

City of Turlock, CA

City Manager



The City of Turlock & Community

The Mayor and City Council of the City of Turlock are seeking an experienced, innovative City Manager to work cooperatively in leading this community of over 71,000 residents. Founded as a train depot to serve the region in the 1850's, Turlock was incorporated as a City in February 1908. Since then, Turlock has grown from dry land grazing farms to some of the most productive agricultural ground in the world. Over its 107 year history, the City of Turlock has seen well managed growth to now become the second largest city in Stanislaus County, California.

Located in the heart of California's fertile Central San Joaquin Valley in Stanislaus County (which is considered to be the third richest agricultural county in the United States), the City of Turlock views agricultural manufacturing as the backbone of the City's economy. Base sector employers in the City include: Blue Diamond Growers, Foster Farms, Hilmar Cheese, Sensient, Evergreen Packaging, Consolidated Dairy Industries, and ConAgra.

Other major employers include Turlock Unified School District, Emanuel Medical Center, California State University Stanislaus, Turlock Irrigation District, Wal-Mart, Varco Pruden, and the City of Turlock.

The City of Turlock is also home to California State University Stanislaus (CSUS), which is part of the highly regarded California State University System. CSU Stanislaus serves over 9,000 students in two locations. Programs offered include 100 majors, minors and areas of concentration, along with 24 Master's Degree programs and a Doctorate in Educational Leadership. All of these highly regarded academic programs primarily take place on the 228 acre main campus which offers breathtaking scenery and includes waterfalls, bridges, an open-air amphitheater and sprawling greens.

CSU Stanislaus is rated among the top ten Public Universities in the New West Coasts Master's category by US News & World Report Magazine as well as Best Buy in Higher Education for the past seven years. The Turlock Unified School District (TUSD) also provides excellent learning/educational opportunities to over 14,000 students as well as one of the largest adult school programs in the Central Valley.

Tree lined streets, a friendly atmosphere and the charming Main Street offer a unique taste of Hometown America. In addition to Historic Downtown Turlock which has charming antique stores, jewelry and fashion boutiques, and delightful niche stores, Turlock is also home to the regional retail power center, Monte Vista Crossings, with major national and other specialty retailers, hotels and a slew of restaurants spread over the 159 acres.

Sports activities, twenty-four parks, sixteen schools, a full range of medical facilities and the attractiveness of the nearby Mother Lode, San Francisco Bay area and the Sierra Nevada also add to the pleasure of living in Turlock. Arts and culture also abound including theatrical and musical performances at the Turlock Community Theatre along with fine arts events at CSU Stanislaus. Other nearby venues/activities include the Carnegie Arts Center, Denair Gaslight Community Conservatory, Turlock Film

Commission, First Street Gallery, Turlock Historical Museum, Beekman & Beekman Tasting Room, Hilmar Cheese Company, Pageo Lavender Farm, Gallo Center for the Arts, and much more.

Residents also enjoy a variety of choices of outdoor activities including the Stanislaus County Fair, Turlock Farmers Market, and Turlock Lake/Turlock Lake State Recreation Area which is open all year for camping, picnicking, fishing, swimming, boating, and water skiing. In addition to a fine Golf and Country Club, the City of Turlock manages two major sports facilities including the Turlock Regional Sports Complex which provides nine soccer fields, two softball diamonds, an outdoor amphitheater, picnic and playground areas, two sand volley ball courts, a half-court basketball court and other amenities on its 32 acre site.

CSU Stanislaus offers 13 sports for women and men in Division II of the NCAA and also competes in the California Collegiate Athletic Association.

City of Turlock Government

The City of Turlock is a General Law City that operates under the Council/Manager form of government. There are six elected officials in the City of Turlock including the Mayor, four Council Members, and the City Treasurer. A Vice Mayor is also appointed from within the Council and serves a one-year term. The Mayor and Treasurer are elected at-large and the Council Members by District. Terms are staggered, and all elected City officials serve four-year terms. There are no term limits.

The Mayor and City Council provide policy direction and leadership, function as the legislative body, approve the City budget, and have overall responsibility for the scope, direction and financing of City services. The Mayor and City Council's major focus is to further the community's goals, major projects, and long-term considerations such as community growth, land use development, capital improvement plans, capital financing, economic development, and strategic planning. The Mayor presides at Council meetings, serves as a spokesman for the community, facilitates communication and understanding between elected and appointed officials, and serves as a key representative in inter-government relations. Along with the elected Council, the Mayor also serves as a promoter and defender of the community.

