



CITY OF OAKLAND

CITY ADMINISTRATOR



CITY OF
OAKLAND

Recruitment Services Provided by Ralph Andersen & Associates

The City of Oakland is conducting a national search effort for a talented and energetic local government professional to serve as the City of Oakland's next City Administrator following the departure of City Administrator Ed Reiskin, who is leaving the City for a new opportunity. This career opportunity will focus on leading a large, complex, and dynamic organization with all the excitement and diversity that the Bay Area and region has to offer.

CITY OF OAKLAND – VIBRANT, DIVERSE, AND THE PLACE TO BE

Oakland is experiencing an emerging urban renaissance of great significance, including a significant influx of new businesses and residents. PG&E, Kaiser Permanente, Clorox, Blue Shield, Pandora, and Ask currently claim Oakland as their corporate headquarters. The Port of Oakland runs the third busiest container shipping port on the West Coast as well as Oakland International Airport. Oakland is poised to experience continued growth and a corresponding upward demand on City services.

Bordered by 19 miles of coastline to the west and rolling hills to the east, which provide unparalleled vistas of the Bay and the Pacific Ocean, Oakland (pop. 439,483) has diverse, welcoming neighborhoods, a vibrant downtown, and superior cultural and recreational amenities. The City has 140 parks representing 10% of the City's land area, including the 500-acre Joaquin Miller Park, the Morcom Rose Garden and the 50-acre Dunsmuir Hellman Historic Estate as well as 36 recreation facilities. Cultural events and civic pride are abundant and beautiful Lake Merritt is a focal point and welcoming magnet for families and many urban dwellers. Oakland also serves as the administrative hub of the County of Alameda, the regional seat for the federal government, the district location of primary state offices, and the center of commerce and international trade for the Bay Area.

CITY OF OAKLAND - VIBRANT, DIVERSE, AND THE PLACE TO BE *continued*

The community is a rich blend of residents, business owners, entrepreneurs, artists, and tourists from many ethnic cultures and backgrounds. Oakland is one of the most ethnically diverse major cities in the United States, with major representation among residents of Hispanic and Latino, Asian, African American, and Caucasian descent. The City is also home to the third-largest LGBTQ community among the 50 largest U.S. cities.

