



**ASSISTANT
CITY MANAGER**
City of **Elk Grove, California**

Recruitment Services Provided By



The Opportunity

The City of Elk Grove is thrilled to announce an exciting opportunity for a visionary and inclusive leader to join the City organization as its next Assistant City Manager. The Assistant City Manager (ACM) will oversee a portfolio of departments based on the successful candidate's background and experience. Applicants must have subject matter skills and knowledge, supervisory and management experience, and a track-record in leadership working with a diverse workforce and affecting inclusive and effective outcomes.

The next Assistant City Manager will enjoy a collaborative and supportive partnership with Elk Grove's City Manager, Jason Behrmann. Mr. Behrmann joined the City in 2015 and has served as City Manager since 2018. With the support of the City's talented staff, Mr. Behrmann has prioritized the construction of many critical capital projects in the City including the Elk Grove Animal Shelter as well as District56 and ensures the City remains fiscally strong. This position truly offers a skilled leader the opportunity to work alongside Mr. Behrmann and the Executive Team to bring new perspective, leadership, and additional innovation to further the City Council's goals and objectives!



About Elk Grove

In 1850, Elk Grove was established as a hotel and stagecoach stop. Located south of historic Sutter's Fort, it became a crossroads for business, entertainment, mail service and agriculture and acted as home base for gold miners in nearby communities. After it played its part in the early gold rush and statehood history in California, a close-knit community evolved with a distinctly rural and western lifestyle. Despite its proximity to California's capital city, Elk Grove remained quietly independent of Sacramento's growth and development as it expanded into adjoining countryside areas until the 1980's.

Today, Elk Grove is a diverse, vibrant, and family-friendly community of approximately 178,000 people in the Sacramento, California region, located 14 miles south of the State Capitol and 60 miles east of the Bay Area. In addition, the beautiful Sierra Nevada mountains, several wine country regions, and countless other nearby amenities offer endless day-trip opportunities. Elk Grove is a young, ethnically diverse, modern city that was the first city in California to incorporate in the 21st Century (July 2000). The city is known for its low crime rate, excellent schools, over 100 community parks and 28 miles of trails, plentiful dining and shopping options, numerous annual events and festivals, and over 270 sunny days per year.

The city is home to an entrepreneurial spirit and a superior quality of life, offering everything from starter homes to ranch estates where families can put down roots. Opportunities to participate in youth sports and countless other outdoor activities abound in Elk Grove. The City is exceptionally proud of District56, a City facility that encompasses an award-winning aquatics complex and many other community-centric amenities. Elk Grove is a city with small town roots that boasts a proud heritage and bright future.



DEMOGRAPHIC INFORMATION

Age	Percentage of Pop.
<18 years	26.7%
18-64 years	60.8%
65+ years	12.5%
Education Level	Percentage of Pop.
High School Graduate or Higher	90.9%
Bachelor's Degree or Higher	7.1%

Race	Percentage of Pop.
White	33.1%
African American	11%
American Indian or Alaska Native	0.6%
Asian	29.5%
Hawaiian or Pacific Islander	1.7%
2 or More Races	11.4%
Hispanic or Latino	18.7%





City Government

Elk Grove is a general law city under the laws of the State of California and operates under the Council-Manager form of governance. Elk Grove's Mayor is elected city-wide every two years, while its City Council members are elected by-district every four years. The City Council and staff enjoy a strong partnership built on mutual trust and respect. This unique relationship provides the foundation for an exceptional City government.

Elk Grove operates its own Development Services, Public Works, Human Resources, Information Technology, Finance, Economic Development, Animal Shelter, and Police Department, and is also served by the Elk Grove Unified School District, and the Cosumnes Community Services District which provides fire and emergency medical, along with parks and recreation services.

The City Manager leads an organization of 486 full-time equivalent staff and a FY24-25 General Fund budget of \$120.7 million (including Measure E, the City's 1% sales tax). The total FY budget including Capital Improvement Projects (CIP) is \$374 million. The City is exceptionally strong financially, with robust and growing reserve funds, PERS pension funding in the top 10% among all local governments in the State and a new 1% sales tax approved by voters in 2022. This financial strength allows the City to pursue unique and transformational projects, support the career growth and development of staff, maintain a highly competitive compensation system that allows the City to recruit and retain a diverse and talented workforce and invest in programs, services and infrastructure that support a superior quality of life and thriving business environment.

