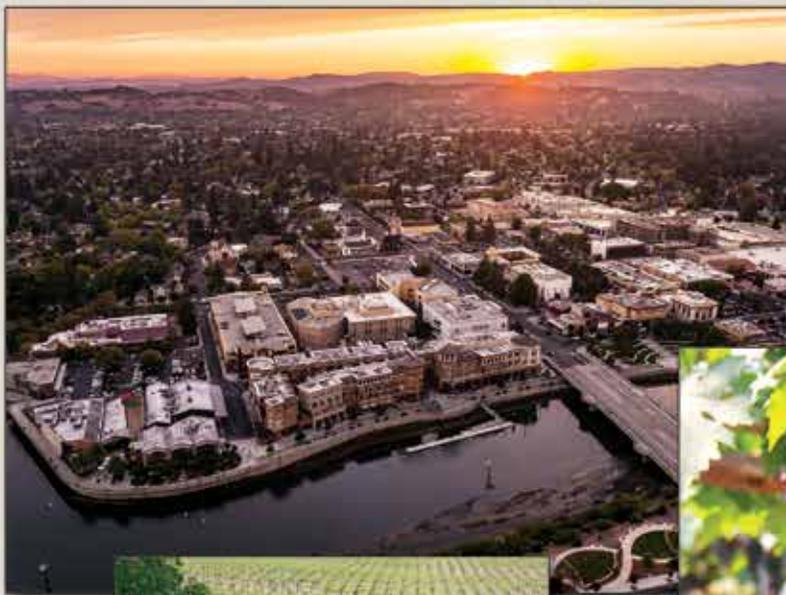


ASSISTANT CITY MANAGER





THE COMMUNITY

Just 50 miles northeast of San Francisco, the city of Napa (pop 80,416) is renowned as the seat of California's premier winemaking region and culinary destination, where rolling hills, vineyards, near-perfect weather, and beautiful open space provide the backdrop for a dynamic city.

In the 1830s, Napa Valley became one of the first regions in California settled by American farmers. The area's wine industry was born with the first commercial winery opening in 1859 with the city incorporating in 1872. Today Napa is a vibrant, modern and safe city with respect for its colorful past and a deep appreciation of the arts and environment. Just blocks away from the electric riverfront and visually compelling new development, the City's protected Historic Districts showcase some of northern California's finest Victorian homes. The mild Mediterranean climate makes it easy to take advantage of the City's 48 parks and miles of biking, hiking, and walking paths all year long.

The City of Napa also works to build a sense of community and connection through dozens of events and festivals. Residents can catch a performance at local entertainment venues in the downtown including at the Blue Note Napa Valley Opera House, Uptown Theater and Silos, among others, or a leisurely stroll along the Napa River Promenade or through the Napa ARTwalk Public Sculpture Tour. Downtown Napa offers wine tasting rooms, Zagat rated, and Michelin star restaurants, the Farmer's Market, and Culinary Crawl all highlight the region's unique food culture. Everyone is sure to find something to celebrate at one of Napa's annual events, which include the BottleRock, Napa City Lights, Napa Live and Napa Porchfest, Main Street Reunion Car Show, Flavor! Napa Valley, Napa Valley Film Festival, and Holiday celebrations held throughout the year.

Napa offers excellent educational opportunities for children and adults alike. The Napa Valley Unified School District is comprised of more than 30 schools, including magnet and charter schools, which serve approximately 17,000 students in elementary, middle, and high school. The City also offers alternative and adult education centers. For those seeking higher education, Napa Valley College which was recently ranked the #1 best two-year college by BestColleges.com operates in the city, and numerous prestigious academic institutions are located in the greater Bay Area within a short commute.

Additionally, the CleanGreenNapa program works to create sustainability throughout the city, aiming to use fewer materials and less energy, water, and fuel while balancing environmental, economic, and social concerns. As the County seat of one of the world's Great Wine Capitals, the Napa name is synonymous with quality.

To learn more about this vibrant, growing community, visit <http://cityofnapa.org>.

CITY GOVERNMENT

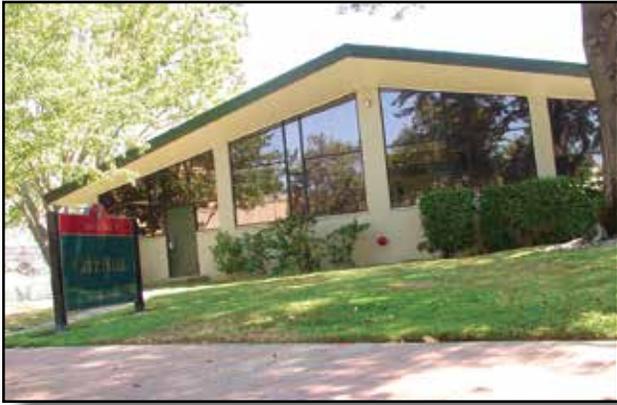
The City of Napa incorporated in 1872; in 1914, it became a Charter City with a Council-Manager form of government. The City Council consists of a Mayor and four Council Members, all of whom are elected at large for four-year terms. Elections are held in November of even-numbered years.

The City Council appoints the City Manager, City Clerk, and City Attorney, while the Civil Service Commission appoints the Civil Service Manager. Last December, the City Council was unanimous in naming Steve Potter as its choice for the permanent City Manager position. Prior to serving in an interim role for five months, Steve spent 31 years with the Napa Police Department with the last three years of his career serving as Police Chief. During his time as Chief, he had opportunities to serve as Acting Assistant City Manager and frequently addressed organizational priorities that expanded his career beyond policing.

In addition to the appointed offices, the organization is comprised of the following departments: Community Development, Finance, Fire, Human Resources, Parks and Recreation Services, Police, Public Works and Utilities. The City Council is also supported by 16 boards, committees and commissions.

