



CITY OF NEVADA CITY

CALIFORNIA



invites your interest in the position of

CITY MANAGER

Recruitment Services Provided by Ralph Andersen & Associates

AN INCREDIBLE OPPORTUNITY!

The City Council for Nevada City (population 3,200) is seeking an energetic and engaging individual with a commitment to public service to become its new City Manager. Importantly, this City Council, is committed and unified in their effort to coalesce this organization into a more open, transparent, and responsive local government under the leadership of the new City Manager.

The top selected candidate will be an innovative leader with exceptional interpersonal and communication skills. Known as a “people person,” this individual will value collaboration and strive for best practices in service delivery while at the same time continue to encourage community engagement from a broad spectrum of people that call this community home.

Commitment to diversity, equity, and inclusion should be part of the City Manager’s ongoing approach to managing and ***leaning into*** this unique community. This passionate leader will also guide the policymakers with a strong sense of purpose, decisiveness, and action.

Additionally, the City Manager will be eager to facilitate and manage public meetings in terms of elevating of new ideas and concepts as well as addressing politically sensitive issues. Further emphasis will be on guiding staff, agenda management, and fiscal prudence.

Without exception, the City Council collectively believes the new City Manager will need to jump-start this organization with a renewed sense of vigor, bringing a pro-active and inclusive leadership style to work closely with the local business community and coupled with a greater emphasis on local and regional issues. Exploring and cultivating shared services and potential public-private partnerships are also important going forward, particularly as it relates to public safety and natural resources.

In a community where quality of life and core values are at the forefront of most discussions, the new City Manager will want to be well matched in his/her ability to blend the historical aspects of this community with an exciting future.

PAST AND PRESENT.....A BLENDING OF CULTURES

This historic yet progressive community is nestled in a basin on the Western Slope of the Sierra Nevada Mountains in Northern California. For thousands of years, the surrounding area was inhabited by the indigenous [Nisenan](#), a group of Native Americans. With the start of the Gold Rush Era, this led to an appropriation of their land with the influx of migrant, immigrants, and gold diggers to the region. Descendants of the Nisenan tribe are still active in the community.

Located in beautiful and scenic Northern California, Nevada City is ideally positioned 60 miles northeast of Sacramento, 84 miles southwest of Reno and 147 miles northeast of San Francisco.

First settled in 1849, Nevada City is often known as the best-preserved Gold Rush town. The area is uniquely framed, surrounded by a thick blanket of trees and soaring ridgetops. Elevation is 2,500 feet above sea level.

In 1968, the community was placed on the National Register of Historic Places and today, great pride is gained through preserving and promoting this important element of Nevada City's historical past.

Nevada City is an eclectic blend of arts and culture, businesses, events, abundant outdoor activities, historical museums, and diverse people from all walks of life.

For more insight into this region and the immense assets, activities, and events, explore the various attributes of the area by accessing this document (www.ralphandersen.com/wp-content/uploads/2021/07/Nevada-City-Region-Assets.pdf).



ORGANIZATIONAL AND FINANCIAL OVERVIEW

Nevada City serves as the County Seat for the County of Nevada. Nevada City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council are elected to four-year overlapping terms, with the Mayor selected among his/her peers to serve a one-year term. The City Council appoints the City Manager, who in turn, serves as chief executive of the municipal organization. Besides the Planning Commission, there is a Fire Advisory Committee that is active.

Nevada City has a total 2021-2022 all-funds budget of \$11 million and about \$4.5 million General Fund budget. The City's current bond rating is AA.

The City is currently authorized for 33 full-time positions and 1 half-time position (current staffing includes 24 full-time employees and 1 half-time employee with most of the vacancies in the Police Department. Additionally, there are 17 seasonal part-time pool staff. Fire services are provided through an agreement with City of Grass Valley, supported by a joint operations agreement.

THE CITY MANAGER'S OFFICE

The City Manager directs, coordinates, and manages the overall administrative activities and operation of the City and advises and assists the City Council while exercising significant independent judgment and initiative. The City Manager is appointed by the City Council and serves at its pleasure. On an interim basis, Joan Phillipe, a former City Manager in the region, will be serving in this position until the search process concludes, and the new City Manager has joined the organization.

THE IDEAL CANDIDATE



The City Council is seeking a creative and innovative individual to employ a team approach to problem solving and be proactive in addressing issues that impact the community. Additionally, the City Manager will be an idea person who is able to develop and promote strategic initiatives for the City Council's discussion and consideration while incorporating best practices in local government.

In this smaller sized entity, the City Manager will need to be comfortable with a hands-on and collaborative approach to day-to-day management. This will include providing strong leadership and frequent interaction with the small team (Finance, Parks and Recreation, Public Works, and the Police Department) fostering a collaborative open dialogue and teamwork. The City Council also desires a City Manager who enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from this active and involved community.

Blending an approachable personal style and listening skills, the new City Manager will welcome and encourage dialogue across a diverse cross-section of residents.

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THE IDEAL CANDIDATE *CONTINUED*

The City Manager should be a person who can successfully address a variety of issues using sound judgment. Top candidates for consideration will have a solid career track record of having unquestioned personal integrity, honesty, and strong ethics. A welcoming personal style combined with an appreciation for diversity, equity and inclusion is essential not only within city hall but also through all interactions with staff, the community, and visitors.

