Executive Team to implement the policies of the City Council in an efficient and effective manner.

Experience and Education
Candidates must demonstrate significant, progressively responsible management experience and success. Prior experience in a comparable, diverse, full-service city is desirable.

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from a four-year college or university with major course work in a field related to the work and a minimum of five years of managerial or administrative experience in either a public agency setting or working with public agencies. An advanced degree in a related field is highly desired.

Compensation & Benefits
The annual salary range for the Assistant City Manager is $133,632 to $169,812 and will be dependent on qualifications.

In addition, the City offers a comprehensive benefits package including:

• CalPERS Retirement: “Classic” members of CalPERS participate in a formula of 2% at 60, with the employee paying a 7% member contribution plus an additional cost sharing contribution of 3% (a total of 10%). New members to CalPERS are subject to PEPRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.25%) contribution plus an additional cost sharing contribution of 3% (a total of 9.25%). An average of three highest years is used for final compensation calculation.
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www.prcity.com

Recruitment Services Provided by Ralph Andersen & Associates
An Exceptional Opportunity

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About the City of Paso Robles

Located halfway between San Francisco and Los Angeles, in San Luis Obispo County, the City of Paso Robles is surrounded by scenic rolling hills (earning Wine Enthusiast’s Wine Region of the Year rating) and is only 27 miles from beautiful central coast beaches. This thriving community of over 30,000 actively engaged citizens possesses the benefits of a suburban-rural community while retaining a small-town feel, and is one of California’s best-kept secrets. With over 200 wineries making up Paso Robles Wine Country and a bustling historic downtown and town square with a variety of excellent farm-to-table dining options and specialty retail, Paso Robles is fast becoming one of the most desirable and yet relatively affordable places to live, work, and play. Paso Robles has convenient highway and railway access, and is served by a thriving regional airport.

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Travel & Leisure magazine rated Paso Robles as one of the “25 Top Places to Visit for the Holidays” in 2015 and in 2016, as well as other accolades for Paso Robles include “America’s Healthiest Small Towns”, “Best Small Main Street Towns in America”, “America’s Happiest Cities”, Sunset Magazine’s Best Wine Country Town in 2016, “Best Food and Wine Festivals”, “Winery of the Year” (Tablas Creek, Justin), and “Brewery of the Year” (Firestone Walker Brewing, multiple times), among others. As these honors attest, Paso Robles and the Central Coast offer an unparalleled quality of life.

The economic outlook for Paso Robles continues to be strong. The housing market is robust and offers a wide array of housing choices including new neighborhoods, houses with acreage, infill, and charming Victorian homes, and a median home price of less than $500,000. Paso Robles also has excellent schools, both public and private. Paso Robles Joint Unified is a nationally recognized school district providing top-notch educational programs, state-of-the-art facilities, and distinguished faculty. Approximately half an hour away is the nationally-ranked Cal Poly State University in San Luis Obispo, and within the City of Paso Robles is accredited Cuesta College (North County Campus).

Tourism continues to be a major economic engine for the City. The world-renowned Paso Robles wine industry along with a bourgeoning micro-brewery community, boutique distilleries, expanding venues offering eclectic entertainment options, accessible outdoor recreation experiences, and assorted arts & cultural amenities have all made Paso Robles an authentic and desirable visitor destination for domestic, and international visitors alike. Transient occupancy tax collections, viewed as an indicator of tourism success, have increased by more than 25% over the past two years.

The City Organization

This is an exciting time for the City Organization. The City features a stable, long-term-oriented Council and a strong management team. The Assistant City Manager is a full-service city with Police and Fire departments, a municipal airport, library, sanitary landfill, state-of-the-art water and wastewater utilities, as well as Community Development, Community Services, Administrative Services, and Public Works departments. The City has a total of 374 full-time employees and 48 part-time/seasonal employees with a total current annual budget (Operating, Capital Improvements, and Debt Service) of approximately $82.4 million.

The City Library, which occupies the entire first floor of City Hall, is recognized as having one of the finest volunteer programs in the State, just one example of the sense of pride and community of its residents.

Incorporated in 1889, Paso Robles is a General Law City with a Council/Manager form of government. Residents directly elect the Mayor to a four-year term and four Councilmembers at-large to alternating four-year terms. The City Manager, appointed by the City Council, is the Chief Executive, and is empowered to appoint all non-elected City department heads, with the exception of the City Attorney. The City Treasurer and City Clerk are also directly elected to four-year terms.

The Position of Assistant City Manager

The Assistant City Manager reports to the City Manager. The Assistant City Manager will partner with the City Manager in a broad range of activities including:

- Providing oversight of the personnel and operations of City departments;
- Evaluating and advising the City Manager on various administrative and operational activities and future needs of the City; and
- Developing and administering the annual operating budget and multi-year Capital Improvement Program.

The Assistant City Manager will function as a Chief Operating Officer for the City handling day-to-day issues, while the City Manager will carry the duties of a Chief Executive officer providing key strategic leadership and direction. The Assistant City Manager will provide direct supervision over major interdepartmental efforts, lead citywide programs and initiatives having the highest level of City Council and community visibility, and act as the City Manager in the City Manager’s absence.

The Assistant City Manager is a senior member of a dedicated Executive Team working with them to guide and support their success. Key specific program areas for the Assistant City Manager may include:

- City Council Meeting Agenda Management;
- Employee Relations and Labor Negotiations;
- Citywide Communications and Media Relations;
- Legislative Advocacy;
- Intergovernmental Relations;
- Performance Management; and
- Information Technology.

The Ideal Candidate

The successful candidate for the position of Assistant City Manager must be a professional with outstanding judgment, management skills, and integrity. The ideal candidate will also need to be organized, energetic, self-confident, and have an open, approachable, personal style. He or she must be able to provide leadership that will inspire, motivate, and empower key staff and department heads to achieve established goals. The position requires someone who is fiscally prudent, politically astute, and has a comfort with and desire for interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

The successful individual will:

- Possess knowledge and experience with complex municipal operations. Full service City experience is highly desirable.
- Be a capable leader but able to function as a team player.
- Have knowledge of the laws and core issues facing California cities.
- Be someone with impeccable integrity and ethics.
- Demonstrate understanding of all facets of municipal finance and budgeting.
- Possess a strong business mindset and financial acumen with a proven history of being a good steward of public resources.
- Be knowledgeable about land use and community and economic development.
- Promote transparency in government.
- Provide clear communication to the City Manager, staff, and community.
- Possess strong interpersonal skills and the ability to relate to a diverse community.
- Have a demonstrated capacity to manage a diverse array of work and projects simultaneously.
- Be innovative and entrepreneurial.
- Be a decisive forward thinker with excellent verbal and written communication skills.
- Be a good listener, strong negotiator on the City’s behalf, and excellent long-term planner.
- Be a creative problem-solver.
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In summary, the ideal candidate will be a highly professional and experienced individual who will work with the City Manager and
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