A full-service City, Napa has a Fiscal Year 2018-19 General Fund Operating Budget of \$95.9 million, with a Capital Improvement budget of \$28.9 million and a total budget of \$217.4 million. It is supported by a full-time workforce of 482 full-time and 52.5 part-time employees. The City's three largest revenue sources are property tax, transient occupancy tax, and sales tax. Thanks





to prudent fiscal stewardship and diligent long-term planning, Napa's economy is growing increasingly resilient. With several significant development projects underway or on the horizon, this encouraging trend is expected to continue.

For fiscal years 2017-19, the City Council has developed the following list of core strategies which are used in prioritizing activities and developing work plans:

- Efficient and stable organization
- Enhance Vitality and Sustainability through Economic Development
- Quality Service to the Community
- Streets, Sidewalk and Infrastructure; including parks and downtown improvements
- Where We Live (Housing and Quality of Life)

The City of Napa works to be both responsive and responsible. It is dedicated to providing innovative, efficient, attentive, and courteous service to residents and businesses; to promoting economic vitality throughout the city; to enhancing the quality of life for all its citizens; and to building a better community.

THE IDEAL CANDIDATE

The ideal candidate will be a well-rounded local government professional with the essential experience and depth of knowledge that enables him/her to serve as a trustworthy partner and credible advisor to the City Manager, department heads and policy makers. The City Manager is desirous of attracting experienced candidates who exhibit the ability to adeptly coordinate activities between various departments and stakeholders and demonstrate the capacity to manage multiple priorities simultaneously.

The ideal candidate will have a sophisticated understanding and/or firsthand exposure to sound administrative functions and processes. A history of employing technological solutions that serve to enhance organizational efficiency by transforming and simplifying processes and systems is desirable. The Assistant City Manager is expected to function as a critical access point to ensure that the internal infrastructure supports the seamless completion of priority initiatives critical for community vitality and the advancement of City Council goals. To that end, experience serving in a City Manager's office (or equivalent) in some capacity will be considered favorably.

This talented professional will work closely with the City Manager to create a thriving culture that serves to establish the city as a premier employer of choice and inspires staff to consistently contribute and grow. He/she will strive to ensure the success of team members by encouraging the exploration of innovative solutions and coaching through obstacles in the interest of achieving admirable results. The ideal candidate will possess extensive people management experience and be familiar with supervising diverse groups of employees. He/she will have the proven ability to courageously address challenging issues and situations as well as be confident in facilitating difficult conversations when appropriate. A history of holding people accountable to excellent standards will be expected.

The individual selected will be capable of mentoring department heads and managers who are new in their respective positions. He/she will display a passion for capitalizing on the talent and potential within an organization which is amplified by a history of positively influencing the careers of others. Familiarity with effective succession planning strategies and programs is also desirable.

A consensus builder with exceptional political acumen, he/she will be a relationship builder who enjoys interacting with community members and collaborating with various internal as well as external stakeholders. High emotional intelligence and maturity along with flawless integrity are prerequisites for success in this role.

Competitive candidates will have served in a department director or higher capacity. Substantial depth in local government, having served operating departments as well as Finance and Human Resources will be considered favorably. Ideal candidates will possess at least six (6) years of increasingly responsible experience in local government. A minimum of four (4) years of supervisory/ management experience and a Bachelor's degree in a relevant discipline are required. A Master's degree is desirable. Candidates with future City Manager aspirations are encouraged to apply.

The scope of authority of the Assistant City Manager will be dependent upon the candidate's experience, expertise and interests balanced with the needs and expectations of the City Manager and City Council.





In addition to the above, department heads are eligible for an annual performance bonus of 2%, 3% or 5% of annual base salary for special and outstanding performance in accordance with the City's Administrative Policy with approval from the City Manager.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight on **Sunday, March 10, 2019**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

COMPENSATION & BENEFITS

The salary range for this position is up to \$206,000. Placement within the range will be DOQE. The City of Napa offers an excellent benefits package, which includes but is not limited to:

- **Retirement:** 2% @ 60 formula for classic CalPERS members (employee cost share is 11.5%); 2% @ 62 formula for new CalPERS members (employee cost share is 10.75%).
- **Medical Insurance:** Through June 30, 2018, there are no out-of-pocket costs for employees. The city will contribute either 85% of the Kaiser HMO monthly premium, or the following monthly amounts, whichever is greater, based on employee's enrollment status:

Employee only	\$ 675
Employee plus one	\$1,350
Family	\$1,795
- **Dental Insurance:** City contributes a significant portion of the premium.
- **Vacation:** 120 – 205 hours annual accrual based on years of service. Department heads may cash out up to 80 hours of vacation leave per calendar year.
- **Holidays:** 14 paid holidays per calendar year.
- **Additional Time Off/Leave:** 120 hours of management leave per calendar year, half of which may be cashed out within each calendar year. Employees receive 96 hours of sick leave per year.
- **Deferred Compensation:** City Contributes \$1,322 per month into a 401A, with an employee mandatory contribution of \$300 per month. Employees may participate in a voluntary 457 plan.
- **Auto Allowance:** \$500 per month.
- **Phone Stipend:** Up to \$100 per year for equipment; up to \$110 a month for usage.
- **Life Insurance:** \$100,000 of coverage paid by City.
- **Tuition Reimbursement:** Up to \$1,000 per year.
- **Retiree Health Coverage:** Monthly city contribution for retired employees who meet prescribed conditions with at least 10 years of City of Napa service is \$347.



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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 one of the consultants. Candidates deemed to be the best qualified will be invited to interview in Napa in early spring. The City Manager anticipates making an appointment shortly thereafter, following the completion of thorough 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.

