THE CITY OF HUGHSON

INVITES YOU TO APPLY FOR THE POSITION OF

CITY MANAGER

“Improving Hughson every day through fiscal responsibility, customer focused service and an emphasis on creating and strengthening partnerships.”

To apply visit our website at:
www.hughson.org

Deadline for Filing:
April 10, 2020
ABOUT THE CITY OF HUGHSON

The City of Hughson is a small (approx. 7,688) but prospering agricultural community nestled in the heart of California's Central Valley. Although Hughson is a growing community, it still maintains the unique small hometown feel that long time residents have always associated with the City.

The City of Hughson was incorporated as a General Law City on December 9, 1972. The City is governed by a five-member City Council, and Council Members are elected at-large.

The operating budget for Fiscal Year 2019-2020 is $15,342,906. The City operates with the support of 16 staff in the delivery of sewer, water, and general government services. Fire service is provided by the Hughson Fire Protection District and police service is provided through a contract and partnership with the Stanislaus County Sheriff’s Department.

The City of Hughson is focused on building upon the successes of the past while learning from challenges previously faced. The City of Hughson is dedicated to enhancing the quality of life for residents by recognizing its agricultural heritage and maintaining the small town atmosphere. The City is also committed to providing a high level of public services, maintaining economic vitality and retaining the distinctiveness of the community through partnerships with other government agencies, non-profit organizations, businesses and local community groups.

THE POSITION

The City of Hughson is seeking to fill the position of City Manager. This position is the highest administrative position in the City and has responsibility for the administrative operation of all City departments, which may include developing, recommending and implementing policies, program planning, fiscal management, administration and operations of all City functions and services.

QUALIFICATIONS

Education and/or Experience: Must possess a minimum of a Bachelor’s Degree from an accredited college or university in public administration, business administration or related field. A Master’s Degree in one of these fields is highly desirable. Candidate must possess at least five years of working experience in municipal government, in a position of administrative and management level responsibility.

Possession of, or ability to obtain, a valid Class C California driver’s license.
THE IDEAL CANDIDATE WILL POSSESS

- **Effective leadership qualities** that inspire a dedicated staff, team of professional consultants and key partners.
- **Outstanding communication skills**, both written and oral, and the ability to communicate effectively with personnel, community, labor union and legislative bodies.
- **Demonstrated expertise as a self-directed problem-solver** with high standards for quality and a strong commitment to public service.
- **Exceptional organizational skills**, including the ability to prioritize tasks and accomplish multiple projects simultaneously, take prompt action to achieve objectives as well as identify issues as they arise and address them proactively.
- **Proven ability to work cooperatively and collaboratively** with City Council management, staff, commissions, partners and the public.
- **Strong foundation** in organizational design in the public sector.
- **Professional experience in the areas** of public finance and budget management.
- **Ability to collaborate and foster partnerships** with local stakeholders to effectively leverage local resources.
- **Success in serving as a “public servant”** that holds themselves accountable.

COMPENSATION AND BENEFITS PACKAGE

$10,441.41 — $12,691.60 **MONTHLY**  
$125,296.92 — $151,459.20 **ANNUALLY**

- Participation in the Public Employees Retirement System at 2.7% @ 55 for current members (PERS 2.0% @ 62 for new members).
- Employer contribution up to $1,650 per month for medical coverage and 100% employer paid dental and vision coverage. Opt-out option: If employee has other qualifying coverage and waives medical coverage through the city, the employee shall be paid additional taxable compensation.
- Life Insurance at $50,000
- 11 paid holidays and 2 floating holidays
- 8 hours of sick leave monthly
- 80 hours administrative leave annually
- Vacation accrual of 8 hours monthly (less than 5 years), 11.32 hours (5-9 years), 14 hours (10-14 years), and 16 hours (15+ years)
- Bereavement leave
- Short term and long term disability
- $50 match for PERS or Hartford 457 Deferred Compensation Plan

* The City does not participate in Social Security*

7018 Pine Street, Hughson, CA 95326 | (209) 883-4054 | www.hughson.org
ESSENTIAL FUNCTIONS (include but are not limited to the following):

Accepts full responsibility for all City activities, programs and services, including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals are priorities are achieved.

Provides advice and consultation to the City Council on the development and implementation of City programs and services.

Directs and participates in the preparation and administration of the City budget; prepares and submits reports of finances and administrative activities to the City Council; keeps the City Council advised of financial conditions, program progress, and present and future needs of the City.

Reviews and evaluates program service delivery methods and systems within the City, including administrative and support systems and internal relationships; identifies opportunities for improvements and implements changes to standard operating procedures to enhance services.

Coordinates the preparation of the agenda, along with the City Clerk, for the City Council; addresses the City Council on behalf of City staff; represents the City Council to employees, community groups, individual members of the public.

Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council; selects, supervises, trains and evaluates assigned staff.

Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions and recommendations; oversees the preparation and implementation of long-range plans for the City.

Performs all duties as prescribed by City Council actions; directs the preparation of plans and specifications for work with the City Council orders.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

TENTATIVE SCHEDULE

Deadline for Filing:
5:00 pm, April 10, 2020

Qualification Interview w/ Panel:
April 20-24, 2020

Selection Interview w/ City Council:
May 4-9, 2020

TO APPLY (Hard Copy or Email)

Submit Application, Resume and Cover Letter to:
Raul L. Mendez, City Manager
City of Hughson
PO Box 9 / 7018 Pine Street
Hughson, CA 95326
rmendez@hughson.org

Do not substitute any part of the Application form with the words "See Resume" as resumes are not accepted in lieu of a completed application.

City of Hughson is an Equal Opportunity Employer

Final appointment will be conditional upon successfully passing a City paid pre-employment physical, drug screening, and a job related background investigation.