

CITY OF MADERA, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CITY MANAGER



THE COMMUNITY

The City of Madera is located in the heart of the State of California, 20 miles north of Fresno, 175 miles southeast of San Francisco, and 240 miles northwest of Los Angeles. Madera encompasses 15 square miles and has a population of approximately 64,000. The City has been described as the gateway to the world's richest farmland, the entrance to Yosemite National Park, a community of rich cultural heritage, and the home of traditional family values.

The City of Madera celebrated its 100th Anniversary in 2007. The City's rich history can be traced back to the lumber industry whose resilience played a vital role in sustaining the economy through a devastating drought and two nationwide depressions. Today, lumber has been replaced by diversified agriculture and a rich farming economy. Madera also offers an excellent school system, modern residential areas, and a variety of recreational facilities including a municipal golf course, community swimming pool, attractive community parks, and a well-maintained trail system along the river. For more information about this dynamic city, visit <https://www.cityofmadera.ca.gov/>.

THE ORGANIZATION

Incorporated in 1907, Madera is a general law city and operates under the Council-Manager form of government. The Council has six (6) members elected by district and an elected Mayor. The Council is the legislative body and its members are the community's decision-makers. Power is centralized in the elected Council, which approves the budget and determines the tax rate, for example. The Council also focuses on the community's goals, major projects, and long-term considerations such as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The City Manager is appointed by, and reports to, the Council.

As the largest full-service city in Madera County, the City of Madera is recognized for its outstanding community-based service departments. From quality police and fire protection, to road repairs and trash removal, the City strives to provide the best services possible. The City is organized into various departments that include:

City Administration, City Attorney, City Clerk, Community Development (Building, Planning, Engineering, and Public Works), Finance, Human Resources/Risk Management, Information Systems, Parks

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and Community Services, and Police. The City strives for superior service delivery through a dedicated workforce of over 390 full and part time employees and a budget of \$85.8 million.

Through the efforts of the Vision Implementation Committee, Vision Madera 2025 describes Madera in the year 2025 in four focus areas.

A Well-Planned City is concerned with the physical aspects of Madera's growth. Affordable housing, balancing residential, commercial and agricultural needs and providing efficient services are significant concerns for this growing community.

A Strong Community and Great Schools highlights development of leadership, expansion of educational opportunities, support for the arts and recognition of Madera's unique culture.

Good Jobs and Economic Opportunities recognizes the need for good jobs, a well-trained, well-paid workforce and a broad spectrum of business opportunities.

A Safe and Healthy Environment emphasizes the community's desire to protect Madera's natural resources, enjoy a secure community and provide healthy educational and recreational activities.

The City continues to work collaboratively with its community partners to achieve these goals, including Madera County, City of Chowchilla, Madera Unified School District, Community Action Partnership of Madera County, service clubs, the Madera Ministerial Association and the faith-based community.



THE POSITION

Under policy direction of the City Council, the City Manager serves as the chief administrative officer of the City and directs the activities and operation of all departments; advises and assists the City Council in conducting City business; provides administrative oversight to the operational and policy functions of City government; coordinates

City business with the various programs, officials, and outside agencies; provides a variety of other responsible and complex administrative support to the City Council; and performs other related duties as required.

The City Manager is the highest management level position in the City and has responsibility for the administrative operation of the City departments which may include developing, recommending, and implementing policies, program planning, fiscal management, and administration and operations of all City functions and services. The incumbent is responsible for accomplishing the City's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective, cost efficient manner. Excellent service delivery is the minimum standard.