Photo: Greg Linhares, City of Oakland



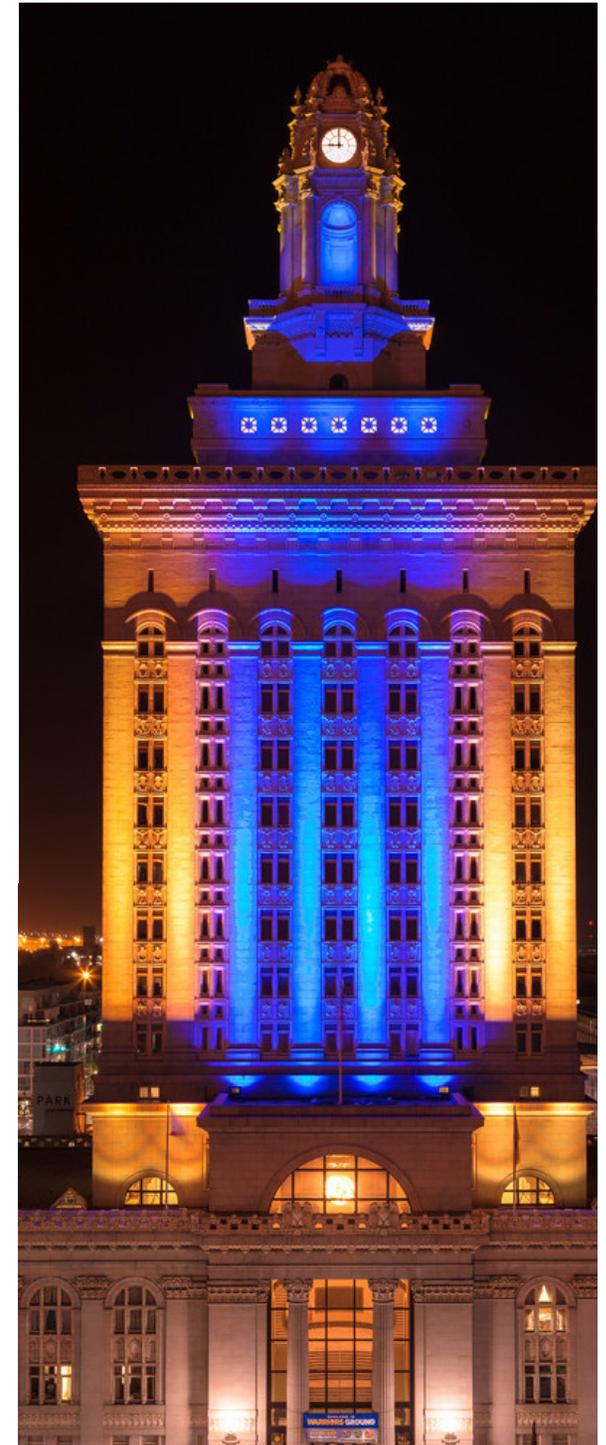
Photo: Greg Linhares, City of Oakland

CITY GOVERNMENT

A “Mayor-Council” form of government governs the City of Oakland. The Mayor and the City Council, which is comprised of eight Council members (seven elected by district and the eighth elected at-large), oversee city government. Elections are held every four years for the Mayor with Council elected on a rotating basis. The Mayor, Sheng Thao, took office in January 2023 and is now in the first year of a four-year term. To see Mayor Thao’s full bio, [click here](#).

Mayor Thao’s first term key priorities are:

- ◆ Recruit, hire and retain key roles within city government, with a particular emphasis on public facing departments, to lower the city employee vacancy rate and improve basic service delivery for residents.
- ◆ Develop new affordable and deeply affordable housing funding mechanisms and implement permit process reform to dramatically increase the number of new housing units built across the City of Oakland.
- ◆ Maintain clean and safe streets for all by advancing pragmatic solutions that balance community health and the dignity of our unhoused neighbors.
- ◆ Finalize negotiations for the Howard Terminal development project with the Port of Oakland and the Oakland Athletics MLB team that safeguard the financial interests of taxpayers and facilitate growth and vitality in the Jack London Square district.
- ◆ Lead wildfire prevention and climate mitigation efforts across multiple jurisdictions to negotiate an inclusive and sustainable regional approach to emergency management.





THE POSITION AND IDEAL CANDIDATE

Working closely with the Mayor, the City Administrator will have the unique opportunity to lead the City as it focuses on its exciting future. The City Administrator has direct administrative oversight of a full-service municipal organization with a staff of approximately 4,800 and a budget of \$2.2 Billion. In addition to administrative oversight of the City's 18 agencies and departments, the City Administrator's Office also provides direct services through eight divisions and work units. The City Administrator hires and directly supervises all operating agency and department heads (except the Mayor directly hires and fires the Chief of Police in partnership with the Community Police Commission) and is the official responsible for implementing the Mayor and City Council's policy direction. The City Administrator is the chief management and fiscal advisor, responsible for identifying challenges and opportunities in the delivery of municipal services and providing trusted advice on all aspects of the organization structure, operating efficiencies, fiscal health, and well-being of the City.

The ideal candidate for this post will be an effective public sector leader and manager and will be able to inspire loyalty and commitment defined by a genuine passion for public service and organizational excellence. Both diplomatic and decisive, the successful candidate will be an energetic and inspirational leader with a management style fostering innovation, the ability to encourage collaboration and staff empowerment, and a sense of urgency and timeliness. This candidate should be energized about seizing a unique opportunity to bring this incredible city to its next level and making significant gains in addressing challenges.

Operating within a complex organization, the City Administrator will be able to provide effective, creative leadership and inspiration for organizational improvement inside the City. The successful candidate will bring a clear fiscally sound orientation to every aspect of the position and possess the ethical standards, interpersonal skills, and negotiation abilities to establish an organizational culture that recognizes and encourages excellence and continuous improvement.



