



CITY MANAGER

City of Mill Valley



An Incredible Opportunity!

The City Council of the City of Mill Valley is seeking an accomplished and experienced professional to become its new City Manager, a career opportunity created by an upcoming retirement. This vibrant Marin County community, nestled among the redwood trees and ferns, is known for its charming and walkable downtown area, shops, and galleries. The City Council has a focus on fiscal responsibility, top-notch service delivery to the community, commitment to sustainability, social equity and justice, and environmental stewardship.

With proximity to San Francisco and its idyllic location at the foot of Mount Tamalpais, Mill Valley offers an outstanding quality of life to its residents. The history of the community and the pride of residents is abundant. The population is nearly 14,000 residents

Did you know?

- ◆ The City of Mill Valley owns and operates a 9-hole 103-year-old golf course.
- ◆ First run in 1905, the Dipsea is the oldest trail race in America. It is run every year on the second Sunday in June. This scenic 7.4-mile course from Mill Valley to Stinson Beach is considered to be one of the most beautiful courses in the world.
- ◆ The Sequoia Theatre was opened as a single screen theatre on February 21, 1929, with 1,200 seats. Twinned in 1975, the former Sequoia Twin Cinema is part of the Mill Valley Film Festival each year.
- ◆ City Leadership is currently seeking designation as a cultural destination.
- ◆ The City of Mill Valley has a number of historical designations and a focus on preservation and history. For further details visit: mvhistory.com/.

This top executive will be an engaging leader with a focus on equity and inclusion complemented by exceptional interpersonal and communication skills. Known for their warmth and authenticity, this individual will also be an excellent listener and collaborator with the ability to apply best practices in service delivery, while at the same time inviting and encouraging community engagement and dialogue. In this high-touch and hands-on environment, an open and approachable leadership style is essential in order to relate to a broad spectrum of stakeholders, including staff, elected and appointed officials, business and community leaders, and an active community. This professional will also be comfortable soliciting and welcoming input from all sources. The new City Manager will guide policymakers with a strong sense of purpose, decisiveness, and action supported by a genuine commitment to fairness and equity.

The City Manager will be a working professional, skilled in managing public meetings, addressing politically sensitive issues, balancing often competing priorities, agenda management, and guiding Department Heads and the City Manager/City Clerk Team.

The new City Manager will need to be well prepared to continue the strong and proactive leadership role on a local and regional basis which will include continuing to explore and cultivate opportunities for public-private partnerships and shared services.

Moving forward, the City Council will focus on excellent customer service, responsiveness to support a progressive and engaged community, and continuing to expand opportunities to be a more inclusive and inviting community and local government.

Organizational Overview

Mill Valley 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 their 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. The City also uses several standing volunteer commissions. The City relies upon these commissions as well as temporary committees to work through community issues.

The City of Mill Valley is a full-service city with a total budget of \$47.3 million based on a two-year budget cycle. Current staffing includes 160 benefited full-time employees and 147 part-time non-benefited employees. The City has its own Police Department and fire services with Southern Marin Fire Protection District in a shared services model. The City provides library services, senior services, and provides staffing for the community wastewater treatment plant.

Importantly, the City is financially stable with healthy general fund reserves due to prudent financial management, especially during the COVID-19 pandemic. The City Council has a policy to hold a 15% contingency reserve of prior year operating costs within General Fund balances in accordance with best practices in local government. The City Council has a long-standing practice of maintaining a 10% buffer in addition.

Currently, Mill Valley has a low annual debt payment obligation with principal and interest payments totaling less than 5.2% of general fund revenues and has a S&P debt quality rate of AAA.

Recently, the City has created a long-range financial forecast that includes a recession assumption in order to carefully manage through future CalPERS cost impacts.

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. The current City Manager, Alan Piombo, will be retiring in October 2022, which will allow for a well-planned transition with the newly selected manager during the month of September.



Advancing Equity in the City Organization and Community

The City Council has identified Diversity, Equity, and Inclusion (DEI) as their top priority and the City has committed to act and encourage community action toward eliminating racial disparities both inside government and in the community. In 2020, Council directed a comprehensive, community-based analysis of City policies and programs, which evolved into a City DEI Work Plan. In 2021 Council accepted the Work Plan and directed staff to continue to prioritize racial equity as critical to future success as a community, to continue to build internal capacity, and to intentionally consider racial equity when making policy, planning, and delivering programs and services. City staff maintain accountability through implementation of DEI initiatives, conducting/monitoring assessments on racial equity progress, and sharing through transparent regular reporting. Please visit www.cityofmillvalley.org/dei to learn more.

The Ideal Candidate

The City Council is seeking a creative and innovative leader dedicated to addressing issues that impact the community. The City Manager will also be an idea person who is able to develop and promote strategic initiatives for City Council consideration while incorporating best practices in local government. A track record of addressing diversity and equity issues in the workplace and community is critical to the success of this top professional. Additionally, the new City Manager will have the ability to stimulate discussion and ideally achieve success in implementing public-private partnerships and shared services with neighboring and partner agencies.

The City Manager will have a hands-on and collaborative approach to management with frequent interaction with department heads and staff, fostering an open dialogue. The City Council also desires a Manager who also enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from the community.