The ideal candidate will also possess the following characteristics:

- ◆ Genuine concern for preserving the quality of life presently offered to residents of Nevada City with an appreciation for the historical nature of the community combined with a desire to work to harmonize the blending of long-term residents with the influx of new members of the community;
- ◆ Appreciation of the natural beauty of the area with a keen understanding of the importance of the natural environment and sustainability efforts especially during ongoing drought conditions;
- ◆ Results driven approach to the successful management of an organization including a key understanding of more than one of the following areas: community services, municipal finance, municipal service delivery, and planning;
- ◆ Commitment to the economic recovery of the community and a laser focus on revenue expansion and related fiscal enhancements;
- ◆ Confident yet humble style that will promote candid discussions and encourage an environment that listens intently to the community and emphasizes the review of options and alternatives for the City Council's consideration;
- ◆ Appreciation and ardent supporter of technology to enhance internal operations and improve service delivery, financial reporting, recordkeeping, and overall citizen access; and
- ◆ Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives as well as the ability to motivate and contribute effectively to their timely achievement and successful performance, all for the betterment of the community.

KEY TOPICS AND COMMUNITY ISSUES GOING FORWARD

Candidates should be aware as part of the increased effort to enhance communication with City Hall, the City Council invites comments from the community at-large throughout the recruitment process. Comments can be submitted to and shared directly with the Search Firm via email at nevadacitycomments@ralphandersen.com.

Areas for the new City Manager to focus on in the short- and long-term may include some or all of the following broad topics and community issues:

- ◆ Enhance community dialogue on key issues that impact residents or may be of safety concerns (due to natural disasters or the resulting aftermath), historical significance, environmental sustainability, impacts of climate change, cannabis related business endeavors, or other quality of life issues (traffic, lack of affordable housing, etc.) by expanding the level of transparent, frequent, and open dialogue and communication at City Hall;
- ◆ Financial acumen and understanding of budgeting are important for the new City Manager in order to oversee and manage city operations more effectively. This will also require a lens for innovation and creativity in seeking alternative and most efficient methods for service delivery.
- ◆ Ability to expand and enhance revenue opportunities and seek grant funding;
- ◆ Increased focus on infrastructure needs and deferred maintenance especially related to sewer and water;
- ◆ Ability to balance the strong desire for historic preservation with an update of the General Plan and other planning documents to encompass progressive planning opportunities;
- ◆ Recruitment, retention, and succession planning for the City's workforce including enhancing and improving on the concept of re-branding and elevating Nevada City as an employer of choice;

KEY TOPICS AND COMMUNITY ISSUES GOING FORWARD CONTINUED

- ◆ Committed to the economic vitality of the community increasing involvement with the business community;
- ◆ Encourage and promote civic engagement;
- ◆ Emphasize the value of community readiness, environmental sustainability, and vegetation management through frequent interaction with the public;
- ◆ Expand and enhance arts, recreational, and community-based programs that better serve the residents while, at the same time, examining for efficiencies including shared services in various areas;
- ◆ Proactively increase the City Manager's leadership role with City Council as appropriate with intergovernmental relationships with the County, local city managers group, Chamber of Commerce, school district, Nevada Irrigation District, and other local agencies;
- ◆ Address and create a path forward for on-going infrastructure needs, deferred maintenance, and capital investment of city facilities; and
- ◆ Value, empower, delegate, and celebrate accomplishments of staff.



QUALIFYING EXPERIENCE AND EDUCATION

The City Council has established broad general guidelines for consideration of interested individuals:

Experience: This position requires progressively responsible experience in an administrative, managerial, or senior level staff capacity in a comparable organization with similar issues. *California municipal experience, particularly in the local region, is highly regarded by the City Council although all highly qualified candidates are strongly encouraged to apply.*

Education: Bachelor's degree from an accredited college or university with major course work in finance, planning, public or business administration, or a closely related field is required. An advanced degree may be a plus based on overall career experience.

Importantly, the City Council will consider a broad spectrum of talented individuals. Interested candidates will need to demonstrate exceptional leadership and a verifiable track record of success with transferable skills through resume submittal and career history. Alignment on core values and passion for public are very important to this City Council and to the community.



COMPENSATION

The City Council is prepared to offer a competitive salary (currently under review) for the region as well as benefits including CalPERS Retirement (2%@55-Classic; 2%@62-New). A mutually agreeable employment agreement will be negotiated and may include relocation assistance at the discretion of the City Council. Further details on compensation and benefits may be obtained through discussions with Ralph Andersen & Associates.

TO BE CONSIDERED

Interested candidates should apply by **Monday, August 16, 2021**, for this career opportunity by submitting a résumé and a compelling cover letter to apply@ralphandersen.com. Review of résumés will begin in early-to-mid August and will involve the full City Council. First round of interviews will be done using video technology with the second round conducted in-person shortly after. Candidates should be aware that the City Council desires a smooth transition of leadership with the Interim City Manager and, as a result, the City Council and the Interim City Manager will work to facilitate this happening.

This is a highly confidential search process. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900. Alternatively, an appointment may be scheduled for a specific date and time by emailing scheduling@ralphandersen.com.

www.nevadacityca.gov

The City of Nevada City is an Equal Opportunity Employer