



City of
SACRAMENTO

Assistant City Manager

Community Development, Innovation and Economic Development

UNIQUE OPPORTUNITY

The City of Sacramento is experiencing new economic growth and a renaissance of its urban core. In Downtown, unprecedented investment is underway that is reshaping California's Capital City into a fun and lively regional center that is attracting new creative and innovation industry sectors. This renaissance is also helping to spur other development and job growth in the region. This evolution provides an opportunity for a dynamic leader to be a part of an important period in Sacramento's history and spearhead Sacramento's multifaceted growth and development. In the midst of this flourishing boom, Sacramento is truly an exciting place to be!

City of SACRAMENTO

Mission Statement

The mission of the City of Sacramento is to protect, preserve, and enhance the quality of life for present and future generations.

Vision Statement

Sacramento will be the most livable City in America.

CITY GOVERNMENT

Sacramento is a charter city operating under the council/manager form of government. The City Council consists of eight members, elected by District, and a directly-elected Mayor who serve overlapping four-year terms. The City Council is the legislative body responsible for the overall policies and direction of the City. The Council appoints the City Manager, City Attorney, City Clerk, and City Treasurer.

Sacramento provides a full array of municipal services including public safety (police and fire); community development; economic development; transportation; utilities; convention, culture and leisure; parks and recreation; and the traditional internal management support functions (finance, general services, human resources/labor relations, information technology, and legislative affairs).

The FY 2017-18 proposed city budget of \$1 billion, including a general fund budget of approximately \$450 million, reflects approximately 4,552 FTE. The 2017-18 capital improvement program budget is \$85 million, and the five-year program totals \$315.1 million.

To view the City's budget:
www.cityofsacramento.org/finance/budget

ASSISTANT CITY MANAGER

The Assistant City Manager is appointed by the City Manager, and will support the City Manager in his role as chief administrative officer of the City. As the result of the restructuring of the City Manager's office, the Assistant City Manager will serve as one of four Assistant City Managers serving in support of the Office of the City Manager and will serve, in rotation with the other Assistant City Managers, as the acting City Manager in his absence. The City Manager's office suite is located on the top floor of a beautiful and modern five-story administration building that was built in 2005 along with the renovation of the historic City Hall in the core of Downtown.

This Assistant City Manager will have specific oversight of two City Departments: Community Development, Innovation and Economic Development and potentially another depending on the candidate's skillsets and future organizational opportunities.

Community Development – Plans for the long-term growth, development, and prosperity of Sacramento; reviews and approves development applications and building permits; ensures California's complex development process is customer friendly and responsive to the vision and goals of Sacramento; proactively addresses issues related to the health and safety code; supports the preservation and improvement of the existing housing stock; and provides animal care services. Community Development consists of the Planning, Building, Code Compliance, Animal Care Services, and Administrative Services Divisions. Department resources include a proposed 249 FTE and an operating budget of \$32.8 million.

Innovation and Economic Development – The role of Innovation and Economic Development is to retain, attract, and grow businesses and jobs in the City of Sacramento. The department leads initiatives to expand the capacity of business accelerators and incubators and directly support startups, makers, innovators and creators. The Department works closely with the region's EDC, Greater Sacramento Economic Council, to promote the region and assist or incentivize companies to locate in Sacramento. The Department promotes and facilitates investment and development opportunities within the City to revitalize targeted commercial and residential areas. This team also manages special or complex development projects. The City seeks to expand upon its place-based and neighborhood-based economic development. Innovation and Economic Development consists of units for Citywide Economic Development, Downtown Development, Office of Innovation, and Administrative Services. Staff resources currently include 11 FTE and an operating budget of \$2.4 million.





DEVELOPMENT OPPORTUNITIES

At the center of Sacramento's vibrant transition is the \$1 billion entertainment and sports district. The Golden 1 Center (christened in 2016), home to the NBA's Sacramento Kings, is the centerpiece of this Downtown revitalization. New hotels, restaurants, retail, luxury housing and office space are not far behind. Three blocks from the arena site is a 240-acre Railyard site with infrastructure investment exceeding \$300 million. This is the City's transit hub, and with its development, will double the size of Sacramento's Central Business District. Plans include transit-oriented housing, corporate offices, museums, a university campus, healthcare facilities, and a stadium for the City's Sacramento Republic FC soccer team which is vying to be named a new Major League Soccer franchise.

Other significant development opportunities abound throughout Sacramento including the Riverfront, Del Paso, Broadway, and Oak Park. North Natomas and Delta Shores spearhead the City's post-recession revitalization. Delta Shores is a master-planned 800-acre mixed-use development that will feature commercial development and over 4,900 residential units.

Setting the course for a dynamic future, Sacramento is fueling its economic development efforts in innovative industry sectors including clean technology, agriculture, life sciences and health services. A place centered in history with a community blazing the trail, Sacramento is a place with proven potential and an equally exciting future.

THE 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 with a breadth of experience in municipal government administration with specific expertise in economic and community development. The ideal candidate is a strongly committed individual who has a positive record of achievement and a history of developing constructive working relationships throughout the organization. Candidates who bring strengths in finance/budgeting,

human resources, and knowledge of general government issues will be favorably considered. Specific understanding of private finance supporting commercial and residential development, knowledge of public finance tools, practice and creative methodologies for infrastructure, facilities, affordable housing and public-private partnerships is essential. Direct experience in land acquisition and disposition, development proposals including an understanding of land use/planning rules and regulations and the development process is paramount. The ideal candidate will have the proven ability to work collaboratively across departments and be able to convey departmental activities/projects to the Mayor and City Council; strong presentation skills are critical. Successful candidates will have a demonstrated track record of effective staff management and strong political acumen in working with elected officials.

