



INVITES YOUR INTEREST IN THE POSITION OF

CITY ADMINISTRATOR



APPLICATION DEADLINE IS THURSDAY, MAY 30, 2019

THE COMMUNITY

Chowchilla is an 11-square mile rural city of nearly 20,000 residents. Located in the California Central San Joaquin Valley, Chowchilla is home to some of the state's most productive agricultural areas. Many of California's iconic travel destinations such as the Yosemite, Kings Canyon and Sequoia National Parks, the San Francisco Bay Area and the Pacific Coast are within an easy two-hour drive.

Area residents enjoy a Mediterranean-type climate of abundant sunshine with dry, hot summers and mild to cool winters. The rain months of January through March can provide an average 12 inches of annual precipitation to the region.

Chowchilla is at the intersection of two vital state transportation thoroughfares. State Highway 99 is on the east side of the community and is the primary north-south roadway traversing the state. State Highway 152 parallels the southern border of newly annexed properties and is one of the few major transportation arteries providing a direct link to the Pacific coastline.

The community has the benefit of an established commercial downtown surrounded by a mix of varied older homes. In recent years, newer housing developments were built on the east and west sides, as well as retail properties and industrial developments. Two school districts provide a strong educational foundation for families. The City also boasts an airport, an 18-hole public golf course and a fairgrounds that hosts numerous events through the year.

The area offers one of the more affordable lifestyle opportunities in the Central Valley. Chowchilla is also statistically one of the safest cities in the region.

The City is looking forward to many exciting capital, residential and large commercial projects on the horizon that will further enhance the value of the community.



Music in the Park Summer Concerts

THE OPPORTUNITY

The City of Chowchilla is seeking a creative, results oriented professional who is committed to serving a diverse community with untapped potential. The City Administrator of Chowchilla has a tremendous opportunity to build upon the organizational strengths and community interests and truly make a significant difference in forming a community of distinction.

THE ORGANIZATION

The City of Chowchilla operates under a City Council/City Administrator form of government. Five Council Members are elected at-large on a nonpartisan basis to staggered, four-year terms. The Council elects a Mayor and Mayor Pro Tem from among its members, and the City Administrator, Chief of Police and City Attorney (contract firm) are appointed by the City Council.

City departments and operations include Administrative Services, Finance, Community & Economic Development, Public Works, Recreation and Community Engagement, a volunteer Fire Department, a Police Department with 19 sworn officers and support personnel including animal control, a municipal airport, a City water and sewer system along with a waste water treatment plant, a City-run dial-a-ride transit service and contracted waste hauling services.

The City has 72 full-time positions who are competent self-starters. There are four employee groups with approved Memorandums of Understanding that expire June 30, 2021.

The City is in process to update the Municipal Code and the administrative policies and procedures.

The City's general fund budget is \$8.6 million, with a total city budget including enterprise funds of \$38.2 million. City Council's approval of the 2018-2019 fiscal year budget marks eight consecutive years of structurally balanced budgets for the City of Chowchilla.

In November 2018 voters recently approved an eight-year 1% public safety sales tax that will yield substantial improvements and enhancements to police and fire services.

The City has substantial acreage in regional Federally established Opportunity Zones to encourage long-term investments in low-income urban and rural areas. Complementing the City's own planning and development processes the City works closely with the Madera County Economic Development Commission to define and market the community for commercial and industrial developments.

Chowchilla has seen substantial growth in residential developments due in part to building and construction incentive programs. New large-scale planned residential communities will soon begin construction in the very near future.

Community improvement capital projects already underway include upgrades to the City's water system infrastructure with two new water storage tanks, pressure sustaining valves and booster pumps to ensure a safe supply of water; storm drainage improvements to ease flooding issues during intense rains of the downtown main street, a state highway; roadway improvements funded by CMAQ, ATP, SB1, Gas Tax and local Measure T funds; and a Sewer Consolidation Planning Project to evaluate the viability to connect a nearby disadvantaged area to the City's sewer system.