The City Manager should be a person who can successfully address a variety of issues at the highest levels using sound judgment. Top candidates for consideration will have a solid career track record of having unquestioned personal integrity, honesty, and strong ethics. The ideal candidate will also enjoy working closely with a Council that has a tradition of being supportive and collegial.

The ideal candidate will also possess the following characteristics:

- ◆ Genuine concern for preserving the quality of life presently offered to residents of Mill Valley with an appreciation for the natural beauty of the area and a high regard for the importance of the natural environment, emergency management, and emergency preparedness to local residents;
- ◆ Action-oriented, responsive, and results-driven in addressing inquiries and issues on behalf of the City Council and the community;
- ◆ Forward-thinking approach to managing a local government organization combined with situational awareness;
- ◆ A sincere interest and track record of success for implementing initiatives that encompass all aspects of DEI in the workplace and community and serve as a change agent to identify and remove any structural biases and/or inequities in City policies, programs, and services;

- ◆ Confident style that will promote candid discussions and encourage diversity of thought by providing an environment that listens intently to the community and emphasizes the review of options and alternatives for the City Council's consideration;
- ◆ Demonstrated experience in recruiting, staffing, and mentoring a team of senior staff; 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 Community Issues

The City Council received input from the community and key staff that includes the following key areas:

- ◆ Commitment to the economic vitality of the downtown including support of a vibrant and active business community through frequent interaction, innovation, and proactive engagement with the understanding it is highly supported locally and enjoyed regionally;
- ◆ Enhance community dialogue on emergency preparedness and responsiveness due to natural disasters such as earthquakes, fires, floods, or mudslides;
- ◆ Address traffic issues and promote and increase active mobility options;
- ◆ Prioritize and execute infrastructure needs;
- ◆ Address other quality of life issues such as environmental sustainability, impacts of climate change, lack of diversity of housing, and prioritizing infrastructure needs, etc.;
- ◆ Continue to improve on the level of transparent, open dialogue, and communication at City Hall including active outreach to community partners and agencies;
- ◆ Manage the organization effectively with limited resources yet bring innovation and creativity to day-to-day operations;
- ◆ Address current vacancies and upcoming retirements through forward thinking hiring practices and effective succession planning for key positions; elevate the City of Mill Valley as an employer of choice in the region through enhanced employment and compensation practices as well as outreach efforts to better address the focus on DEI;
- ◆ Expand and enhance arts and culture, recreational, library services, and community-based programs that better serve the residents while examining for efficiencies including shared services in various areas;
- ◆ Possess a track record of successful involvement with labor and employee relations issues, including working with unions/associations;
- ◆ Proactively continue the City's leadership role in intergovernmental relationships with Marin County, Marin Managers' Association, Mill Valley Chamber of Commerce, school districts, other local agencies, and groups such as the Mill Valley Friends of Parks & Recreation; and
- ◆ Value, empower, delegate, and celebrate the accomplishments of staff.

Qualifying Experience and Education

The City Council has established broad general guidelines for consideration in order to attract a wide range of qualified applicants. Although California municipal experience, particularly in Marin County, is highly regarded by the City Council, all highly qualified candidates, both in-state and out-of-state, are strongly encouraged to apply.

Additionally, alignment on core values, commitment to DEI as well as passion for public service are very important to this City Council and to the community. Interested candidates are responsible to convey this information through a complete submittal of documents as outlined in this solicitation.

Experience: This position requires a minimum of eight (8) years or more of progressively responsible experience in an administrative, managerial, or senior level staff capacity in a comparable or larger organization with similar issues.

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.

Compensation

The City Council is prepared to offer a competitive salary for the Marin County plus executive level 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. [The current City Manager's contract may be viewed here.](#) Candidates should be aware that the City does not participate in Social Security. Further details on compensation and benefits may be obtained through discussions with Ralph Andersen & Associates.



To Be Considered

Interested candidates should apply no later than **Tuesday, May 31, 2022**, by submitting a resume and compelling cover letter to apply@ralphandersen.com.

A tentative timetable, located below, has been included to provide an overview of the recruitment and selection process. Candidates should be aware that the City Council desires a smooth transition of leadership and, as a result, the Council and the outgoing City Manager will work to facilitate an extended overlap of leadership during September 2022.

This is a highly confidential search process through all phases of the recruitment and selection 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, a scheduled appointment may be made by emailing scheduling@ralphandersen.com.

Recruitment Timeline

The City Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of career experience and education. Only the top candidates will be invited to continue on in the selection process and be presented to the Community Panel. Results from the Community Panel will be taken into consideration by the City Council for further evaluation.

The following timeline is subject to change and will culminate in a final selection and appointment during the month of July:

- ◇ Active Recruiting of Candidates Late April / Month of May
- ◇ Applications Accepted Until Tuesday, May 31, 2022
- ◇ Invitations Made to Top Candidates Early June

Community and Department Head Panel (Round #1) – Via Video
Mid-June

City Council Interviews (Round #2) – In-person
Mid-to-Late June

Negotiations Conclude / Approve Contract at Regular Meeting (Open Session)
Early-to-Mid July

New City Manager on Board
September (overlap with Outgoing City Manager)