

CITY OF MENLO PARK, CA

*A PREMIER SILICON VALLEY COMMUNITY
INVITES YOUR INTEREST IN THE POSITION OF*



ASSISTANT TO THE CITY MANAGER

THE COMMUNITY

Located in the Silicon Valley, the City of Menlo Park is composed of attractive, tree lined neighborhoods, spanning a diverse social-economic landscape that reaches from the Peninsula foothills to the San Francisco Bay. Its proximity to Stanford University tends to attract a well-educated and involved residential base, deeply concerned for the City and its future. Scientists, engineers and other professionals have decided to call Menlo Park their home.

This community of 32,000 is conveniently situated midway between of San José and San Francisco. The City consists of 19 square miles (9 square miles land, 10 square miles Bay) and strives to maintain a distinct small town atmosphere within a growing, urbanized and highly dynamic region.

The City's central location affords residents access to unusually rich cultural experiences within a short drive. Stanford University, Menlo College and nearby community colleges provide advanced academic opportunities. World class medical care is available from several highly accredited medical centers in the area. Menlo Park is also served by excellent public and private schools within the City and surrounding communities.

The community is diverse in ethnicity, age and income levels. The City is unique in that its residential neighborhoods reflect the full spectrum of economic wealth, from the affluent to the economically disadvantaged. Residents place great emphasis on the environment and its protection to maintain and enhance a high quality of life. The downtown area contains a variety of retailers, including upscale shops and restaurants set in a pedestrian friendly atmosphere. The recently approved Downtown Specific Plan for the downtown and El Camino corridors are current priorities.

While the City has been fortunate to avoid the severe economic stresses that have befallen many communities, the City has taken steps to stabilize its finances and finds itself emerging as a robust organization. Menlo Park is often referred to as the center of the venture capital world, with Sand Hill Road representing the brand identity of the venture capital industry, coexisting with Nano-technology, biotech startups and renewable energy companies in the City's industrial zones.

Menlo Park is home to such major employers as Facebook, SRI International, Pacific Biosciences, Sunset Publishing, the United States Geological Survey, Rosewood Hotel, Tyco Electronics, and Office Max.

THE CITY GOVERNMENT

Incorporated in 1927, Menlo Park is a General Law city operating under a Council-Manager form of government. Five City Council Members are elected to four-year staggered terms. Every December, the Council selects one of their colleagues to serve as Mayor for a one-year term. There are no term limits in Menlo Park.

The City Council appoints the City Manager and City Attorney as well as members of the City's numerous Citizen Commissions and Committees. The City is organized across six departments – Administrative Services, Community Development, Community Services, Library, Police and Public Works. Fire protection and sanitary services are provided by separate special districts. The City is supported by over 230 staff, 150 temporary employees, and a General Fund operating budget of nearly \$40 million (total budget \$70.7 million). As evidence of the City's sound fiscal stewardship and solid financial standing, Menlo Park is one of the few cities in California that holds a AAA bond rating from Fitch. Menlo Park has earned a reputation as a stable, well-managed municipality that supports innovation. Over the past 52 years, the City has had only five City Managers. Alex McIntyre was appointed as Menlo Park's City Manager in January 2012. Prior to arriving in Menlo Park last March, Mr. McIntyre served as City Manager in Lake Oswego, OR. His local government career also includes serving as Chief Assistant County Administrator for the County of Marin, Town Manager of Tiburon and Town Manager of Portola Valley.

THE IDEAL CANDIDATE

The ideal candidate will possess strong business and critical thinking skills; enjoy working on complex analytical projects; communicate effectively both verbally and in writing; be an excellent listener, collaborative, and team oriented; possess a solid work ethic and commitment to public service; be sensitive to a diverse community and workplace; thrive in a fast paced environment; be flexible, adaptive and able to work independently while prioritizing multiple assignments and be well versed in the utilization of internet/intranet/social media.

The ideal candidate should also be politically savvy and capable of providing thoughtful, sound recommendations to the City Manager and executive management team. The ideal candidate will have a proven track record showing their ability to establish and maintain effective working relationships with colleagues as well as the public.

Candidates must have a combination of education and experience that provides the required knowledge and abilities. A typical way of obtaining the education and experience would be to possess a Bachelor's Degree from an accredited college or university with major work in public administration, political science or a closely related field, combined with five years of progressively responsible administrative experience in municipal government. A Master's Degree is desirable.

THE POSITION

Under the direction of the City Manager, the Assistant to the City Manager will perform a wide variety of administrative and confidential tasks, administrative research tasks and projects and special program/project management of considerable difficulty and complexity. Typical duties include but are not limited to, the coordination and

maintenance of the City's social media presence, management of the City's webpage content, budget/fiscal analysis, assisting with the City's public outreach and engagement, development and monitoring of organizational performance measures, monitoring/evaluation of proposed legislation impacting the City of Menlo Park and management of the City's Emergency Disaster Preparedness Program.

RECRUITMENT AND SELECTION PROCESS

To be considered for this opportunity, please submit an application, cover letter, current resume and responses to the supplemental questions by 12:00 p.m. on or before January 22, 2013, to www.calopps.org. Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited in for a panel interview in February 2013.

The City of Menlo Park is an Affirmative Action / Equal Opportunity Employer.

COMPENSATION AND BENEFITS

The City of Menlo Park is offering a very competitive annual salary up to \$120,000 DOQ.

The City also offers an attractive benefits package that includes:

Retirement - California Public Employees' Retirement System (CalPERS), employee pays 7% tax deferred contribution plus a small percentage toward the employer share. Formula pending state legislation.

Health Insurance - The City pays the full health premium for the employee and dependents under the CalPERS medical program. The City pays dental, vision, and excess medical charges not to exceed a total of \$3,400 per calendar year for employee and dependents.

Life Insurance - The City provides life insurance on the employee equal to 150% of annual earnings to a maximum benefit of \$300,000.

Leave - 333 hours of General Leave annually.

Holidays - 11 paid holidays annually.

Long Term Disability Insurance - The City contribution covers the full cost of the plan.

Other Benefits - The City provides a monthly car allowance and an annual management development fund.

Supplemental Questions Assistant to the City Manager Applicants

Please respond to the following supplemental questions. Please submit your responses with your completed City Application. Limit your responses to no more than 500 words (1 page single spaced) per question. An application received without responses to the supplemental questions will be considered incomplete and withheld from further consideration.

1. Please describe your experience reaching solutions to complex issues which required the use of your analytical skills.
2. Please describe your experience in handling extremely confidential information, including the nature of the information and how you maintained confidentiality.
3. How can social media/networking be a valuable tool to the City Menlo Park?
4. Please describe your experience managing or assisting with the development and/or updating of a large-scale project or initiative for a Local government agency or non-profit entity. Who were the stakeholders (internal and external) and how did you garner their cooperation? What role did you play?
5. Please describe your experience tracking and analyzing budgets. What was the largest budget you've been responsible for?