



City of Willows

CALIFORNIA

**Regional Government Services
is now accepting applications for**

CITY MANAGER

for the City of Willows

Salary DOE/DOQ



THE POSITION

Are you a hands-on manager who is community minded?
Are you a forward-thinking leader with the ability to bring others along?
Do you enjoy the feel of a small town with access to regional amenities?
If so, the City of Willows welcomes your application for City Manager.

The City Manager is the City's top appointed position directly accountable to the City Council for effective and efficient operation of municipal affairs. Developing a team approach by managers and employees to provide service to the community is a major responsibility of this position. This position requires an individual with the highest level of integrity, independence, and professionalism that possesses strong analytical and administrative skills as well as diplomacy in managing assignments and projects.

Serving at the pleasure of the Willows City Council and subject to the Council's policy direction, serves as the Chief Administrative Officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City of Willows including public safety, community development, planning, building, library services, finance, human resource and other administrative services, operations and maintenance, parks, recreation, facilities; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; and provides highly complex administrative support to the City Council including implementing policy decisions made by the City Council.

Current and upcoming projects:

- Maintaining area Fire Rating
- Basin Street Project
- Revenue Generation
- Strategic Plan

Quick Facts

- Population: 6,293
- Average Household Income: \$53,391
- Owner-occupied homes: 43.6%
- Median Home Value: \$220,600
- Median Age: 38.5

THE IDEAL CANDIDATE



DEEP KNOWLEDGE OF AND TECHNICAL EXPERTISE RELATED TO:

- Extensive experience in the management of day-to-day operations of the City.
- Experience with municipal budgetary planning, administration, municipal financial management, personnel management, and resources planning of organizational resources.
- Experience with oversight of planning, public works, public safety, and other municipal services.
- Establishing organization long-term goals and objectives.
- Experience with governance and working with an elected body.
- Strategically develop and strengthen the City's operations with a limited budget and staffing levels.
- Possess both written and oral communication skills, with an ability to understand and speak to the concerns of others.
- Modern office methods, procedures, and equipment including Microsoft programs (e.g., Word, Excel, Outlook).

PROVEN LEADERSHIP SKILLS IN:

- Visionary leader who has a passion for the work they do and the team they lead.
- Creative and strategic leader with the ability to fully implement best practices and build efficiencies within limited resources.
- Prioritize collaborative partnerships, community engagement, and excellent customer service delivery.
- Team management style that fosters a proactive, positive work environment.
- Work effectively and positively with a multi-disciplinary team of employees and a diverse customer base that occasionally have conflicting priorities.
- Communicate complex issues and difficult realities knowledgeably and compassionately to a range of audiences.
- Listen to understand, use an interest-based approach to problem solving.
- Make sound decisions within established guidelines.
- Maintain effective working relationships with all levels of staff and the public.

CORE VALUES THAT INCLUDE:

- A hands-on working leader who is driven with a strong commitment to timely service delivery, accountability, and transparency.
- Sincere care for stakeholder interests and needs leading to behavior that is proactive, approachable, and responsive.
- Participating and becoming part of the community.
- Maintains confidentiality of information.

THE COMMUNITY

The City of Willows, the county seat of Glenn County, is a rural community and place of natural beauty with countless opportunities for recreation in both rural and urban environments. The City derives its name from the willows which grew on the plains about a mile east. In early days these willows formed a noted landmark in breaking the vast plains on which they stood. Willows is located about halfway between Sacramento and Redding in Northern California with Coastal Range mountains on the west, and to the east the Interstate 5 corridor taking you through rich farmland, and parts of the Sacramento River watershed.

Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, walnuts, milk products, prunes, and livestock. The city is also home to most major regional government offices, including County Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation, and the United States Forest Service Headquarters of the Mendocino National Forest, which comprises about one million acres of Federal land located mostly in mountainous terrain west of Willows.

One local attraction Thunderhill Raceway Park offers the cleanest and safest motorsports venue in the western United States. With a dedicated team committed to provide its' customers with superior service, above and beyond other motorsports venues in California.

Nearby Sacramento National Wildlife Refuge is part of the larger Complex. The refuge has a visitor center, a two-mile wetland walk, observation platform, an additional five miles of walking trails, and a six mile car tour. The landscape consists primarily of wetlands with some riparian and grassland habitats; established to provide feeding and nesting areas for migratory birds.

The Willows Unified School District serves the greater south-central area of Glenn County, "Preparing today's students for tomorrow's challenges." Formed in 1966, bringing together five small school districts with the goal of providing more and better educational opportunities for students in this area. The school district serves 1460 students made up of a diverse population, with 38% Anglo, 51% Hispanic, 6% Asian, 3% Native American, 1% African American and 1% other ethnicities. Their well-rounded educational opportunities include athletics, music, associated student body, and Future Farmers of America (FFA).



THE CITY

Incorporated in 1886, the City of Willows operates under the Council-Manager form of government. The five-member City Council, elected at large, serves as the policy-making board for the municipality.

The City Manager is responsible for implementing the City Council's goals and objectives to enhance the quality of life for residents, businesses, and visitors. The Willows' dedicated professional staff provides support, guidance, communications, and leadership to ensure quality municipal services for those who live, work, and visit our safe small town.

With seventeen regular full-time employees and an annual budget of about \$4.1M, the City provides general government services including City Manager, Administrative Services (City Clerk/ Finance), Community Development Services (Parks & Public Works, Building, and Recreation), Fire, and Library. The City manages shared fire services with the Willows Rural Fire Protection District and provides library services for the region. Police services are under contract with and provided by the Glenn County Sheriff's Office.

The City has three beautiful parks encompassing over 29 acres: Sycamore, Central, and Jensen. Through these park facilities Willows offers recreation opportunities for the community with the following amenities: a walking path, outdoor workout equipment stations, playgrounds, skatepark, tennis courts, pool, horseshoe pits, frisbee golf, and baseball/softball fields.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the required qualifications is to possess:

- The equivalent of ten years of progressively responsible experience in municipal government, including five years as a department head or an Assistant City Manager.
- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field.
- A Master's degree is highly desirable.



SALARY AND BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate.

- Retirement - PERS 2% @ 55 for classic members (Agency pays 7% employee share) or 2% @ 62 for new members as defined under PEPR. The City participates in Social Security.
- Medical - 100% Employer paid plan.
- Dental/Vision - 100% Employee paid plan available.
- Life Insurance - 100% Employer paid; \$10,000 Life and AD&D coverage.
- Deferred Compensation 457(b) - City will match up to 5% of employees annual base salary.
- Administrative Leave- 80 hours annually.
- Vacation Leave - 80 hours annual accrual for 0-5 years of service, increases with tenure.
- Holidays - 14 days (11 established + 3 floating holidays).
- Sick Leave - 96 hours annual accrual.
- Education - \$60 monthly for a Bachelor's Degree.
- Incidental Cell Phone and Vehicle - \$200 monthly reimbursement.



SELECTION PROCESS

The deadline to apply is October 25, 2021 before 11:59 PM PST.

To be considered for this exciting opportunity apply at: bit.ly/CMWillows

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible Written Exercise and/or Oral Panel interview if held. Only the names of the most-qualified candidates who pass the all steps in the process will be submitted for consideration for final selection.

Neither Regional Government Services nor the City are responsible for failure of internet forms or email transmission in submitting your application. Candidates who require special assistance in any phase of the application or selection process should advise us by emailing krandolphpollard@rgs.ca.gov.



Recruitment services provided by
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