The present Mayor was elected in November 2014 to serve a four year term as the 22nd Mayor of Turlock. Biographies of the Mayor, Council Members, and Treasurer are available on the City's website.

The Mayor and Council have a deeply held belief that their role is to enhance the quality of life for all Turlock residents through actively serving, pursuing excellence, and reflecting four core values: Service, Accountability, Compassion and Respect. In addition, the Council believes "We are a vital and dedicated part of the community (not a bureaucracy) that is open to positive change, willing to take well-thought-out risks, willing to partner in advancing and improving our community while reflecting our code of ethics".





The City Manager serves at the pleasure of the Council and the community, and is responsible for the overall management and administration of City operations. Gary Hampton who is currently serving as City Manager has announced his retirement effective August 31, 2017.

Additional information about the City of Turlock can also be obtained via the City website at: www.cityofturlock.org

The Position

The City Manager is the professional Chief Administrative Officer for the City of Turlock and is responsible to the Mayor and City Council for the administration of all City affairs placed in the City Manager's charge. As mentioned above, the City Manager is appointed by the Mayor and City Council. The City Manager is the senior executive and administrative position in the City government. He/she is responsible for executing the policies established by the Mayor and City Council.

The City Manager manages the Department Directors and the leadership of major City functions. The City of Turlock has a 2016-2017 adopted General Fund budget of approximately \$36.1 million and a total budget of approximately \$144.9 million. Adopted current staffing for 2016 to 2017 is about 347 FTE's.

The Executive Management team reporting directly to the City Manager includes the Directors of Administrative Services, Development Services, Municipal Services, Parks, Recreation & Public Facilities, Public Safety (Police Services and Fire Services), and an Assistant to the City Manager for Economic Development and Housing.

The Mayor and City Council set City policy and look to the City Manager to execute that policy and provide professional feedback, input and advice. The City Manager also provides leadership to City staff to meet the goals and objectives of the Mayor and Council. The successful candidate will have strong team building, leadership, financial/budgeting, communication and public relations skills, as well as the ability to work well with the community.

In general, the City Manager is responsible (under policy direction of the Mayor and City Council) for planning, directing, organizing and controlling the activities of City departments/agencies through Department Directors and other key management staff. Typical duties and responsibilities of the position include:

- Provides overall direction to achieve and accomplish City Council policies and directives.
- Exercises responsibility for the establishment and maintenance of a City organization designed to deliver municipal services in an efficient and effective manner.
- Fulfills the responsibilities of the appointing authority as set forth in City ordinances and resolutions and either personally

or by delegation, carries out the responsibility of personnel officer in the administration of the City's personnel system.

- Directs the preparation and administration of the City budget and the preparation of appropriate financial reports and recommends to the City Council actions/programs necessary to maintain a stable financial position for the City.
- Consistent with City Council policies and directives, coordinates City activities with other public agencies.
- Ensures the enforcement of ordinances and regulations of the City and makes recommendations to the City Council on the application and revision of the same.
- Investigates complaints, analyzes issues and makes written and oral presentations to the City Council and the public.
- Establishes good communications with all segments of the community, City personnel, City Council and Commissions.
- Attends City Council and Committee meetings and takes an active role in providing information and recommendations.
- Works closely with the Mayor and City Council to ensure that the policy decisions are implemented efficiently and assists the Mayor and Council in establishing goal priorities, strategies and timelines.
- Promotes the City's mission through continuous quality improvement, best practices, good staff training and support, and clear communications.
- Works closely with Police, Fire and other agencies and departments to help ensure public protection and safety.
- Assumes other duties and responsibilities as assigned by the Mayor and City Council.

Issues, Challenges, and Opportunities

- Support new and ongoing efforts in economic development as well as progressive infrastructure and major capital improvement needs and planning.
- Continue the success in moving the City's annual budget/expenditures from previous projected deficit spending to the more recent balanced budget and projected year-end surplus while containing such costs as medical benefits and retirement liabilities.
- Support and continue to address the City of Turlock Policy Goals and Implementation Plan (adopted by the City Council on September 22, 2015). Major Policy Initiatives and Plan Implementation address: Effective Leadership; Fiscal Responsibility; Public Safety (Fire and Police); Municipal Infrastructure; Economic Development; Intelligent, Planned, Managed Growth; and Quality Community programs.