THE IDEAL CANDIDATE

The City of Madera worked with its citizens and community stakeholders to define the characteristics of their ideal candidate. The City of Madera seeks a forward-thinking, solutions-oriented City Manager with strong interpersonal and managerial skills to provide effective leadership and coordinate the activities of a large, full-service municipal organization. The City is looking for an open-minded, trustworthy, and accessible individual with the ability to establish and maintain strong, collaborative relationships with elected officials, City staff, community members and local organizations, as well as the business sector. The ideal candidate will be a strategic thinker and visionary leader with the ability to assess the current organization and develop a strategic vision to move Madera forward. He or she will be able to gain the confidence and cooperation of others to work effectively together and create an environment of trust and respect throughout the organization. The City will benefit from a candidate who is willing to make a long-term,



professional and personal commitment to the Madera community. He or she will be someone who not only values and understands the needs of the community but can balance those needs with that of the organization. Ideally, the incoming City Manager will have a strong background in city operations, experience working with limited resources and budgets, and a history of successful interaction with diverse and underserved communities.

A politically astute, yet apolitical candidate with strong business and financial acumen and economic development competency is being sought. Strong oral and written communication skills and the ability to engage and communicate with people at all levels within the organization and community are essential to success in this assignment. The incoming City

Manager will be a dynamic and experienced professional, creative and resourceful in his or her approach to problem solving, and someone that views challenges as opportunities. Ideally, the City Manager will be someone who demonstrates the following attributes:

The ideal candidate will be a strategic thinker and visionary leader with the ability to assess the current organization and develop a strategic vision to move Madera forward.

- Good communicator with an approachable, engaging, and transparent style
- Ability to lead by example and hold staff accountable through active participation in all aspects of City business
- Champion of integrity and ethical behavior
- Strong customer service orientation

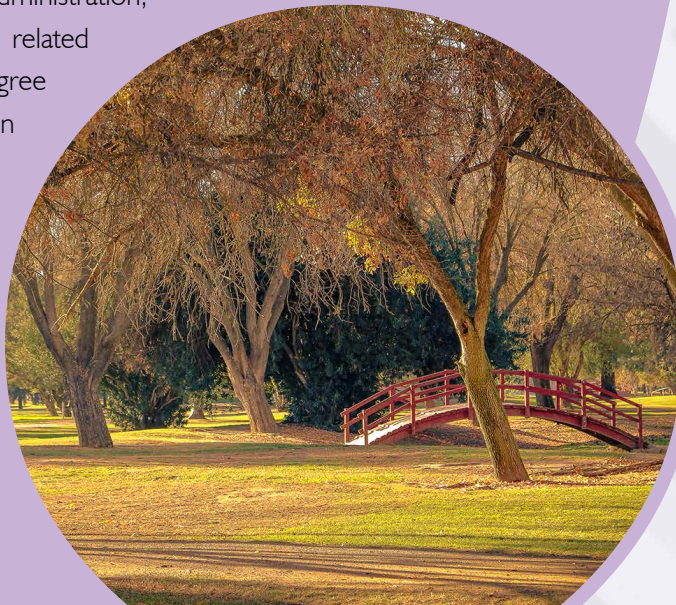
- Consistent, firm but fair decision maker with the courage to tackle issues and complaints in a confidential, professional, and timely manner
- A collaborator with a commitment to creating a teamwork environment
- Encourages professional growth, development, and training of staff

The incumbent will be presented with opportunities that include:

- Development and implementation of a strategic plan
- Downtown revitalization and citywide beautification/improvements
- Economic development and partnerships through existing commercial area development as well as aggressive annexation of prime retail areas
- Housing and Homelessness
- Neighborhood safety
- Programs for youth and senior citizens
- Succession Planning

A strong candidate for this position will possess knowledge of modern public administrative methods and procedures, organizations, and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; local and state legislative processes; applicable federal and state laws, rules and regulations regarding local government operations; principals of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government. Experience with utilities will be valued.

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a City Manager is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of directly related experience at an administrative, management, or staff level in municipal government with at least two (2) years as a manager or supervisor, and a Bachelor's degree in Public Administration, Planning, Business Administration, Public Finance, or a related field. A Master's degree in Public Administration is highly desirable. Candidates must possess, or have the ability to obtain, a valid Class C California Driver's License.



COMPENSATION

The annual salary range for the incoming City Manager is open and dependent upon qualifications and experience. The City also offers a comprehensive benefits package.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
July 13, 2018**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Madera. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