Experience and Education

Qualified candidates are seasoned, experienced local government professionals with seven years or more of municipal senior management experience including significant participation in budgetary development/administration, strategic planning, policy/procedure development and implementation, and personnel management. Ideally, such experience should have been gained in a large (population 200,000 or higher) metropolitan jurisdiction. A Bachelor's degree with major course work in business or public administration, or closely related field is required. A graduate degree is preferred.

Personal Attributes

In addition to the requirements stated above, the ideal candidate will possess the following additional characteristics, competencies and style:

- Collaborative and team oriented
- Experienced with an organizational culture that values diversity and inclusion in its workforce
- Decisive once input has been received and viewpoints are known and understood; bases decisions on sound judgment
- Open and approachable

- Exceptional organizational skills
- Professional poise/demeanor
- Effective negotiation and conflict resolution skills
- Self-confident; displays drive and initiative
- Political acumen and sophistication
- Excellent decision-making and change management abilities
- Energized by major challenges and accomplishments
- Outstanding writing and presentation skills
- Flexible, unbiased, compassionate and has a strong sense of ethics both personally and professionally
- Effective multi-tasker
- Calm under pressure, resilient, and has a good sense of humor

THE SACRAMENTO AREA

Sacramento – California's capital city, with a rich history as the center of the Gold Rush and the center of state government. This vibrant metropolis that is one of the fastest growing cities in the nation is known by a number of different nicknames: "Camellia Capital" for the flower found so abundantly in Sacramento neighborhoods; "City of Trees" due to the countless miles of tree-lined streets and wooded parks in the region; "River City" by virtue of two major rivers (Sacramento and American) that converge near historic Old Sacramento; and "Farm to Fork Capital" for the abundance of fresh food grown and raised nearby and served in local restaurants. Clearly, Sacramento is much more than just the "Capital City."

Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter, and Yuba Counties has a population of approximately 2.4 million; Sacramento County has a population of 1.5 million. With a population of nearly 500,000, Sacramento is the 6th largest city in California and among the 50 largest cities in the United States. Many factors contribute to the economic success of the region. A principal reason Sacramento has retained its attractiveness is that it offers some of the lowest

housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, moderate housing prices, reasonable cost of living, and competitive salaries. Educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis (along with the world-renowned UC Davis Medical Center in the City); Drexel University; University of the Pacific McGeorge School of Law; Sacramento City College; American River College; Cosumnes River College; Sierra College; and other community and four-year college programs.

Sacramento is one of the most diverse and ethnically integrated urban cities in the nation, with major representation from Hispanic and Asian populations, and speaking over 100 languages and dialects. The City is also home to a large LGBT community. Time Magazine declared Sacramento to be the most integrated city in the country.

Sacramento is home to the Sacramento Kings basketball franchise, Sacramento Republic FC Professional Soccer Team, and the Golden 1 Center, a State-of-the-Art entertainment venue. Golden 1 Center sits proudly in the heart of downtown Sacramento, less than a mile from California's first thriving business district. You will find people from all walks of life building a community around their favorite things: music, sports, entertainment, culture, food, and night life. The City of Sacramento's rich diversity is celebrated and shared through annual festivals including the Annual Juneteenth Celebration, Pacific Rim Festival, the Sacramento Rainbow Festival, Women's Fitness Festival, and Filipino Fiesta of Sacramento, to name a few. Sacramentans love their city and enjoy a tradition of working closely with the entire community. An homage to the City's legacy and a marvel of its bright future, Sacramento represents everything that makes a city great. From sustainability to connectivity, Sacramento is a celebration of what California does best and is truly an ideal place in which to live, work and play.

Additional information can be found at: www.cityofsacramento.org

COMPENSATION AND BENEFITS

The salary for this position is negotiable within the range established by City Charter (up to \$221,639) and will depend on the qualifications of the successful candidate.

The City's excellent benefit program includes:

- Public Employees' Retirement System PERS 2% @ 55 plan for qualified "classic" employees as defined by CalPERS - employee contribution (8%) required; new members to PERS participate in a formula of 2% @ 62
- Voluntary 457 deferred compensation plan
- 401(a) money purchase plan (City contributes four percent and employee contributes five percent)
- Flexible spending account
- 12 paid holidays and 12 days of sick leave
- Vacation leave starting at 10 days and increasing based on years of service
- 80 hours of management leave annually
- Monthly City contribution toward health insurance
- \$50,000 basic life insurance
- Auto allowance
- Technology allowance
- Employee assistance programs
- Relocation assistance
- Employees contribute to Social Security and Medicare

APPLICATION AND SELECTION PROCEDURE

The final filing date is Monday, September 25, 2017.

To be considered, please submit a detailed résumé, cover letter, list of six work-related references and an indication of your current salary. Your résumé should indicate the size of staff **and** budgets you manage and also reflect both months and years with regard to the employment dates for current and prior positions held. Submit your materials on our website: <https://secure.cpsr.us/escandidate/JobDetail?ID=270>

Preliminary screening interviews will be conducted by the consultant in early October with the most qualified applicants. Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the City in late October or early November. Appointment is expected shortly thereafter following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information about this position please contact Stuart Satow.



CPS HR Consulting
Tel: 916 263-1401
E-mail: resumes@cpsr.us
Website: www.cpsr.us/search

The City of Sacramento is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

