The Community
The City of San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento where San Pablo is nestled between the cities of Pinole and Richmond and the neighboring cities of El Cerrito and Hercules. Historically one of the oldest Spanish settlements in the region, the new San Pablo City Hall incorporates murals, a fountain and other motifs that reflect this heritage.

San Pablo is located less than 45 minutes from international airports in Oakland and San Francisco and access to the Bay Area Rapid Transit (BART) system and Amtrak passenger train service are close-by. AC Transit bus line service includes San Pablo in its route from Fremont to Richmond and containerized shipping, ports, and railway access are located in Richmond and Oakland.

Over the years, this city of 32,389 has become a thriving residential and business community. One mile away from City Hall, Contra Costa College, the community college for West Contra Costa County, serves an average of 9,000 students each semester. Within its 2.6 square miles, San Pablo provides a business-friendly atmosphere and a well-balanced mix of goods, services and a wide-range of housing options. Casino San Pablo, established in 1999, and operated by the Lytton Rancheria Band of Pomo Indians, provides nearly 65% of the City’s general fund revenue annually under a municipal services agreement with the City.

The 2020 Census shows San Pablo as a multi-ethnic, diverse population that consists of the following: White (36.9%); African American (11.3%); Hispanic or Latino (60.1%); and Asian 17.2% consisting of Lao, Mein and Vietnamese. 72.2% of the city’s residents speak a language other than English at home and 46.2% are foreign born. The median household income is $53,198 with 13.1% of residents having completed a college education (bachelor’s degree), and 67.2% earning a high school diploma or higher.

San Pablo’s diverse community, affordability, and access to the entire Bay Area region are advantages that are found only in the City of San Pablo. For more information on the region please visit Contra Costa County’s website at www.contracosta.ca.gov.

The Organization
The City of San Pablo was incorporated in 1948 as a general law city under the laws of California and operates under the Council-Manager form of Government. The City Council has five members who are elected at-large for staggered four-year terms. The Mayor is selected by the City Council each December. The City Council is respectful of each other and of staff and is able to focus collective efforts on the City Council’s Priority Workplan. The major policy goals consist of:

- Focus on Economic Development and Fiscal Diversification
- Expand Housing Options
- Enhance Community Resilience
- Build a Healthy Community
- Improve Public Safety

City Departments include City Manager, City Attorney, Community Development, Community Services, Finance, Police, and Public Works. Fire Services are provided via an agreement with the Contra Costa Fire Protection District. The City of San Pablo has a total of 164 FTEs and a General Fund Operating Budget of $66.1 million for FY 2024-25, which includes all General Fund and Special Revenue Funds. The City also maintains nearly $60 million in Unassigned Fund Balance Reserves. The City Manager maintains a preference for strong fiscal management and multi-year budget planning, with a Two-Year Biennial General Fund Operating Budget already adopted in May 2024 for the FY 2025 – 2026 period. Multi-year employee labor MOU agreements have been in place since 2022 to contribute to City’s fiscal longevity practices, which expire on June 30, 2027.

26th Consecutive GFOA Excellence in Financial Reporting Award
The City of San Pablo prides itself on strong fiscal management of public resources. In August, 2023, the City received its 26th Consecutive GFOA Excellence in Financial Reporting Award for the City’s Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.
For more information on the incredible efforts being put forth by the City of San Pablo please visit their website at www.sanpabloca.gov.

**The City Manager’s Office**

The City Manager’s Office (CMO) includes the Office of the City Manager, Human Resources, Risk Management, Economic Development and Housing, and the City Clerk’s Office. These units work together to provide the organizational infrastructure to maintain effective and efficient operations. The CMO works directly with City Council to ensure successful implementation of community priorities and policy objectives, including economic development and housing efforts, while Human Resources works to ensure that appropriate labor resources are available for the City’s workforce, adherence to City personnel rules and employment labor practices and regulations, and organizational objectives and employee training opportunities are achieved in a small, full-service City.

The CMO also provides the framework for citywide organizational structure, leadership, and service delivery. In addition, the department is responsible for providing public policy development to the City Council, providing administrative and executive direction and leadership to all City Operating Departments, supporting legislative and policy advocacy, fostering community partnerships and collaboration, promoting organizational development and professional training, and conducting strategic planning with the City Council and all City Departments. The City Manager’s Office and City Council Department Budgets combined has a total of 14 FTE’s and a budget of $4.6 million for FY24/25.

**The Position**

Reporting directly to the City Manager, the Assistant City Manager (ACM) serves as the City’s Operational Officer with reporting relationships with City Departments: Community Development, Community Services, Finance, Police, and Public Works. The ACM will also have direct, in-line authority over five (5) FTE’s, including the Economic Development & Housing Manager, the Housing Management Analyst, the Human Resources/Risk Manager, and two HR Management Analysts. The ACM position will have direct management oversight over the City’s Economic Development/Housing programs and projects, and the Human Resources/Risk Management functions in the City Manager’s Office.

