



ASSISTANT CITY ADMINISTRATOR

City of Carmel-By-The-Sea





The Opportunity

This is an extraordinary career opportunity to join one of the most world renowned, charming, and beautiful small coastal cities in the United States. Carmel's one square mile is home to a progressive, diverse, environmentally and civic-minded population of about 4,000 people. The City of Carmel-by-the-Sea is seeking a highly-skilled public administrator with a can-do attitude, eager to contribute his/her creative and insightful leadership to help shape the future of this highly unique community.

Carmel-by-the-Sea – A Village in the forest by the Sea.

First incorporated in 1916, Carmel-by-the-Sea is a community founded by artists and writers. Carmel-by-the-Sea is supported in its mission by the diligent efforts of dedicated, hardworking citizens and their elected and appointed officials. Residents take an active role in preserving the quality of life unique to this community.

Located in northwest Monterey County, California, along the Pacific Ocean, Carmel is a city rich in coastal resources, cultural heritage, and historical interest that attracts nationwide and international visitors. The City is renowned for its rich beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, verdant urban forest, natural parklands, roadside greenbelts, and its dedication to the arts. The absence of formal sidewalks in the residential district contributes to the forest-like atmosphere, with its abundance of over 80 acres of parks located throughout the City.

Since the turn of the century, Carmel has been a mecca for artists, writers, actors, and playwrights. Each year, visitors are drawn to the diversity of festivals and events created to promote and enhance the creative traditions of Carmel. Carmel's residents are passionate and proud of their community and its celebrated cultural contributions. The Carmel Bach Festival, Performing Arts Festival and the Carmel Shakespeare Festival are just a sampling of events presented at Sunset Cultural Center by professional artists from Carmel and around the world.

Surrounding Amenities

The Del Monte Forest, with the famous Pebble Beach Golf Course, 17-Mile Drive, wild deer, and lavish mansions, physically separates Carmel from the City of Monterey, home of the Monterey Bay Aquarium.

The Big Sur Coast and Ventana Wilderness stretch 26 miles south of Carmel along the spectacular Highway 1. Point Lobos State Reserve, just 3 miles south of the City, called "the greatest meeting of land and water in the world", inspired Robert Louis Stevenson while writing *Treasure Island* and has been inspiring visitors ever since.

The country setting of Carmel Valley, drenched in the warm sun, is 12 miles east of Carmel and presents many of the area's finest hiking, picnicking, horseback riding, golfing, and opportunities for exploration. Quaint shops and restaurants adorn the streets of the business district. One can also find excellent lodging, outstanding recreation, fine restaurants, and specialty shops.

Residents have long embraced the tradition of daily walks to the U.S. Post Office in lieu of home mail delivery. This tradition of meeting one's neighbors and exchanging local information contributes significantly to the spirit of the community. As with many communities, Carmel-by-the-Sea has citizens that want to preserve many unique traditions and heritage, while others would prefer property revitalization that retains the design character of the community. Residences are known by their home's physical location, not a street address, which creates one of the unique challenges for the provision of public services.

Carmel-by-the-Sea has over 800 businesses that provide a wide array of high-end products to residents and tourists alike. However, in 1929, a City Ordinance clearly established that business activity would be forever subordinate to the residential character of Carmel. The residents of Carmel appreciate the value of businesses and tourism but are also protective of potential negative impacts that could affect the community. Nurtured by its forest, the streets in the residential zone are free of sidewalks and streetlights. Equally important, the white sand and natural setting of the beach, as well as the City's forested nature, is paramount to preserving the character of Carmel-by-the-Sea.



The City Organization

A five-member City Council governs Carmel-by-the-Sea based upon a common priority of ensuring that the splendid quality of life and unique character of the area is protected and maintained. Chip Rerig, the City Administrator, oversees the day-to-day management of approximately 95 highly capable full-time City staff and works with the City Council to carry out their policies. Carmel-by-the-Sea provides an extremely high level of service to its residents and visitors, with an annual budget of approximately \$23 million.

