



THE CITY OF
Morgan Hill

Invites applications for the position of
ASSISTANT CITY MANAGER
for **COMMUNITY DEVELOPMENT**





The Opportunity

The City of Morgan Hill, well known for its charming character and picturesque setting, has long been a desirable destination for those seeking a higher quality of life. A recent realignment of city government services recognizes economic and community development efforts as key strategic priorities. As a result, the City has established an executive leadership position of Assistant City Manager for Community Development to manage this consolidated group.

The Community

With a population of 40,000 Morgan Hill is located in southern Santa Clara Valley, approximately 12 miles south of San Jose, 10 miles north of Gilroy, and 15 miles inland from the Pacific Coast. The City of Morgan Hill sits in a valley and is surrounded by the Santa Cruz mountain range to the west, and the Diablo mountain range to the east.

Thoughtful planning has made Morgan Hill one of the most desirable communities in Santa Clara County, and has preserved its charming atmosphere while hosting over 5 million square feet of commercial/industrial space. Morgan Hill is unique in that it is able to maintain its semi-rural and small town setting while being home to one of the largest business parks in the Silicon Valley: Morgan Hill Business Ranch (ranked #1 by the San Jose Business Journal). Such companies as Anritsu, Fox Racing, Comcast Cable, Specialized Bicycles, Alien Technology, and Paramit Corporation call Morgan Hill home.

Morgan Hill is an ideal setting for a live/work lifestyle balance.

The City enjoys several significant public facility and recreation assets. Golf courses, lakes, outstanding county and state parks for camping, hiking, horseback riding, water recreation and mountain biking opportunities abound. The City also offers a wide variety of cultural activities, dining, sporting activities and shopping. The downtown area offers both historic buildings and new architecture, including a Community and Cultural Center and Community Playhouse. Additionally, the area offers a variety of restaurants, breweries, art galleries, specialty shops, an Aquatics Center featuring three pools (one is a 50-meter competition pool), a 52,000 square foot Recreation Fitness Center and a library.

The City Organization

The City of Morgan Hill is a full-service city with a budget of approximately \$142 million. The City has 174 permanent employees plus seasonal employees to supplement the staffing of the recreational centers. This General Law City features a Council-Manager form of government which combines the political leadership of elected officials in the Council with the managerial experience of a professional City Manager, who is appointed by the Council.

Similar to other California Cities, the City has undergone recent budget cuts and restructuring. Nonetheless, recognizes the critical need for an on-going focus on community and economic development has led to Council support for the reorganization and the new position of Assistant City Manager for Community Development.

The Position

This recently established consolidated Department of Community Development will be lead by the Assistant City Manager. This Department formalizes an organizational structure designed to enhance collaboration and promote a sense of common purpose between the divisions of:

- Strategic Planning & Economic Development;
- Development Services;
- Engineering & Utilities;
- Housing & Neighborhoods; and
- Redevelopment.

To provide the leadership and management oversight of this important new organizational unit, the City is recruiting a seasoned and highly capable administrator with extensive leadership and management experience in economic and community development. This Assistant City Manager position for Community Development reports directly to the City Manager and oversees a combined team of 64 and an overall operating budget of \$35.3 million plus a \$55.1 million Capital Improvement Plan Budget.

The overall success of the reorganized department will be highly dependent on the Assistant City Manager's ability to manage a multi-faceted department with significant public involvement. The successful candidate will also have a passion for public service and be able to demonstrate the



highest levels of personal integrity, and interpersonal and communication skills. The Assistant City Manager will lead by example to gain the public's confidence and to establish the Department's reputation for an open and responsive government.

The Assistant City Manager will work to streamline permitting and planning procedures and, in general, coordinate and improve the regulatory processes required to promote economic vitality, workforce development and business retention/attraction. Maintaining the character of the community is of vital importance to the residents of Morgan Hill and this delicate balance of promoting revenue generating activities that stimulate community development activities is essential. This includes addressing the limitations of the Growth Management Plan (set to expire in 2020) as a guiding principle of the community voted into effect in 2004. Additionally, of added importance, the Assistant City Manager will be instrumental in leading the revitalization of downtown in accordance with the political leadership's desire to stimulate redevelopment that is both enriching and pleasing to the community. Enhancing and expanding downtown through redevelopment efforts will be an exciting and important aspect of this position.