- Continue to encourage and foster effective communication and relationships with City Management and staff, Community, City Council and Mayor, other local agencies and organizations and involve representatives of the community in partnership with the Mayor, the City Council and Administrative staff as appropriate to create world class customer service.
- Continue on the present path to create an atmosphere and action plan(s) to decrease crime, enhance public safety, and provide a high quality of life and increased economic opportunities.
- Election of the Mayor and two City Council members is scheduled for November 2018.

The Candidate

Education and Experience

- Possession of a four-year college or university undergraduate degree with major course work in public administration, business administration, urban planning, finance, or a closely related field(s) is required. A Master's degree or experience and training that would provide the required knowledge and abilities equivalent to a Master's or other Advanced degree would also meet the requirements.
- A minimum of five years of increasingly responsible administrative and managerial experience in a public or private agency involving strong administrative/executive level management is required. At least three years of experience as a City/Town/Village Manager or as an Assistant/Deputy Manager, CAO/CEO or similar level executive management is also desirable.

Knowledge, Skills and Abilities

The successful candidate should have strong leadership, communication, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills in:

- The principles and practices of public administration, budgeting, personnel administration, and organization and management.
- A hands-on understanding of municipal government or other organizations of similar complexity including finance, labor relations, personnel, police, fire and land use issues.
- Use of modern technology including computers and data processing applications relevant to municipal operations.
- City, County, State and Federal laws and regulations relating to or impacting local government operations.

In addition, he/she should be able to:

- Establish, prioritize, and maintain effective, productive and respectful working relationships with a wide variety of people, including members of the public, staff and colleagues, the Mayor, City Council and other elected and appointed officials.
- Communicate effectively both orally and in writing.
- Analyze problems and situations and take appropriate actions.
- Serve as an effective representative of the City and City Council.

Management Style and Personal Traits

The successful candidate should be someone who enjoys a challenge, is results oriented and is a strong yet inclusive leader who is also visible and credible with staff and the community. She/he should also be politically astute, approachable, and confident,

as well as interact well with the Mayor, City Council, colleagues and community in a professional and collegial manner.

He/she must be a manager who is an honest and direct communicator who provides complete and timely information to the Mayor and City Council including on-going updates. This person should be a good strategic planner who is people friendly, communicates well verbally and in written form, and is comfortable in expressing their opinion and providing professional advice when needed. This individual should also have a strong customer service orientation and a comfort level with an engaged Mayor, City Council and Community.

The selected individual must also have a high degree of integrity, be a good listener and facilitator, subscribe to the principles of good municipal government which is transparent, innovative and champions good ideas. He/she should also be a strong decision maker and team builder.

Finally, the person selected should truly enjoy the complexities of local municipal government, a diverse engaged citizenry and City Council. The selected individual must be an advocate of quality service and accountability, not be risk averse, provide good follow-through, build strong relationships/partnerships and be able to approach challenges and situations with professionalism, confidence, flexibility, energy and a positive outlook.

Compensation

The salary range for this position is open, with hiring dependent upon experience and qualifications. The City of Turlock offers a competitive fringe benefits package including health coverage, holiday, vacation, sick leave, CalPERS Retirement, automobile allowance and potential relocation assistance. Details are available upon request.

More information can be obtained by calling or contacting the telephone, fax and/or e-mail numbers noted below.

How to Apply

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President or
Rahn Sibley, Vice President

Neher & Associates

3790 Millerton Place, Suite 100, West Sacramento, CA 95691
Telephone: (916) 443-2421 | Facsimile: (916) 443-5949

Applications are preferred electronically at:

robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. This position will be officially open until filled. The search, however, is on a fast track. Leading candidate applications will likely be reviewed with the City in early June, 2017 and potential interviews with Screening/Interview Panels by mid to late June. Interviews of Finalists with the City Council is tentatively scheduled for Early July, 2017.

The City of Turlock is an Equal Opportunity Employer.