

The City of Dunsmuir, California

“Home of the Best Water on Earth”

invites your application for the position of

City Manager

The Community

The City of Dunsmuir is located in the southern-most portion of Siskiyou County, one hour from the Oregon border, along Interstate 5 freeway. It provides an abundance of opportunities for outdoor recreation including fishing in the Sacramento River, hiking trails that include natural water falls such as Hedge Creek and Mossbrae, and hunting. The City’s motto is “Home of the Best Water on Earth” as the source of City water is via lava tubes that access natural springs at the base of Mt. Shasta. Approximately 1.7 sq. miles in area, the City has a population of around 1,650 residents. The majority of parcels within the City are residential, with commercial uses concentrated in the Historic Downtown along Dunsmuir and Sacramento Avenues. Many residential parcels are now vacation rentals or second homes. The city was many years ago a railroad and timber industries company town. Rail service continues today with an operating Amtrak station with north and south train services daily. There are many events annually that make Dunsmuir a destination: Autumn Artwalk, Railroad Days, Big Fish/Trophy Trout, Dogwood Daze, Tribute to the Trees, Jazz in the Canyon, Tinman Triathlon, and more.

The Organization

The City was incorporated in 1909 as a general law City and operates today under the Council/Manager form of government. The five council members are elected to four-year overlapping terms. One council member is selected annually by the Council to serve as Mayor. Law enforcement is provided by contract with Siskiyou County Sheriff and Engineering services are provided by contract with PACE Engineering. City Planner and Building Inspector provide services as needed under contract. The City operates its own water utility with water diverted from natural springs, and its state of the art wastewater treatment plant is located just south of the city where it discharges into the Sacramento River. The City Park facility boasts the Babe Ruth ball field where the Bambino actually played. Today it is the home of many local, regional, and state baseball tournaments, along with botanical gardens, playgrounds, and athletic fields for age group play.

The City employs a team of 12 full-time and 1 part-time staff, and 19 volunteer firefighters. For fiscal year 2015-16, the City will operate with a budget of over \$3.4 million, including a General Fund budget of \$1.4 million. City Council and staff have taken a fiscally conservative approach in recent years to weather the recession. With the adoption of the 2015-16 budget, two staff positions that have been vacant were restored.

The Position

The new City Manager will have an excellent opportunity to work with a supportive City Council and an experienced staff. He or she will assist the City Council in formulating and implementing policies and programs that are both responsive to the needs of the community and promote economic stability. Recently Dunsmuir passed through some turmoil but has landed on its feet with a new City Council committed to finding a positive vision for the City with its new City Manager. The City is positioned to move beyond dealing with daily crises and develop a plan for identifying, prioritizing and addressing the numerous service needs of the City.

The Challenges and the Opportunities

To best serve its residents and businesses, the City Council and the new City Manager will work together, while taking into account the needs and desires of the community, to effectively tackle operation improvements, project developments and on-going programs. The City Council believes some of the challenges and opportunities awaiting the new City Manager include:

- Working with contract City Engineer and staff to implement the recently updated Water System Master Plan and recommended rate increases (Prop 218 process underway) to be used primarily to replace outdated and failing water mains and a 100+ years old water reservoir.
- Reinstating programs that have been delayed due to challenge to and resultant re-adoption of Dunsmuir City Code.
- Serving on stakeholders group attempting to obtain land for trail to Mossbrea Falls.
- Pursuing grant opportunities and developing alternative revenue sources. The City is currently working with Central Federal Lands on replacement of Butterfly Avenue bridge utilizing federal moneys.
- Continuing creation and development of web page and better access to City documents, forms and information resources.
- Reinstating operations and grant funded improvements at City of Dunsmuir's Mott Airport.
- Maintaining a strong, cohesive sense of teamwork among City employees and within the community, and further strengthening the City's relationships with service contractors and local, regional, State and federal agencies and officials.

The Ideal Candidate

The new City Manager must have the ability to quickly develop and maintain a proactive and responsive working relationship with the City Council in order to provide effective policy recommendations and guidance. The ideal candidate will be politically astute, while operating in an apolitical and objective manner.

The new City Manager will be a strategic thinker and effective leader with an engaging and collaborative management style. The ideal candidate will be committed to public service with a value system that embodies ethics, integrity, and a strong work ethic.

The selected candidate will be a generalist in public administration and management with a strong background in municipal budgeting and finance. Experience as a City Manager, Assistant or Deputy City Manager, is required. A BS/BA in a related field is required and an MPA/MBA is desirable.

Compensation and Benefits

The salary for this position is negotiable, dependent on qualifications and experience. The City's benefits package includes the following:

- Retirement: current PERS enrollees are eligible for the 2% @ 55 formula, new PERS members are eligible for the 2% @ 62 formula; employee pays 4% of the 7% employee contribution
- Deferred Compensation: City pays up to 2% match in 457 plan
- Health, Dental, and Vision Insurance: City pays 75% of City Manager insurance premiums
- Life Insurance: City provides \$15,000 coverage.
- Vacation, Sick Leave, Administrative Compensatory Time Off: City Manager will accrue vacation at the rate of 120 hours per year, sick leave will accrue at 8 hours per calendar month, administrative compensatory time of 80 hours annually will be credited and must be used within the fiscal year in which it is provided.
- Holidays: 12 1/2 paid holidays per year.

Application and Selection Process

If you are interested in pursuing this exciting career opportunity, please submit via email a cover letter of interest, resume, and references to Randy L. Johnsen, Interim City Manager at citymanager@ci.dunsmuir.ca.us. Applications will be kept confidential until finalists are selected and mutual interest is expressed.

If you have questions regarding the position, please contact Randy L. Johnsen at (530) 235-4822 x 103 or citymanager@ci.dunsmuir.ca.us. You may also visit our website at ci.dunsmuir.ca.us for more information about the City of Dunsmuir.

This position will remain open until filled, with the first review of applications occurring December 18, 2015.