Pheasant Run Golf Course

THE POSITION

The City Administrator is the chief executive officer of the City and provides for the efficient and effective administration of the affairs of the agency; supporting the City Council through policy analysis and recommendations; implementation of policy directions of the City Council; responsible for enforcing the City's laws and policies; and providing daily oversight and management of City departments.

The functions of the City Administrator's Office include: overall administration and policy oversight; budget development and management; human resources; community programs; legislative analysis; special projects; organizational effectiveness; and executive oversight of economic development initiatives.

THE IDEAL CANDIDATE

The ideal candidate is a strong leader with the confidence, creativity and enthusiasm to embrace the challenges of a diverse community with untapped potential. This person will be community-oriented and express a capable willingness to build and strengthen collaborative relationships with regional stakeholders, governmental entities, partnering agencies, plus local service clubs and organizations. The best candidate will have experience as a public agency management professional with a demonstrated track record in community relations, strategic planning, staff management, and support to an elected governing board.

Professionalism, responsiveness, accessibility to the public, a customer service orientation, transparency, and innovation are valued traits. The City takes a team-oriented approach to business. A candidate that will lead collaboratively and be respectful of others is highly desired.

The new City Administrator will encourage an open and transparent relationship with the City Council and staff. Candidates who will lead by example will be valued. Strong interpersonal skills and unquestioned integrity will be highly valued.

Qualified candidates are local government executives, deputies or department heads from comparable communities with at least five years of significant, directly related leadership experience. A Bachelor's degree in Public Administration, Business Administration, Public Finance, or a related field is required. A Master's degree in a related discipline (for example, MPA, MBA) is highly desirable.



THE COMPENSATION

Salary is dependent upon qualifications with a current salary range of \$134,803 to \$162,697 per year, with a 9/80 work week, plus generous benefits including:

Retirement - CalPERS 2% @ 60 Plan for "classic" members with the employee share currently 7%. New members are 2% @ 62, with an employee share of 6.35%. The City does not participate in Social Security.

Health, Dental and Vision Insurance - The City offers health, dental, and vision insurance with a share of cost depending on type of plan such as family, individual, employee plus one, employee and child, etc. For a copy of these current costs, please request matrix from City Clerk. The health insurance plan that is standard is the Gold Plan. Employees may buy up to a Platinum Plan or buy down to the Silver Plan. Employees who have other insurance and declines the City plans will be paid a stipend in the amount of \$150 for health, \$25 for vision, and \$50 for dental.

State Disability Insurance (SDI) - 1.0% of salary paid by employee.

Deferred Compensation - 457 Plan available at the expense of employee.

Life Insurance - Provided in the amount of \$100,000 for department heads and City Administrator. The employee pays taxes on all premiums values over \$50,000 in accordance with IRS guidelines, the average per pay period amount that is taxable is approximately \$6.

Holidays - 11 paid holidays per year, plus two additional floating paid holidays.

Annual Leave - 280 hours per year.

Sick Leave - 12 days per year in addition to the annual leave.

Other Benefits - Longevity Pay applies to all employees at the rate of 2.5% for every 5 years of service with the City of Chowchilla. Other benefits that may apply to include education incentives pay and certificate pay, etc. depending on the City Council approved contract.

TO APPLY

The deadline is Thursday, May 30, 2019. To be considered please submit a cover letter, resume and a list of six work-related references (who will not be contacted without your prior notice).

The City's web site is www.CityOfChowchilla.org.

Submit the requested materials to:

City of Chowchilla
Administrative Services/Personnel Office
130 S. Second Street
Chowchilla, CA 93610
JMcClendon@CityOfChowchilla.org

Those candidates who best meet the qualifications will be invited to participate in the testing and oral interview process.

The City will make reasonable accommodations in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

The City of Chowchilla does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any programs or activities.

Equal Opportunity/ADA Employer



Chowchilla—
Rooted in History,
Envisioning the
Future.