The vision of the City is as follows

Elk Grove prioritizes a superior quality of life for all, that builds upon the community's diversity and heritage through safe, welcoming, and connected neighborhoods, with a variety of residential, educational, and employment choices and amenities that create a sense of place.

\$ 120.7M
Operating Budget

486FTE
Employees

The City Manager's Office

The City Manager's Office is led by the City Manager, assisted by an Assistant City Manager, Deputy City Manager, Economic Development Director and Human Resources Director. The Department ensures efficient day-to-day operations throughout the City while overseeing programs and projects that provide residents with a high quality of life. The City Manager continually strives to keep the City in a fiscally strong and economically sound position, while looking for opportunities to improve City services and pursue new programs and projects that are responsive to community priorities. The City Manager's Office consists of 33.5 FTEs and has a FY 23/24 budget of \$23.3 million.

The City Manager's Office is charged with a variety of duties and responsibilities which include carrying out policies and direction from the City Council; enforcing City ordinances; appointing and supervising all City personnel except as provided by State law or other municipal code; creating a healthy and safe working environment for all personnel; and being responsive and available to the community. The Department includes Public Affairs, Human Resources, Economic Development, Risk Management, and District56 divisions as well as several program areas including Federal and State Legislation, Performance and Innovation, Community Engagement, Diversity, Equity, and Inclusion, and the Ask Elk Grove customer service program.





The Position

Reporting to the City Manager, the Assistant City Manager is responsible for planning, directing, and overseeing the programs, projects, contracts and operations of an assigned portfolio of City departments. This executive management position has not been filled for several years, and the exact portfolio of responsibility will be assigned by the City Manager based on the demonstrated experience the successful candidate brings to the organization. The Assistant City Manager will assist the City Manager in the overall management of City operations and services, managing assigned special projects and coordinating activities with other City departments, officials, outside agencies, and the community. Some of the essential functions of the Assistant City Manager include:

- Assisting the City Manager in planning, organizing, and directing the services and activities of City departments and programs, along with assuming management responsibility for assigned departments.
- Implementing directives and policies from the City Manager; providing guidance and direction to department directors to coordinate and direct programs and projects; meeting with department directors to identify and resolve organizational and operational problems both within departments and across departmental lines; and ensuring the successful completion of programs and projects.
- Managing and participating in the development and administration of assigned departmental budgets; directing the forecast of additional funds needed for staffing, equipment, and supplies; directing the monitoring and approval of expenditures; and directing and implementing budgetary adjustments as necessary.
- Representing the City and City Manager's Office in meetings with departments, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Participating in and making presentations to the City Council and a wide variety of community groups, boards, and commissions/committees.
- Serving as the City Manager in their absence.

Challenges & Opportunities

The Assistant City Manager will experience career-enriching opportunities and challenges in which to excel that may include the following:

- The Assistant City Manager will have the opportunity to bring new ideas and vision to the City organization. The ACM will similarly be challenged with examining processes and systems in their assigned departments to seek efficiencies and creative innovative approaches to getting work accomplished.
- The successful candidate will join the team at a very exciting time in the city's history. Projects such as the relocation of the Sacramento Zoo to Elk Grove, a large mixed-use project called Project Elevate, repurposing of the existing Elk Grove Library building as it moves and expands into its new home in 2025, partnering with the Wilton Rancheria Tribe in the development and expansion of the Sky River resort and entertainment district and other exciting community amenities will provide the next ACM multiple opportunities to be involved in legacy projects.





