



***The City of Soledad, CA***  
*announces an employment opportunity for*  
**CITY MANAGER**



**T**he City of Soledad, CA is seeking an experienced, progressive, energetic municipal administrator to be the City's new **City Manager**.

## VISION STATEMENT

"Soledad is a fiscally sound, safe, family-oriented City which encourages innovation and investment resulting in cultural, recreational and business opportunities for residents and visitors.....a great place to call home!"

## THE COMMUNITY

**T**he City of Soledad is located along California's Highway 101 in the heart of the world-renowned Salinas Valley just minutes from the City of Salinas and the Monterey Peninsula. Known as the "**Gateway to the Pinnacles**," the City is nestled between the beautiful Santa Lucia Mountains to the west and the picturesque Gabilan Mountains to the east. The City is surrounded by the Valley's booming agricultural community, and the lush Santa Lucia Highlands that produce some of the finest wine grapes in the State. There is significant residential construction activity taking place in Soledad, as two new home builders are constructing single-family units totaling 200 new homes. The City is one step closer to bringing new commercial development to town. A Purchase and Sale Agreement is in the works for the development of 13 acres in the City to accommodate shops, restaurants and a movie theater. The interest in doing business in Soledad continues to further demonstrate that Soledad is a City where business can prosper. The City continues to flourish because of its strong commitment to families, youth, seniors, education, and planned growth. The City recently was recognized as the 11<sup>th</sup> safest city in California. There is hiking, camping, biking, a wealth of California history to discover in the region and a pace of life that is reminiscent of a less hectic time and a high quality of life.



## THE ORGANIZATION

**T**he City of Soledad is a full service, general law city incorporated in 1921, and operating under the Council Manager form of government. The City Council consists of an elected Mayor holding a two-year term and four Council Members elected at large for four-year overlapping terms. The City Council appoints the City Manager and City Attorney. Soledad encompasses 4.2 square miles and has a population of approximately 26,000 that continues to grow. The City has a Fiscal Year 2016-2017 General Fund budget of approximately \$6.8 million and 55 highly dedicated and hardworking employees assigned to the Administration, Police, Community/Economic Development, and Public Works Departments. The City contracts out fire (Cal Fire), finance and legal services.



## THE CITY MANAGER POSITION

**T**he City Manager is an at-will employee who serves as the City's Chief Executive Officer and oversees all City functions including administration, community development, economic development, public safety, public works and utilities. The City Manager appoints all department heads and serves as the chief advisor to the City Council. In working closely with the senior management team, the City Manager establishes organizational goals, objectives and performance expectations for all City employees. Currently the City Manager performs the duties and responsibilities of the City Clerk Office. Also, the City Manager serves as the Executive Director of the Successor Agency of the former Redevelopment Agency and the Executive Director of the Soledad Housing Authority.



## QUALIFICATIONS

Candidates must have a Bachelor's degree in Public Administration or a related field and five years of progressively responsible management experience in local government with emphasis in financial management, human resources management, budgeting, economic development, community development, public works, deferred maintenance, wastewater management, and/or labor relations. Candidates must be able to obtain a California Driver's License. A Master's degree and the ability to communicate in Spanish are desirable.

## IDEAL CHARACTERISTICS

The ideal candidate will be a proven, capable administrator with an unblemished record of integrity; customer and community oriented; known as being progressive and an innovator; willing to take calculated risks; willing to be hands-on; comfortable with technology; have experience in an ethnically and culturally diverse community; and have demonstrated success in garnering intergovernmental support and cooperation for regionalization of public services. In addition, he/she will have expertise in marketing a community; planning and management of public facilities from inception to completion; experienced in the implementation and financing of projects; able to interpret and administer state and federal laws and regulations; and have broad experience in working with elected officials.

## PERSONAL ATTRIBUTES

In addition to the qualifications described above, the new City Manager will possess the following personal characteristics:

- ◆ A leader, manager, and team player.
- ◆ Calm and adaptable.
- ◆ Energetic, enthusiastic and hardworking.
- ◆ Open and Accessible.
- ◆ Transparent.
- ◆ Professional in manner, appearance and personal behavior.
- ◆ Analytical and a problem solver.
- ◆ Resourceful.
- ◆ Self-Confident but not arrogant.
- ◆ Receptive to new ideas and approaches.
- ◆ Tough minded, but fair in dealing with others.
- ◆ Politically astute but apolitical.



## SALARY AND BENEFITS

The current salary range goes up to \$180,000 annually, depending on qualifications. The City also offers a competitive management benefits package that includes:

**Retirement:** CalPERS, 2% at 60 for Classic Member. The City currently contributes a portion of the member rate.

**Social Security:** City participates in the Social Security Program.

**Medicare:** City participates in Medicare.

- ◆ **Deferred Compensation:** The City Manager may voluntarily participate in a 457-tax deferred retirement plan.
- ◆ **Health Care:** The City offers a competitive benefits package including a cafeteria allowance towards medical, dental and vision insurance.
- ◆ **Life Insurance:** City Paid.
- ◆ **Long Term Disability:** City Paid.
- ◆ **Administrative Leave:** Eighty (80) hours per fiscal year; no cash value
- ◆ **Vacation Leave:** Vacation Leave starts at two weeks per year.
- ◆ **Holidays:** Eleven (11) paid holidays with one (1) floating holiday.
- ◆ **Sick Leave:** Sick Leave is accumulated at the rate of one (1) 8-hr workday a month.



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## EQUAL OPPORTUNITY EMPLOYER

**T**City of Soledad is an equal opportunity employer. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

## APPLICATION PROCESS

**A**n application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application package should be sent to:

Dr. Richard Garcia, President  
**RJA Management Services, Inc.**  
2719 So. Mayflower Ave., Suite A  
Arcadia, CA 91006  
EOE

*[www.rjamanagement.com](http://www.rjamanagement.com)*



Filing is **Open Until Filled**

First review of application packets will begin on August 5, 2016

Following the first review date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Preliminary reference checks will then be conducted and qualified candidates will be reported to the City Council. The City Council will determine which candidates to invite to participate in the formal interview process. Selection of the City Manager will follow shortly thereafter.

## ADDITIONAL INFORMATION

**A**dditional information about the City of Soledad can be obtained on the City's website:

[www.ci.soledad.ca.us](http://www.ci.soledad.ca.us)

