

City of Goleta



invites your interest in the position of

ASSISTANT CITY MANAGER



Recruitment Services Provided by Ralph Andersen & Associates

About the City of Goleta



Known to locals as the “Good Land,” the City of Goleta is a thriving community located on the south coast of Santa Barbara County, approximately 100 miles northwest of Los Angeles and just ten miles west of downtown Santa Barbara. The City stretches approximately 8 square miles along a beautiful coastline, within a narrow coastal plain of exceptional natural beauty between the Santa Ynez Mountains and the Pacific Ocean.

Goleta exemplifies diversity and balance in areas such as: single-family homes and multi-family apartments; new start-ups and long-established and thriving businesses; quiet neighborhood streets and smooth flowing freeways; tree canopies and wide open spaces; organic farms and high technology manufacturing; a busy Old Town commercial district, shopping centers, and lively local farmers’ markets; and diverse scenic views that include ocean and island vistas as well as the backdrop of the Santa Ynez Mountains and foothills. The area provides for a range of opportunities for passive recreation and active sports including wine and beer tasting, hiking, cycling, bird watching, deep sea fishing, snorkeling, scuba diving, and cycling.

Goleta is located adjacent to the University of California, Santa Barbara, which is home to six Nobel Prize winners and is one of the leading research universities in America. As a result, the community hosts a number of high technology businesses specializing in aerospace, nanotechnology, environmental science, biochemistry, and information technology.

The current population of the City is 33,000 and the adopted General Plan allows for a build out population of approximately 38,000 by 2030. The City is racially, ethnically, and culturally diverse. The community has several distinct neighborhoods, each with its own unique character. Goleta is fortunate to be served by excellent public and private primary and secondary schools that have a reputation for high academic achievement and quality instruction. The City of Goleta is a great place to live, work, and play!

The City Organization

The City of Goleta was incorporated in February 2002 as a general law city operating under the Council-Manager form of government. The four council members are elected to districts and serve four-year staggered terms. The Mayor is elected directly for a four-year term. The City of Goleta has been very stable in the focus of its elected body and does not currently have term limits for councilmembers.

The City organization has seven departments: City Manager, Legal Services, Finance, General Services, Public Works, Neighborhood Services and Public Safety, and Planning and Environmental Review. Fire services are provided by the Santa Barbara County Fire District and law enforcement services are provided by the Santa Barbara County Sheriff's Department. The City is in a strong financial position, with a balanced budget and fully funded reserves, and with new revenue beginning in January 2024 from a 1% sales tax measure. The overall budget is \$69.5 million in Fiscal Year 2023/24 and \$82.4 million in Fiscal Year 2024/25. The City's General Fund budget is \$46.6 million in Fiscal Year 2023/24 and \$50.5 million in 2024/25. City operations and services are provided by 120 full-time employees, supplemented by contracted services.

The Assistant City Manager Position

The key executive leadership responsibilities of the Assistant City Manager include:

- Representing the City Manager, as needed, and serving as Acting City Manager as assigned.
- Conducting and participating in high-level meetings internally and externally; representing the City with outside organizations and boards.
- "Quarterbacking" preparation and quality of the City Council agenda.
- Aligning operations with the goals and objectives established by the City Council.
- Leading and consulting with department directors to review assigned projects, resolve issues, and monitor performance.
- Interacting with City Council members regarding key issues, programs, and special projects.
- Assisting the City Manager in preparation of the City's annual budget and in developing long-term financial plans.
- Working with the City Manager and department directors on updating the City Council's Strategic Plan and monitoring progress.
- Developing and implementing new and innovative programs and services, and engaging employees in their implementation.
- Overseeing the subdivisions of the City Manager's office including Public Engagement, Human Resources, and the City Clerk.
- Overseeing assigned departments, currently including the Neighborhood Services Department (parks and recreation, libraries, homelessness, emergency services) and the General Services Department (facilities, fleet, information technology, purchasing).

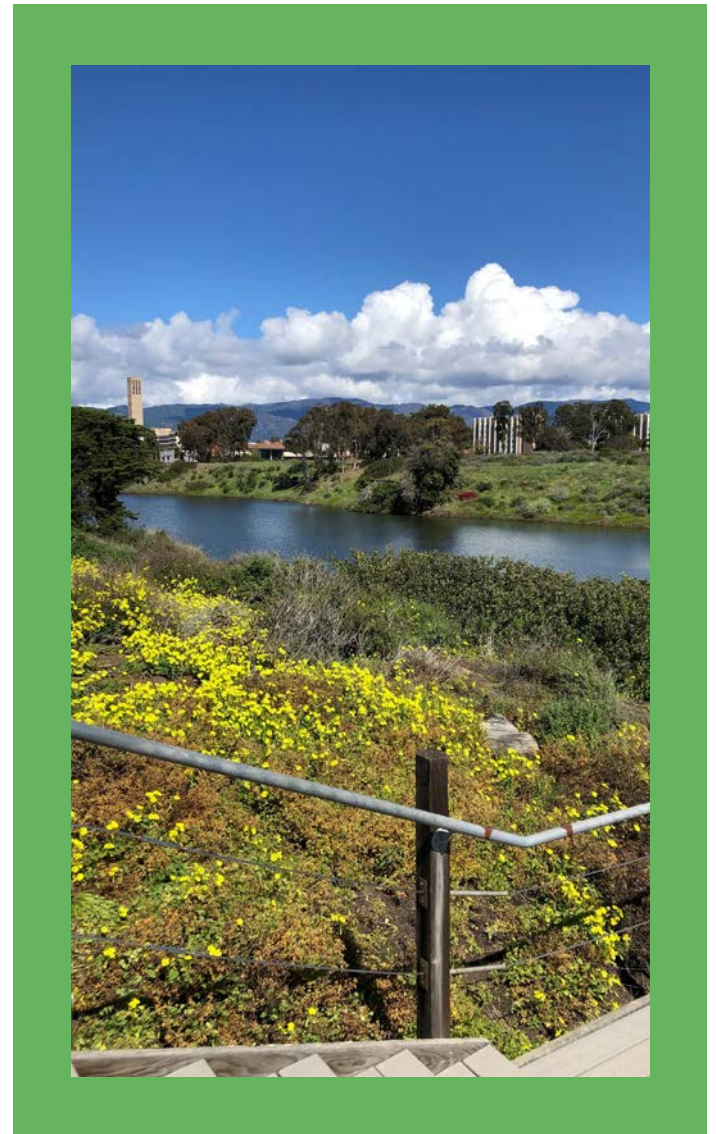
The Assistant City Manager receives both clerical and analytical staff support.