The ACM is a key member of the City’s Executive Leadership Group, supports the City Manager in implementing City Council policy, and provides oversight to department heads. Additional responsibilities include developing, preparing and proposing the City’s annual budget, assisting with responses to City Council inquiries, representing the City to other public agencies, organizations, the media and the community, and assisting with conflict-resolution on administrative/operational issues and public complaints.

**The Ideal Candidate**

The City Manager seeks an ACM to serve as the City’s Operations Officer who is a skilled versatile generalist to oversee the daily operations, coordinate with department heads, and brings an aptitude and working knowledge of Human Resources, employee labor relations, and risk management. The successful candidate demonstrates high integrity and ethics and understands that enforcing the rules and policies in a non-biased manner is essential to build trust within the organization and maintain a fair and equitable approach when working through day-to-day operational issues.

The ACM will provide responsible and complex staff support to the City Manager and will be responsible for directing and managing the City in the absence of the City Manager. Candidates that demonstrate an executive presence, confidence, and have the ability to execute the City Manager’s implied authority make exceptional candidates. The ideal candidate will be politically astute, a team player and have a passion for public service. Ethics and integrity are essential for this high-level, executive management, at-will/non-represented position as prescribed in the ICMA Code of Ethics.

Supervision experience and a comfort level with conducting performance evaluations for Department Heads and staff is desired. The next ACM will not only be a positive collaborator and a people-person, but also understands the importance of the ACM leadership role and the perception and expectations of that role in the organization. This career opportunity is ideal for a proactive individual with initiative and a balance of technical skills and personal attributes who thrives in a dynamic, fast-moving environment. A candidate who communicates clearly and concisely both orally and in writing and who brings effective organizational leadership skills will be a good fit for the position.
Longevity Pay: Executive Management employees receive longevity pay based on their years of service.

Employee Assistance Program: The City provides an Employee Assistance Counseling Program for all Executive Management Employees.

Education Incentive Program: Reimbursement of approved coursework up to $5,250 per calendar year.

Severance Pay: Six months of salary and City paid medical and dental insurance.

The City of San Pablo is an Equal Opportunity Employer.

The Recruitment Process

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at maria@peckhamandmckenney.com, if you have any questions regarding this position or recruitment process.

The City of San Pablo is an Equal Opportunity Employer.

Proven management and leadership experience and an understanding of Human Resources functions, economic development, and some land use knowledge is strongly desired. The minimum qualifications include a Bachelor's degree with major work in Public or Business Administration, Human Resources Management, Finance, or related field and five (5) years of increasingly responsible experience in a municipal organization involving the responsibility for planning, organization, implementation and supervision of varied work programs including Finance and Human Resource Management, including two (2) years of administration and management responsibility. A Master’s degree is preferred.

Compensation and Benefits

The annual salary range for this outstanding opportunity is $228,780 to $278,076, with a Council approved 2% COLA adjustments scheduled on: January 1, 2025, July 1, 2025 and another 2% on July 1, 2026. Placement within this range dependent upon qualifications. In addition, the City offers an attractive benefits package, including:

Retirement: The City participates in the California Public Employees’ Retirement System (CalPERS) under a 2.5% age 55 formula for “classic members”, and 2% at age 62 for new members.

Retiree Medical: Employee serving 10 years with and retiring from the COSP will receive a lifetime monthly supplemental allowance limited to the cost of qualifying CalPERS medical and dental plans for the level of coverage enrolled in at time of retirement.

Deferred Compensation: The City participates in the Mission Square Retirement (formerly ICMA-RC) 457K Deferred Compensation Program.

Medical Insurance: City pays 90% of the selected level of coverage equal to 90% of the Kaiser plan. Employees who waive medical will receive $500 per month for family coverage and $350 for single party coverage; Delta dental plan of California 100% paid by the City with 50/50 orthodontia coverage for employee or eligible dependents; A voluntary vision plan is available.

Work Schedule: 4-day work week schedule with City Hall open 7:30 a.m. to 6:00 p.m. Monday through Thursday.

Administrative Leave: 112.5 hours of administrative leave each fiscal year.

Vacation: Starting vacation accrual of 75 hours per year, based on years of service.

Holidays: 14 paid holidays plus 1 floating holiday per year.

Sick Leave: Accrual of 7.5 hours per month of sick leave and no accrual cap.

Bereavement Leave: 1 full workweek, per employee’s regular work schedule.

Life Insurance: $100,000 life insurance policy.

Long Term Disability: Up to 2/3 of monthly salary up to a maximum specified by the plan.

Search Schedule

Filing Deadline .................................................. August 26, 2024
Preliminary Interviews with Recruiter ................. September 9 & 10, 2024
Recommendation of Candidates ......................... September 17, 2024
Finalists Interviews:
  • Panel Interviews .............................................. September 25, 2024
  • Finalist(s) In-Person Interview w/City Manager September 26, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.