The City Of

Hercules

Is Seeking An

Assistant

City Manager

COMMUNITY

To trace the roots of this Contra Costa County city, you have to go back to the late 1800's. Hercules began as the California Powder Works company town in 1881. Named after Hercules, the legendary Greek mythological hero known for his strength, the town thrived through one hundred years, three transferals of ownership, and five wars. On December 14, 1900, with a population of less than 100, Hercules officially became an incorporated town. The explosive black powder produced in Hercules was first used by Allied Forces in World War One. In 1917, after the United States had entered the war, the Hercules plant became the largest producer of TNT in the country.

Today, Hercules has grown into a thriving, diverse community experiencing tremendous growth. The current population of 20,000 is expected to increase by 10,000 over the next five years. Hercules is conveniently located in the San Francisco Bay Area along the I-80 corridor and is approximately a half-hour drive to San Francisco and about an hour from Sacramento. The City maintains an abundance of open space areas and trails throughout the community, providing the opportunity for spotting various types of wildlife and offering dazzling views of the bay.

Hercules is a family-oriented community with an unusually high rate (87%) of home ownership, with a typical median house price of $425,000. The community is racially/ethnically diverse. The population is largely young and well educated with over 50% having graduated from college and 75% employed within management, professional, and related fields or sales and office occupations. The median income of Hercules' households is $92,000.

The residents of Hercules have chosen to locate in the community for a variety of reasons, including the small-town atmosphere, affordable and attractive housing, low crime rate, peace and quiet, and excellent community services for children and families. As a newly developing city, Hercules offers residents a high standard of living with relatively new streets, a design award-winning community park, and a high level of City services. The overall visual appearance of the City is aesthetically pleasing and a reflection of the overall pride and values of the community residents.

MISSION STATEMENT

"Our mission is to lead our diverse community and enhance the quality of life in the City of Hercules, now and in the future. We do this by providing effective, efficient, responsive and innovative services with integrity."

CITY GOVERNMENT

The City of Hercules is a general law city operating under the council/manager form of government. Five Council Members are elected at large for four-year overlapping terms. A Mayor is selected by the Council for a one-year term.

The City Council appoints a City Manager to be the chief executive officer of the City government and a City Attorney to provide legal services to both Council and staff. The City Manager is responsible for all other personnel appointments within the parameters of the personnel system. Reporting directly to the City Manager are the departments of Police, Finance, Administrative Services, Community Development & Public Works, and Parks & Community Services. The new Assistant City Manager will share managerial responsibilities with the City Manager. All department heads work with the City Manager as a team. The Management Team *Goals and Objectives* and a *Code of Ethics* have been adopted by the group. The total current annual operating budget is $11 million with a personnel allocation of 72 full-time employees. The City has also formed a Redevelopment Agency and adopted two active redevelopment project areas. The City Manager serves as Executive Director of the Agency and the Mayor and Council are its Board of Directors.

THE POSITION

The new Assistant City Manager, who will act as City Manager in the latter's absence, will act as a strategic management partner with the City Manager, while sharing administrative responsibilities. The Assistant City Manager will assist the City Manager in coordinating and directing city operations such as redevelopment and planning related activities. The Assistant City Manager performs responsible and complex administrative work; directs or conducts special surveys; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager.

CURRENT ISSUES & PRIORITIES

In preparation for the recruitment of a new Assistant City Manager, the following key issues and priorities that need to be addressed by the successful candidate have been identified:

- **Staff Development and Management** – The new Assistant City Manager must have proven skills and abilities to effectively develop and manage staff. The Assistant City Manager will directly oversee the following divisions: City Clerk, Information Technology, Parks & Community Services, and Personnel. The Assistant City Manager may also have supervisory responsibility for other areas as determined by the City Manager. Because this is a newly formed position, the Assistant City Manager will play a key role in developing specific duties and responsibilities for this position.
- **Development** – The City is experiencing a tremendous resurgence in growth, with 33 development projects either in the planning stages or underway. One thousand two hundred residential units are either approved or being built, with another 700 units in the planning stages. The City expects a growth of 2,500 to 3,000 homes in the next three years, with an expected population growth of 10,000 in the next five years.
- **State Budget Crisis** – Proposed State budget cuts will adversely affect most cities throughout California, seriously limiting the ability of cities to provide the same levels of service currently being provided. Adjustments to the current city budget will have to be considered by the City Council in order to meet projected shortfalls.
- **Creekside Shopping Center** – Home Depot is under construction with expected completion in the Fall of 2003. The sales tax generated by this development will help the City with the shortfall caused by expected cuts to local government stemming from the State budget woes. It is now the City's challenge to attract new businesses to Creekside Shopping Center to complement Home Depot.