The Position of Assistant City Administrator

The Assistant City Administrator is an at-will position reporting directly to the City Administrator and is a key financial strategist for the City. This member of the City Administrator's Executive Leadership Team is responsible for planning, managing, supervising, and directing the day-to-day operations of Finance, Human Resources, Information Technology, Public Information, Risk Management, and special projects as assigned. Operating within broad general policy guidelines, and in alignment with the City Administrator, the Assistant City Administrator exercises latitude and discretion to achieve effective and efficient utilization of resources to manage these important activities. The Assistant City Administrator must be well versed in all aspects of the above stated municipal disciplines and must display a good working knowledge of sound policies and best practices, as well as have a general understanding of how technology can serve to enhance capacity and efficiency within City operations. The successful candidate will be a team player beholden to the success of City enterprise, and oriented to best serve the citizens.

The Ideal Candidate

The ideal candidate for the position of Assistant City Administrator must be a visionary leader with outstanding judgment, management skills, and integrity, along with an approachable, friendly, open, and participatory style. The Assistant City Administrator will be a highly-organized manager comfortable with a variety of City functions. Knowing the basics of California municipal government is a requirement for the successful candidate in this position. As the

Assistant City Administrator, the ideal candidate:

- Is a highly skilled manager with exposure to a broad framework of general policies and procedures that require creativity and resourcefulness to accomplish goals and objectives;
- Is an experienced administrator with practical budgetary and policy-making experience, providing a sound understanding of California local government and its mission, mandates, operations, strengths, and limitations;
- Has outstanding interpersonal and managerial skills, and a willingness to work cooperatively with all City departments, and the citizens the City serves;
- Has the ability to take a fresh, objective look at issues and develop innovative yet practical solutions to solve problems in a manner that contributes to the City's long-range goals and objectives;
- Is an approachable, astute leader with a management style that quickly fosters trust, loyalty, respect, commitment, and partnership with other executives, managers, and employees;
- Is a strategic thinker and planner whose vision is balanced with realism; a highly focused and organized individual who empowers others;
- Has the ability to present clear and concise written and verbal communications, and deliver them effectively, regarding a broad spectrum of City challenges and opportunities;
- Is flexible and accepts and adapts to on-going change; and
- Has a sense of humor.

Education and Experience

Education – This position requires a Bachelor's degree from an accredited college or university in Public or Business Administration or a closely related field. A Master's degree is preferred. Extensive, relevant work experience may be considered as an exception to this educational background at the discretion of the City Administrator.

Experience – The applicant must possess a minimum of seven years of progressively responsible administrative experience with a minimum of five years of supervisory experience that would demonstrate the





application of the above knowledge and abilities; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Residency Requirement – Appointment to this position does not require residency within the City of Carmel.

Carmel-by-the-Sea has retained Ralph Andersen & Associates to conduct a search in order to attract outstanding candidates for consideration for this position. The City Administrator is particularly interested in candidates that will bring to Carmel-by-the-Sea a creative and innovative management style that is proactive in addressing issues that impact the community. Experience in California is essential and specific experience in a coastal community would be an added advantage. Candidates with experience as an assistant or deputy will also be considered if the level of responsibility is commensurate with this position and the unique needs of Carmel-by-the-Sea.

Compensation and Benefits

Salary is negotiable depending on qualifications and experience. Carmel-by-the-Sea offers a comprehensive employment package with a full range of benefits including:

Retirement – California Public Employees Retirement System (PERS) Classic members 2% @ 60 formula (10% employee contribution). New to CalPERS 2% @ 62 (9.25% employee contribution).

Deferred Compensation Plan (IRS 457) – City contributes a minimum of \$100 monthly.

Health Insurance – Medical coverage is available through CalPERS (PEHMCA). City contributes 85% to monthly premium. City-paid Dental, Vision, Life and Accidental Death and Dismemberment insurance coverage.

Management Leave – 80 hours/year.

Vacation & Sick Leave – Accrue at a rate of 80 hours annually for the first 1-4 years of service and increases thereafter up to a maximum accrual rate of 176 hours annually for vacation and accrue 96 hours annually for sick leave.

Holidays – Twelve paid holidays per year; one general leave day per year

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on **March 17, 2017**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, salary history, and six professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will review resumes upon receipt. In consultation with Ralph Andersen & Associates, the City Administrator will decide on those candidates that warrant further consideration. Selected candidates will be invited to participate in the on-site finalist interviews.

Candidates may discuss the Assistant City Administrator position directly with Mr. Robert Burg at (916) 630-4900, or email Robert@ralphandersen.com. For more information about the City of Carmel-by-the-Sea, visit their website at www.ci.carmel.ca.us.



Carmel-by-the-Sea is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.