Ideal Candidate

The ideal candidate for the position of Assistant City Manager will possess certain traits and experiences that will lead to success:

- A collaborative, inclusive leadership style is essential for the next Assistant City Manager. The successful candidate will join a high performing team that appreciates collaboration and public service.
- The ideal candidate will possess extensive leadership experience; while municipal experience will be highly valued, the City is open to considering candidates from both the public and private sectors that demonstrate the ability to make the transition to municipal service.
- A relationship builder with strong team orientation is necessary for success in Elk Grove.
- The successful candidate will bring demonstrated project management expertise to the position. In addition to overseeing a portfolio of municipal departments, the next Assistant City Manager will be assigned exciting, community-centric special projects by the City Manager.
- Approaches challenges as opportunities, demonstrates resiliency, and seeks innovation and creativity in problem solving.
- Offers fresh perspectives, insights and approaches with a demonstrated track record of success, particularly in advancing new projects or initiatives and improving existing processes.
- Possesses a positive attitude and enthusiasm for strengthening the organization and supporting the City's mission to improve the quality of life for all Elk Grove residents.
- A dynamic leader, mentor and role model for the organization with high emotional intelligence, integrity and trust.
- Ready, capable and experienced to lead the organization in the absence of the City Manager as well as take responsibility for operations and projects that provide the City Manager with time for other matters.
- The next ACM will join a team in Elk Grove that sincerely celebrates the diverse nature of the community and staff. A demonstrated focus on diversity, equity, and inclusion are essential for success in the City organization.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; however, the most qualified candidates will possess the following:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, political science, finance, or a directly related field.

Experience: Eight (8) years of experience in a leadership managerial capacity involving responsibility for planning, organization, and implementation of major functions and programs. Local municipality experience is desired, but not required.





Salary & Benefits

The annual salary range for the Assistant City Manager is **\$213,005 - \$285,461**, with placement made depending upon experience. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** CalPERS retirement is dependent upon hire date with the City of Elk Grove and/or status with a reciprocal Public Retirement System. Classic members in CalPERS receive 2% at 55 and new or PEPRAs members receive 2% at 62.
- **Insurance:** The City participates in the CalPERS Health Plan and provides a monthly City contribution up to \$2,390 (2024 rate for family coverage) that an employee may apply toward premiums for medical insurance. Dental and Vision premiums are paid 100% by the City. The City also offers cash-in-lieu of medical insurance.
- **Executive Supplemental Medical Plan:** A fully insured, supplemental, group executive medical expense reimbursement insurance policy is 100% paid by the City and provides reimbursement for medical expenses not otherwise covered by health insurance, up to annual plan maximums.
- **Health Retirement Account:** City provided defined contribution program is \$200 per month, for IRS-eligible medical expenses upon retirement.
- **Annual Leave (Vacation/Sick):** Upon hire, new employees receive 176 hours annually, which equates to 6.77 hours per pay period. Accrual increases with each 5-year service increment. Cash out options are available.
- **Administrative Leave:** Eighty (80) hours provided annually with cash out options.
- **Holidays:** Twelve (12) paid holidays per year and sixteen (16) paid floater hours per year.
- **Deferred Compensation:** 457(b) plan, 401(a) employer match up to 4% - 1 year vesting period.
- **Cellular Phone Allowance:** \$100 per month.
- **Vehicle Allowance:** \$500 per month.
- **Social Security:** The City does not participate in the FICA portion of Social Security.
- **Life Insurance:** The City provides life insurance at 1x base salary with a minimum of \$50,000 and maximum of \$300,000. Supplemental life insurance is also available for purchase.
- **Income Protection Benefits:** The City provides short- and long-term disability insurance and paid family leave benefits.
- **Wellness Program:** On-site wellness coordinator and multiple available fitness and wellness classes are provided by the City.
- **Relocation Assistance:** Up to \$5,000 reimbursed for eligible expenses.
- **Flexible Scheduling:** The City offers a 9/80 schedule and teleworking options.

Application & Selection Process

Interested candidates should submit a comprehensive résumé and compelling cover letter no later than **Monday, July 29, 2024**, at:

www.mosaicpublic.com/careers

This recruitment will be handled with strict confidentiality until finalists have been identified. References will not be contacted until mutual interest has been established.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100.

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100.

IMPORTANT DATES:

Candidate evaluation: August 1-14, 2024

Candidates selected to advance: August 15, 2024

In-person interviews: August 29, 2024

Second interviews: August 30 and September 3, 2024

Estimated start date: Early-Mid October 2024

The City of Elk Grove is an Equal Opportunity Employer.

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