unique place to live and work.

The Organization

The City of Capitola was incorporated in 1949 and has operated under the Council-Manager form of government since 1962. The City is a General Law City with a five-member Council, with the members elected to four-year staggered terms. The Council annually elects the Mayor and Vice Mayor.

The City Council appoints the City Manager who serves at the pleasure of the Council. City departments include City Administration, Finance, Community Development, Police and Public Works. The City also offers a full-service recreation program. The City Manager is supported by a very talented team of department heads. The City Manager oversees a General Fund budget of \$14.7 million. There are 61 full-time equivalent positions.

The Ideal Candidate

The City is currently seeking an Assistant to the City Manager with an emphasis on Human Resources who has exceptional managerial, interpersonal, communication and critical thinking skills. The ideal candidate will possess a big picture perspective and be forward thinking. Resilience, flexibility, creativity and innovation are crucial to the success of the Assistant to the City Manager. An individual who is a team-player and has leadership skills will excel in this position.

The primary responsibility of the Assistant to the City Manager will be to manage a full-service Human Resources Division. It is desired that the selected candidate have experience developing policies and procedures, budget development and monitoring, contract administration, managing a variety of special projects, public speaking skills and a broad understanding of the principles of human resources.

The Assistant to the City Manager is responsible for the oversight of the following areas: recruitment, compensation and benefits, workers compensation, risk management, performance evaluation and benefits administration. He/she will also assist in the labor relations programs, including contract negotiations, collective bargaining agreement administration, assisting management staff in employer/employee relations issues and serving as the primary representative to the employee groups.

This position offers a wide range of opportunities to the right person. The selected candidate will have the opportunity to actively participate in addressing issues of concern to the City, which at times may be outside her/his direct area of expertise. In addition, this position is the staff representative to the Art & Cultural Commission and supervises the Historical Museum staff.

Five years of increasingly responsible administrative experience in a municipal government, including 3 years of municipal human resources management experience are required. A bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field is also required. A master's degree is highly desirable.



To Apply

If you are interested in this opportunity, please submit an application, your resume, questionnaire responses, and cover letter by 5:00 pm, Thursday, December 11, 2014 to:

City of Capitola
Attn: Liz Nichols,
Executive Assistant
420 Capitola Ave.
Capitola, CA 95010
Phone 831. 475-7300
Email: lnichols@ci.capitola.ca.us

Tentative Selection Process

11-17-14 Position open for application

12-11-14 Final Filing Date. Resume, completed supplementary questionnaire and cover letter must be postmarked or received no later than 5:00 p.m. on this date

12-16-14 Oral Board Interview

12-18-14 Interviews with Top Candidates.

01-20-14 Tentative Start Date.

The Compensation

The salary for the Assistant to the City Manager position is \$77,112 to \$93,732 annually depending upon experience and qualifications. The benefits include the following:

- Retirement: PERS 2.5% @ 55 for employees with less than a six-month break in PERS-qualified employment.
- 457 Plan available through ICMA
- Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.
- Administrative Leave: Ten (10) days per year.
- Sick Leave: Twelve (12) days per year, with unlimited accrual.
- Holidays: Twelve (12) days per year, plus 3 personal holidays.
- Health/Dental/Vision Insurance - The City currently pays \$718/emp., \$921/emp. + 1, \$1,126/emp. + 2 per month under a cafeteria plan
- Life Insurance - \$50,000 policy + \$1,500 for each dependent.
- Flexible Spending Account: Tax-deferred employee contributions that can be applied to specified expenses (for example: child care, dependent orthodontic work, and medical expenses)