Photo: Greg Linhares, City of Oakland

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QUALIFYING EDUCATION AND EXPERIENCE

Any combination of education and experience that is equivalent to the following or preferably exceeds the following:

Education: Bachelor's degree from an accredited college or university is required. A Master's degree or other advanced degree is strongly desired.

Experience: At least ten (10) years of increasingly responsible experience in a complex urban setting is required.

All highly qualified local government executives with experience in a complex municipal environment are strongly encouraged to submit qualifications for consideration. California experience is highly regarded although not essential for consideration. Individuals with a combination of local government experience and private sector experience (or non-profit experience or other relative experience) are also encouraged to consider this career opportunity.





COMPENSATION AND BENEFITS

The City of Oakland offers a competitive compensation and benefits program. The salary range for this position is \$322,047 to \$402,559 and will be dependent on qualifications (DOQ) and consistent with the City's recent practices. A mutually agreed upon employment agreement will be negotiated. Specific details on the compensation can be discussed with Ralph Andersen & Associates.

The executive level benefits for this position include:

- ◆ **Retirement:** The City participates in CalPERS (California Public Employees Retirement Systems) with a pension formula of 2.5% @ 55 (for Classic PERS members) and 2% @ 62 for new PERS members. Classic employees contribute 8% of pre-tax wages. The City of Oakland does not participate in Social Security
- ◆ **Auto Allowance:** \$750 per month.
- ◆ **Health:** The City of Oakland pays for the cost of employee and eligible dependent coverage at the Kaiser rate. Other plans include Anthem, Blue Shield, United Health Care and other HMO and PPO plans.
- ◆ **Dental:** The City pays for Delta Dental full premium for employees and eligible dependents.
- ◆ **Vision:** The City pays for VSP full premium for employees and eligible dependents.
- ◆ **Leave Accruals:** Vacation, Management Leave, Paid Holidays (14 plus one floating), and Sick Leave (12 days annually).
- ◆ **Income Protection:** The City provides Short- and Long-Term Disability, AD&D, and Life Insurance to a maximum of \$200,000
- ◆ **Deferred Compensation:** 457(b) pre-tax plan and an after-tax ROTH 401(k) plan.
- ◆ **Professional Development / Conferences:** Frequent participation is expected and encouraged.
- ◆ **Other Benefits:** Flexible Spending Accounts and credit union services.



TO APPLY

Candidates are encouraged to apply immediately by submitting a comprehensive resume and compelling cover letter via email to apply@ralphandersen.com no later than **Monday, February 20, 2023**. Resumes will be reviewed upon receipt of completed submittal and screening interviews with the Search Team will be conducted with a select number of the top, highly qualified individuals.

Important to note, this is a confidential process and references **will not** be requested or contacted until mutual interest has been established. References and verifications/backgrounds will be done in the final stages of the search process with top contender(s) after notification of status and signing the required release forms.

Confidential inquiries are welcomed to members of the Search Team of Ralph Andersen & Associates at (916) 630-4900. Specific appointments are also available upon request. Confidential inquiries are welcomed to Project Director P. Lamont Ewell at lamont@ralphandersen.com, or by calling 916-630-4900.

Photo: Greg Linhares, City of Oakland



FINAL SELECTION PROCESS, APPOINTMENT, AND TIMING



Final Selection and Appointment: The Search Team of Ralph Andersen & Associates will be responsible for selecting a small number of top candidates to present to Mayor Thao during late February. This will include an in-depth, personal interview with Mayor Thao. Top contender(s) will then be interviewed by the City Council (in executive session) for final selection and ultimate appointment to the position.

Timing: Every effort will be made for an orderly transition for the new City Administrator to join the City of Oakland. A mutually agreed upon start date will be determined during negotiations and follow-up discussions. The current City Administrator will be departing at the end of January 2023 and interim arrangements will be made at that time, as needed, until the newly selected City Administrator joins the City of Oakland.

The City of Oakland is an equal employment opportunity employer and encourages all qualified individuals to apply for this exceptional career opportunity.

