



# City Manager





## THE COMMUNITY

Located in the heart of the San Francisco Peninsula, the Town of Hillsborough is a residential community of 6.23 square miles with approximately 11,000 residents. The Town is known for its superior quality of life, outstanding municipal services, and exceptional schools. Incorporated in 1910, Hillsborough has managed to preserve its rural charm and small-town atmosphere while being bordered by urban amenities.

Consisting largely of rolling hills and canyons, Hillsborough is picturesque and incredibly safe, with only a few stoplights and a quiet environment valued by its educated, engaged residents. Hillsborough's constituents are committed to the preservation of the Town's character, working to sustain the admirable standards and expectations for which the community is known. This special community also proudly supports the Town's numerous award-winning public and private schools. Annual special events include the Memorial Day Parade and Music Festival and Light up the Town which add to the hometown feel of one of the country's most affluent and safest communities.

Conveniently situated in San Mateo County just 17 miles south of San Francisco and 20 miles north of Silicon Valley, Hillsborough is bordered by the cities of Burlingame and San Mateo, and Crystal Springs Reservoir. Its accessible location west of Highway 101 and east of Highway 280 is just a short drive to San Francisco and only minutes from the San Francisco International Airport.

For more information about  
the Town of Hillsborough, its history  
and numerous amenities,  
visit [www.hillsborough.net](http://www.hillsborough.net).

## TOWN GOVERNMENT

The Town of Hillsborough is a general law city operating with a Council/Manager form of government. Essential services provided by the Town include police protection, building permitting and inspection, land use management, and maintenance of roads, public facilities, water, sewer and storm drainage infrastructures. The Town contracts with two neighboring cities for library services and with the local school district for recreation services. The Town funds fire protection services provided by the Central County Fire Department in partnership with the neighboring City of Burlingame. The City of Millbrae contracts with CCFD for fire services. The Town's services and operations are supported by 88 employees and a total fiscal year 2018-2019 budget of \$59.8 million (\$27.5 million General Fund).

The City Council acts as the policymaking and legislative authority for the Town and consists of a Mayor, Vice Mayor, and three Councilmembers. Councilmembers are elected to overlapping four-year terms in even-numbered years and with no term limits. The City Council selects the Mayor and Vice Mayor every year. The elected body is responsible for appointing the City Manager and City Attorney.

Hillsborough benefits from both a stable political history and a stable financial position. The City Council has identified the following Key Priorities for the 2018-2019 Fiscal Year:

- Community Service
- Financial Stability
- Land Use Planning
- Community Partnerships
- Regional Partnerships

During the early stages of his/her tenure, the new City Manager will be expected to devote attention to topics and priorities such as succession planning, water use and supply issues, pension costs, and wireless communications facilities, as well as maximizing and modernizing use of civic center property and exploring opportunities for organizational and technological improvements.





### **Mission Statement**

*The Town of Hillsborough serves the needs of our diverse community by providing for its safety and well-being while promoting a superior quality of life.*

### **Organizational Culture**

As a small, high-performing organization, the Town takes its culture seriously and is dedicated to superior work, service delivery and in providing an incomparable quality of work life. Executive team members are mutually supportive of one another and take pride in the group as well as individual achievements. Dedication to quality work, impressive customer orientation, integrity, and concern for the success and well-being of one another are hallmarks of Hillsborough's enviable professional environment.

Hillsborough's next City Manager will benefit from the governing of an especially stable elected body and the competency of a talented executive team. The Town has a rare and longstanding history of fostering healthy and effective working relationships between the elected officials and professional staff that are based on mutual respect and a commitment to excellence. In addition, Hillsborough has long enjoyed well-established working relationships with other local government entities in the region.

## **THE IDEAL CANDIDATE**

The City Council is seeking a visionary and high energy local government professional with experience leading through significant issues that have community-wide impact. The ideal candidate will be a strategic and results-oriented leader who offers proven agility in anticipating and managing complex matters and projects.

The professional selected will exhibit an exceptional customer focus and be committed to adhering to high standards. He/she will have a history of delivering excellent

services and work products as well as inspiring teams to produce impressive outcomes. Guided by a strong partnership mindset, this individual will be known for working well with the community. A true collaborator, he/she will have a reputation for being extremely responsive and receptive to feedback and input.

The ideal candidate will be known for his/her extraordinary work ethic, impeccable integrity, and dedication to public service. A history of exercising sound judgment and sophisticated problem solving will also be expected. Further, the ability to balance multiple priorities simultaneously and facilitate well-informed, high-level decision making will be thoughtfully evaluated.

An excellent communicator and skilled listener, the ideal candidate will be respected for his/her diplomacy, knowledge of issues and the ability to engender trust. He/she will be an outstanding relationship builder who proactively creates opportunities for meaningful interaction. Hillsborough's City Manager must be an accessible and visible representative of the Town and embrace opportunities to interact with the community on a regular basis. Familiarity with contemporary approaches to community engagement and participation will be considered favorably.

Hillsborough's City Manager will be an empowering manager capable of maintaining an environment where people feel valued, engaged and respected, and will bring demonstrated success in attracting and retaining top talent. A collaborative and supportive manager, he/she will be clear about roles and expectations and will be engaged with his/her team members without micromanaging. A commitment to ongoing professional growth and succession planning will be required to keep the organization strong and progressive.

Competitive candidates will be well-rounded generalists or experienced professionals with depth in areas most relevant to Hillsborough. Large-scale project and initiative management experience is desirable. A good fiscal acumen that includes extensive experience managing substantial budgets and a sophisticated understanding of local government finance will be expected. A minimum of seven



(7) years of increasingly responsible local government service that includes considerable management/supervisory experience along with a Bachelor's degree from an accredited college or university is required. A Master's degree is strongly preferred.

## COMPENSATION & BENEFITS

The annual salary will be competitive and DOQE. In addition, the Town offers a competitive benefits package that includes, but is not limited to:

**Retirement:** CalPERS retirement 2% @ 60 formula for Classic members (employee pays 7%); 2% @ 62 formula for new members (employee currently pays 6.5%). Hillsborough also participates in Social Security.

**Health Insurance:** Choice of medical plans available through CalPERS. The Town contributes up to the Blue Shield family rate towards medical coverage; up to \$2,000 of dental coverage annually per family member; and up to \$325 of vision coverage annually per family member.

**Life Insurance:** Town-paid life insurance equal to 2 times annual salary.

**Retirement Health Savings Account:** The Town contributes \$75 per month towards a retirement HSA.

**Automobile Allowance:** \$343.65 per month.

**Technology Allowance:** The Town contributes up to \$50 per month internet; \$75 per month cell phone; \$1,500 bi-annual for a computer allowance.

**401(a) Retirement Savings Plan:** Negotiable.

**Vacation Leave:** 10-25 days per year; accrual rate based on years of service; 11 paid holidays plus one personal holiday.

**Sick Leave:** 14 days per year.

**Management Leave:** 80 hours annually.



**Additional Programs:** Include but not limited to Deferred Compensation, unreimbursed medical expenses, and dependent care; Employee Assistance Program; and credit union membership.

## APPLICATION & SELECTION PROCESS

This recruitment will close just prior to **midnight on Sunday, December 16, 2018**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted **preliminary interviews** by the consultants in late December through early January. Candidates deemed to be the best qualified will be invited to **interview with the City Council on Thursday, January 31st & Friday, February 1st**. The City Council anticipates making an appointment shortly thereafter following the completion of compensation negotiations as well as extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.