The Assistant City Manager will be responsible for the oversight of comprehensive strategies that ensure that Morgan Hill continues to encourage a healthy and diverse economic foundation yet, at the same time, preserve the small town character that makes Morgan Hill such a special place to live and work.

The Ideal Candidate

The ideal candidate will be a results-driven professional with a multi-disciplinary track record of achievement gained through a proven career history in local government.

This highly skilled individual will have a broad range of interdisciplinary experience ranging from "big picture" strategic planning to the day-to-day customer service issues associated with dealing with an active and involved community. City leadership has placed particular emphasis on applicants' experience in the permitting and review of projects due to the importance to the public and the value placed on community development. As a result, this ideal candidate will have a thorough understanding of community and economic development, redevelopment and revitalization efforts.

The ideal candidate will enjoy and embrace the unique aspects of Morgan Hill's participative, civic-minded culture with enthusiasm and dedication – utilizing a sense of perspective to facilitate an open dialog and collaborative approach to problem solving.

This top candidate will have a record of accomplishment in effective oversight and coordination of municipal resources and personnel, as well as a history of success in community development.

In addition, the ideal candidate will be:

- A dynamic and supportive manager, quick to find common ground and common purpose with colleagues, subordinates, the development community and the general public;
- Widely acknowledged as an accomplished professional for a full range of community and economic development issues;
- Up-to-date on industry best practices, and actively engaged in a variety of professional networks; and
- An individual with a sense of humility, professionalism and a down-to-earth approach to public service.

Desired Qualifications

Experience – This position requires significant and relevant management experience working directly for or in support of local government with a career history that includes similar oversight and responsibilities in community development, economic development and/or redevelopment. Individuals must possess a solid track record of success in managing related functions combined with the ability to mentor and inspire staff in technical and non-technical positions.

All highly qualified candidates are strongly encouraged to submit career credentials for consideration.

Education – A Bachelor's degree is required. A Master's degree is a plus.

Review of Qualifying Experience and Education – Ralph Andersen & Associates will work directly with the City Manager to evaluate resumes to determine the appropriate match of professional experience and education.



Compensation and Benefits To Be Considered

Compensation – The annual salary range for the Assistant City Manager is \$132,780 - \$170,220 plus performance pay.

Health Allowance – Management employees receive from \$610 to \$1,260 per month (will increase to \$1,309 per month in 2011) for medical and dental premiums. City employees participate in the PERS Health Program, and may choose their medical coverage from a list of providers. Unused health allowance may be used for optional benefits or kept as taxable income. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including vision and long-term care insurance. A City-paid \$250,000 life insurance policy, short- and long-term disability insurance and an employee assistance program are also available.

Retirement Benefits – The City offers the PERS 2.5% at 55 plan with the single highest year, credit for unused sick leave, and 4th tier 1959 survivor's benefits options. The employee pays the 8% employee contribution on a tax-deferred basis (414h2).

Other Benefits – The City pays an amount equal to 3% to 5% of salary, depending on years of service, to a deferred compensation account with ICMA or Hartford. The City supports professional development and provides a tuition reimbursement program of up to \$1,500 per fiscal year.

Leaves and Holidays – Annual vacation ranges from three to four weeks depending on years of service. Eight hours of sick leave accrues each month, and a portion of sick leave may be cashed out annually. Management employees receive 72 hours of administrative leave annually. The City observes 13.5 paid holidays, including two floating holidays each year. The City observes a furlough between Christmas and New Year's Day each year.

Further details on the benefit package can be obtained through Ralph Andersen & Associates.

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Candidates are encouraged to **apply immediately, with the first review of resumes to begin following the closing date October 8, 2010**. This recruitment is considered open until filled. **Electronic submittals are strongly preferred to Ralph Andersen & Associates via email at apply@ralphandersen.com** and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Five (5) professional references.

Ralph Andersen & Associates will work directly with the City Manager to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Only the top tier of candidates will be invited to interview for this position. Top candidates will be required to complete a supplemental questionnaire, provide sample work products and be further evaluated by an Interview Panel. Follow-up interviews with the City Manager will be conducted in late October. It is anticipated that the newly selected Assistant City Manager will join the City of Morgan Hill during November/December or a mutually agreeable date.

***The City of Morgan Hill is an
Equal Employment Opportunity Employer.***

Tentative Recruitment Schedule (dates subject to change):

First Screening Begins October 8, 2010
Interview Panel Late October
Start Date November/December 2010

www.morgan-hill.ca.gov