

# CITY OF SAN LEANDRO, CA



# CITY MANAGER



## The Community

San Leandro is located on the eastern shore of the San Francisco Bay, between Oakland and Hayward, and minutes from downtown San Francisco. A friendly and diverse city of 85,000 residents, San Leandro is a community of distinctive residential neighborhoods with charming older homes complemented with newer attached and detached single-family homes and townhouses.

San Leandro is the headquarters of, or has distribution or manufacturing facilities for, several leading national and international companies including Ghirardelli Chocolate Company, Coca-Cola, Odwalla, Otis Spunkmeyer, Tri-Net and OSIsoft. Construction of a Kaiser Hospital and Medical Center is well underway, which will provide 2,500 jobs when open.

The City is served by Interstate 880, and the 580 and 238 freeways which make connecting to the other parts of the Bay Area extremely convenient. Easy access to two Bay Area Rapid Transit (BART) stations within the City provides attractive public transportation options. San Leandro's close proximity to the Oakland International Airport help to make business and leisure travel a breeze. Two school districts, San Leandro Unified and San Lorenzo Unified, provide K-12 education for San Leandro's youth. The City is just

minutes away from well-known higher education institutions such as the University of California at Berkeley, California State University East Bay, the University of California at San Francisco and Stanford University.

Residents are proud of their neighborhoods and their city which is reflected by their active participation in numerous neighborhood and homeowner's associations. Collaboration and trust between residents and the City has been the key to keeping San Leandro safe, clean and an excellent place to live, work and do business.

A popular focal point in San Leandro is the shoreline recreational area, a destination spot that features two nationally-acclaimed municipal golf courses with a full service clubhouse and an all-weather practice facility, a 131-room hotel, two excellent restaurants overlooking the San Francisco Bay, and a sheltered sailing lagoon and marina.

Learn more about San Leandro by visiting the City's web site at [www.sanleandro.org](http://www.sanleandro.org).

## City Government

San Leandro is a charter city, founded in 1872, with a Mayor/Council-Manager form of government. The Council is comprised of six members

nominated from each district and elected at-large. The Mayor is also nominated and elected at-large. The Mayor and members of the City Council may serve for two consecutive four-year terms. The City Council appoints the City Manager and City Attorney.

The City has a well-established tradition of community participation in the public policy process through numerous advisory boards and commissions that advise the City Council, including the Board of Zoning Adjustments, Human Services Commission, Library-Historical Commission, Personnel Relations Board, Planning Commission, Recreation and Parks Commission, Rent Review Board, Senior Commission and the Youth Advisory Commission.

San Leandro takes great pride in its deserved reputation as being an energetic and well-managed city. Like other California cities, it is dealing with fiscal challenges that necessitated staffing and organizational changes. With a total FY2011-12 budget of \$121 million and a General Fund budget of \$72 million and 409 employees,





the City provides the full range of municipal services. Fire and emergency medical services are provided by the Alameda County Fire Department.

The City Manager's Office includes Administration, City Clerk, Human Resources, Information Services, Emergency Services, and Community Relations and Public Information. The City Manager's Office also provides staff support to the majority of the City Council's committees.

## The Ideal Candidate

The ideal candidate will be an inspiring visionary with strong leadership skills. Energized by an entrepreneurial spirit, he/she will have the resiliency and fortitude warranted for leading in today's unprecedented times. San Leandro's next City Manager will have a history of bringing decision makers together around an exciting vision and maintaining focus on related priorities and objectives. The successful candidate will have demonstrated success in fostering trust and ownership around a sense of common purpose among the various leaders in an organization. Exhibiting a passion for action and results, he/she will possess the skills necessary to create and sustain a cooperative team culture throughout the organization in the best interest of the community.

The individual selected will be a confident and persuasive communicator who is sensitive to the communications and information needs of the organization and the community. Committed to transparency and willing to embrace the diversity represented in San Leandro, he/she will be familiar with contemporary ways of sharing information internally and externally so that employees and community members remain well informed and connected with current activities and future goals of the City. To that end,



San Leandro's City Manager is expected to be closely engaged and involved in the community and collaborate with other public agencies, local businesses and service organizations in ways that advance Mayor/Council priorities.

The ideal candidate will be extremely well versed in all aspects of local government finance and will possess a history of prudent financial stewardship and responsible oversight. He/she will be expected to help guide city leaders in developing a long-term financial plan that will pave the way for San Leandro's economic recovery and a prosperous future.

The new City Manager will be capable of creating and retaining a top quality management team while creating a professional environment and culture that positions the City as a regional employer of choice. Known for valuing commitment and quality work, he/she will have a history of effective labor relations and convey a solid understanding of collective bargaining. Previous accomplishments that demonstrate the importance of professional growth, organizational development and succession planning will serve the next manager well.

Economic development will be a top priority for the candidate selected and there are a number of exciting projects on the horizon that will influence the City's promising future. Given its importance, ideal candidates will have a proven track record of

strategic economic development that produced tangible positive results. In addition, San Leandro's downtown presents incredible opportunities for revitalization and the Council will embrace the new City Manager's forward thinking ideas to ensure the potential is maximized.

A gifted critical thinker, the ideal candidate will be open to new ways of doing business when efficiencies can be realized and services can be streamlined or improved. Known for having high expectations and achieving quality results, the new City Manager will have the rare opportunity to provide the Mayor and Council with a fresh perspective regarding organizational structure, resource allocation and service delivery.

A minimum of five years of senior management experience in a municipal setting is required. Experience as City Manager, Assistant/Deputy City Manager, or Director of a large Department in a comparable organization would provide the type of experience needed to succeed in the role. Current or previous service in a diverse urban community will be considered favorably. The ability to create and maintain effective long-term working relationships with elected and appointed officials is a prerequisite for success in San Leandro. A Bachelor's degree in a relevant discipline is also required and a Master's degree is preferred.



## Compensation & Benefits

The salary will be DOQE and is supplemented by a competitive benefits package that includes:

**Retirement** – CALPERS 2% @ 55 plan (average highest salary over 36 month final compensation). A portion of the contribution may be employee-paid during the first three years of employment as part of the fiscal stabilization program. The City participates in Social Security and Medicare programs.

**Health Insurance** – Maximum City-paid contribution of \$1,648.08 per month for family coverage in a cafeteria benefits plan which provides a choice of CALPERS medical options, dental plan (PPO) with buy-up options, and voluntary medical and dependent care flexible spending accounts.

**Leave** – Generous vacation and administrative leave is provided.

**Disability Insurance** – Life and accidental death and disability, as well as long-term disability insurance is provided with an option to purchase increased coverage.

**Other Benefits** – Voluntary deferred compensation plans, vision care and short-term disability insurance are available.

**Relocation** – Assistance is available and negotiable and will be dependent on the needs and desires of the candidate selected. Willingness to consider residing in San Leandro will be well received.

## Application & Selection Process

The recruitment will be open up until **midnight on Sunday, October 16, 2011**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview with the City Council by early December. The City Council anticipates making an appointment before the end of the year, following the completion of final interviews, other appropriate selection activities, along with extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

*San Leandro is an Equal Opportunity Employer and supports workplace diversity.*

