



CITY MANAGER





Vision

The City of Clayton organization will be recognized as a premier small city. Customer service will be our hallmark; organizational processes will be a model of efficiency and effectiveness; innovation will be common place; and excellence of work product will be the norm. The employees will enjoy their work environment, and each will be a valued and respected member in his or her field of work. All residents and the City Council will be proud of their City government.

BECOME PART OF A COMMUNITY

In 2014, Clayton celebrated its 50th Anniversary of Incorporation (1964) yet still retains many of the time-honored characteristics treasured by its founding fathers in 1857.

Nestled at the bucolic base of picturesque Mt. Diablo, Clayton is in close proximity to the greater San Francisco Bay Area with all the amenities, sports and cultural opportunities offered by that choice location.

Clayton is a safe residential community of around 11,431 people. It is a town which values civic partnership with business leaders, community leaders, and neighbors.

Residents turn out in high numbers to celebrate the annual family-friendly festivities such as the Art and Wine Festival, homespun 4th of July Parade, annual Rib Cook-off, Oktoberfest celebration, and the ever-popular Concerts in The Grove summer series on select Saturdays in beautiful Grove Park.

The City's police department is highly respected and crime rates are low. High-quality public and private schools. Trails for pedestrians, equestrians and bicyclists meander through the City connecting one with another. Canines and their owners enjoy the outdoor air at the off-leash Clayton Dog park on east Marsh Creek Road; and, the Outdoor bocce ball courts in the Clayton Town Center find friends and families enjoying social interaction and vying for first place. In Clayton, everyone is family and families are most important. Clayton is simply a great place to live, work and play for people who cherish a strong sense of community and small-town living.

To learn more go to: www.ci.clayton.ca.us

CITY GOVERNMENT



The City of Clayton is a general law city with a council-manager form of government that consists of five elected City Councilmembers. The Councilmembers are the decision and policy makers of the city while the City Manager is hired by the Council to oversee the day to day operations as well as implement the Council's policies. The City Council has a one-year rotating Mayoral position that is elected by the Council.

The City organization is made up of five departments: Administration, Finance, Public Works, Community Development and Police. Fire services are provided by the Costa County Fire Protection District, water services by Contra Costa Water District and wastewater collection services are performed by the City of Concord. The City is supported by a FY 20-21 budget of \$12.3 million and 26 FTEs.

Our Mission

To be of exemplary service to the Clayton community with an emphasis on:

- » Health and safety
- » Responsive customer service
- » Highly trained team of employees
- » A cooperative work environment



CITY MANAGER

Appointed by and serving at the pleasure of the City Council, the City Manager acts as the Chief Executive Officer for the City of Clayton's government. She or he provides strategic guidance and leadership for all City functions and services. Job functions include:

- » Plan, manage, and assign initiatives, tasks, and activities of City departments, providing supervision and executive guidance to department heads as needed.
- » Oversee the development of strategic goals and policies for the expansion and improvement of City services.
- » Coordinate the evaluation of City programs and provide feedback.
- » Direct the preparation and execution of the City budget and make budgetary recommendations to the City Council.
- » Prepare annual reports on the progress and development of City programs and projects.
- » Coordinate City functions and communications with other local and state government agencies.
- » Communicate with the general public and other governmental organizations.



Our Values

- » Courtesy
- » Creativity
- » Diversity
- » Employee participation
- » Ethical behavior
- » Fiscal responsibility
- » Inclusiveness
- » Informed risk taking
- » Open communication
- » Professionalism
- » Trustworthiness

THE IDEAL CANDIDATE

The City Council is seeking an ethical and pragmatic leader, who embraces open government and transparency. The ideal candidate possesses well-rounded city management skills and must be comfortable in this small town, hands-on role. It is expected that the new City Manager will treat all fairly, equally and respectfully and will provide reasoned and sound recommendations for the Council's consideration. The City Manager must possess outstanding listening and communication skills as well as exceptional emotional intelligence in order to team with the Council and staff in providing open, responsive and customer-oriented service. S/he will be expected to maintain cooperative working relationships with other agencies in the County, region and state. Experience working with planning/land use matters and well-honed finance skills will be looked upon favorably.

Additional desirable characteristics identified during discussions with Council include:

- » Encourages staff development and mentoring, supports team-building and cross-training
- » Believes the City Manager is a visible community member and values civic participation
- » Technologically adept with the ability to assess opportunities to improve processes
- » Jack-of-all-Trades
- » Sense of humor and a professional, congenial demeanor

EDUCATION AND EXPERIENCE

The ideal candidate will possess no less than ten (10) years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties. Experience working directly with an elected council or board is preferred. A Bachelor's degree in public administration, business, or a related field is desirable with a Master's degree preferred.

COMPENSATION

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate.

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues, who will not be contacted in the early stages of the process) by **Friday, October 2**. Résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:
<https://executivesearch.cpshr.us/JobDetail?ID=1688>

For further information, please contact:

CPS HR  CONSULTING

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Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City Council. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