- **Economic Development Plan** – Hercules is a city comprised primarily of residential units. The City will need to assess the market potential for different types of businesses, and lay out a strategy for attracting businesses which best meet the City's needs and desires. Land use and zoning considerations must be addressed.
- **Sycamore Avenue** – City engineers are currently completing plans for the extension of Sycamore Avenue from San Pablo to the Waterfront. Plans are to commence construction on the road by August 2003 with targeted completion by the Spring of 2004. This will help complement plans for the continuing development of the Waterfront.
- **Community Interest** – Hercules is comprised of a population with a keen interest in city government. There is an extremely high viewership of City Council meetings through the public access channel on the local Cable TV system. City residents are highly technology oriented. Ninety-eight percent of households in Hercules have access to the Internet.

IDEAL CANDIDATE

It is anticipated that the new Assistant City Manager will be an experienced local government professional with outstanding leadership and personnel management skills, and experience in all areas of management. This candidate must have the knowledge of:

- Principles and practices of organization, administration and management
- Contract administration and management
- Data processing equipment and software systems
- Pertinent federal, state, and local laws, codes and regulations
- Local, state and legislative processes
- Principles and practices of supervision, training and personnel management
- Principles and practices of budget administration

In addition, the ideal candidate must be an excellent communicator who is able to build strong relationships with the City Manager, department heads and community interest groups. The Assistant City Manager must be a self-starter and team player with a "can do" approach.

Education and Experience

Minimum requirements for the Assistant City Manager position include possession of a relevant Bachelor's degree in Public Administration, Business Administration, or closely related field. A Master's degree is desirable. Significant governmental management experience is required. Possession of a valid California driver's license is also required upon appointment.

Management Style and Personal Characteristics

In addition to the education and experience described above, the ideal candidate will be a:

- Forward, strategic, innovative thinker
- Results oriented professional
- Team player with the highest ethical standards and considerate of others
- Pro-active problem solver who anticipates change
- Participative, accessible and energetic leader who develops staff
- Effective communicator, both oral and written
- Politically aware professional who is oriented toward providing the best professional advice
- Effective manager in budget preparation and monitoring skills
- Self starter, motivated

COMPENSATION AND BENEFITS

Salary – The annual salary range is $94,668 - $109,740. Starting salary is negotiable, commensurate with candidate's skills, abilities, and experience.

Retirement – Membership in the California Public Employees' Retirement System (PERS), 2% at 55 plan and the 1959 Survivor Benefit. City pays the employee contribution.

Deferred Compensation – City participates in a 457K deferred compensation plan. Employee may contribute up to $12,000 annually.

Medical/Dental/Life Insurance – City contributes to health and dental insurance for employee and dependents and provides $50,000 life insurance coverage for employee.

Long Term Disability – Coverage provided for the employee.

Vacation – 10-15 days annually depending on years of service.

Holidays – 12 holidays each year, plus 3-5 paid December holidays during the week of December 25th as designated by the City.

Executive Leave – Executive leave of up to 10 days accrued annually.

Sick Leave – 12 days per year.

Educational Reimbursement – To $1,500 per year.

Professional Memberships – Reasonable and appropriate professional membership dues paid by City, upon approval.

APPLICATION AND SELECTION PROCEDURE

To be considered for this outstanding career opportunity, submit your resume, three work-related references and current salary by **August 15, 2003.** Resume should reflect years and months of employment, as well as size of staff and budgets you have managed. Forward your materials to David Harris:

SHANNON
EXECUTIVE SEARCH

A DIVISION OF
CPS Human Resource Services
FOR PUBLIC AGENCIES

Shannon Executive Search
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Sacramento, California 95815
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Fax: 916 561-7205
E-mail: resumes@cps.ca.gov
Recruitment brochure:
www.cps.ca.gov/shannon

Visit City website at:
www.ci.hercules.ca.us

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Shannon Executive Search will report the results to the City of Hercules. The City will then select candidates to be invited to participate in City interviews in late September. An offer of appointment is expected in October 2003 following extensive reference and background checks. For additional information about this position please contact David Harris or Stuart Satow.