The Ideal Candidate

The successful candidate for the position of Assistant City Manager will have local government management experience at department head level or above, and strong analytical and written communication skills. He/she will have a solid ethical foundation and a good understanding of the Council-Manager form of government. The new Assistant will have the ability to work in a fast-paced environment, providing calm, steady, and stable leadership to the entire organization. The new Assistant City Manager will also have the ability to develop a strong relationship of mutual trust and open communication with the City Manager to ensure that the City Manager's Office speaks in one voice to the organization and community.

Other important characteristics and skills that the new Assistant City Manager will possess include:

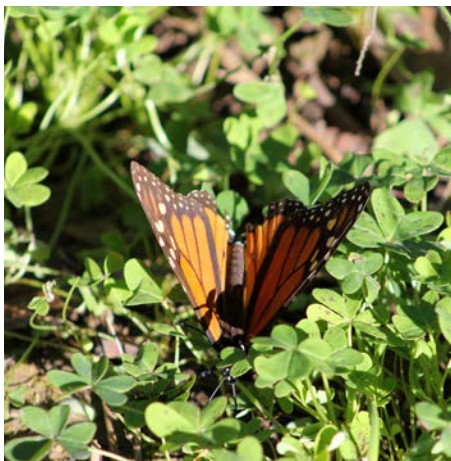
- Experience working with elected and appointed officials in a complex, intergovernmental environment;
- A management style that fosters trust, loyalty, respect, commitment, and partnership with other executives, managers, and employees;
- Excellent time and project management skills in order to balance day-to-day workload while managing and supervising multiple priorities;
- Ability to anticipate problems before they occur and develop sound recommendations to mitigate or eliminate them;
- Ability to present candid, clear, and concise written and verbal communications, and deliver them effectively, regarding a broad spectrum of City challenges and opportunities;
- Ability to foster collaboration and cooperation among employees throughout the organization with a goal towards continuous improvement;
- A strong understanding of local government finance and budgeting;
- Creative problem-solving and collaboration skills;
- Flexibility and adaptability; and
- A commitment to diversity, equity, and inclusion in employment and in the provision of local government services.



Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain these skills would be as follows:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business, or a related field. A Master's degree is highly desirable.
- Ten (10) years of increasingly responsible local government experience with at least five (5) years of management experience that includes strategic planning, project management, personnel leadership, and budgeting accountabilities typical at the department head level or above.



Compensation and Benefits

The annual salary range for the Assistant City Manager is \$205,646 to \$262,462, with an increase under consideration. Placement within the range will be dependent upon qualifications. In addition, the City offers a comprehensive benefits package including:

- A hybrid in-person/remote work environment that may allow for partial and/or periodic telecommuting.
- Participation in the California Public Employees Retirement System (CalPERS): 2% @ age 62 formula for new CalPERS members with a current required employee contribution of 7.75% of salary; 2% @ age 55 formula for “Classic” CalPERS members with single highest year benefit and a required employee contribution of 7.00% of salary.
- A monthly flexible benefit plan allowance of \$1,398.34 for the payment of medical (CalPERS), dental, and vision insurance premiums (benefit increase under consideration); or \$1,033.34 for participation in a qualified plan elsewhere.
- Car allowance of \$402 per month.
- Phone allowance of \$60 per month.
- 80 hours of management leave per year.
- 14 holidays per year (13 fixed holidays plus one floating holiday at 8 hours each).
- Annual vacation leave accrual of up to 160 hours after ten years of service with a maximum accrual of 320 hours. Up to 40 hours can be cashed out annually.
- Sick leave accrual of 96 hours per year with no maximum accrual.
- Life insurance coverage of \$200,000.
- Flexible spending account programs.
- Deferred compensation through the Mission Square 457 program.
- Supplemental paid Pregnancy and Parental Leave.





To Apply

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. This recruitment closes on **Monday, January 8, 2024**. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials. **Electronic submittals are strongly preferred** to apply@ralphandersen.com and should include the following:

- Compelling cover letter;
- Comprehensive resume; and
- Five professional references.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Confidential inquiries are welcomed to Heather Renschler at (916) 804-2885 or Heather@ralphandersen.com.

***The City of Goleta, California is an
Equal Opportunity Employer.***

www.cityofgoleta.org