

Salary and Benefits

This position is “at will” and governed by an employment contract

Salary: Negotiable, Dependent on Qualifications (DOQ).

ICMA Credentialed Manager (Incentive) \$250 per month

Bilingual Pay (Incentive) \$110 per month

Retirement: The City participates in the PERS 2% at 55 retirement plan for Classic miscellaneous employees and 2% at 62 for new members. The employee is responsible for the employee share under either plan.

Employees are eligible to participate in the ICMA deferred compensation plan. The City does not participate in Social Security.

Health Insurance: The City provides generous family medical benefits

Vacation: The City Administrator receives vacation as follows:

(0-5 years 10 days/year) (6-10 years 15 days/year) (11+ years 20 days/year)

Holidays: 13 days per year

Management Leave: 120 hours per year

Sick Leave: 12 days per year with unlimited accrual

Life Insurance: \$100,000, employee only

Longevity Pay:	10 years of service	1% of salary
	15 years of service	2% of salary
	20 years of service	3% of salary
	25 years of service	4% of salary

Tentative Selection Process

All resumes and applications (online) should be directed to Interim City Administrator, Dean Price, City of Gridley, 685 Kentucky Street, Gridley, CA 95948. Please mark envelope as “CONFIDENTIAL”. City phone: (530)846-5695

Preliminary review of all applications will be on February 27, 2015. Qualified individuals will be reviewed by the Interim City Administrator and staff and thereafter qualified applicants will be referred to the full City Council for an interview. Applicants must complete an application with their resume.

Special Note: The City Council is seeking the best qualified candidate and will make a selection based upon the application, resume, screening interviews, a group Council interview and reference checks. Applicants are specifically requested not to individually contact City Council members during the selection process. Recruitment questions should be made to Interim City Administrator, Dean Price.

The City of Gridley is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information or any other basis protected by applicable discrimination laws.

*THE CITY OF GRIDLEY
invites your interest for the
position of*

CITY ADMINISTRATOR



APPLY IMMEDIATELY
Preliminary applications review
on February 27, 2015
Open until filled

The Community—The Small Town that Loves Company

The City of Gridley is situated in the north central valley approximately 60 miles north of Sacramento and bisected by State Route 99. Gridley's economy is comprised of agricultural, industrial, governmental, and retail service industries.

The City was incorporated in 1905 as a General Law city. The population stands at 6,761. Gridley is located in Butte County, which has a population of 222,201. Other cities in the County include Biggs, Chico, Durham, Oroville and the Town of Paradise. The region offers easy access to a wide range of sporting and recreational activities, and is the gateway to the Gray Lodge Duck Flyway.

The community is served by a K-12th grade school system, which serves both the community and rural population. Gridley is home to a nonprofit hospital and the Butte County Fairgrounds. Higher educational opportunities are available from Chico State University, and Butte and Yuba Community Colleges. The Gridley community respects family values. Residents enjoy low crime rates and affordable housing. The amenities of the Sacramento area and its airport are only an hour away.



The Organization

The City has a five-member Council elected for overlapping four-year terms and has adopted a Council/Administrator form of government. The City has 47 full time employees and a budget of \$16,510,000. City Departments include Administration, Finance, Information Technology, Electrical, Public Works, Building, Code Enforcement, Parks & Recreation, Planning, and Police. Utilities provided by the City include drinking water, wastewater treatment, drainage, and electric distribution. The City contracts services for fire (Cal Fire), legal, and engineering services. The City has operated an electrical utility since 1910, is a member of the Northern California Power Agency, and owns shares in several electrical generating facilities. The City provides contract police, electrical and animal control services to the neighboring City of Biggs. City facilities include electrical distribution system, parks, water system, sewer plant, corporation yard, shooting range, and a boat launching facility on the Feather River.



Gridley has had a stable employment environment, with many long term employees. The City and the regional area is poised for growth. Gridley's last General Plan was completed in 2014.

The City's financial condition is stable; and continues to adapt to the ever-changing State budget and economy. The City is in the process of adopting a formal Cost Allocation Plan to afford more budgetary transparency.

The Position

- Acts as the Chief Executive of the City
- Supports the City Council through policy analysis and recommendations
- Implements the policy directions of the City Council
- Responsible for enforcing the City's laws and policies
- Provides daily oversight and management of all City departments
- Manages a unique community based electrical distribution system
- Performs responsibilities related to; budget development, community programs, human resources, special projects, organizational effectiveness and economic development initiatives.

The Individual

Community Expectations

- Possess professionalism, responsiveness, accessibility to the public
- A strong leader with confidence, creativity and enthusiasm.
- Become an active and visible member of the community
- Participate in local service clubs, organizations and events
- Foster a team-oriented approach to business

Council Expectations

- Encourage an open and transparent relationship with City Council
- Possess integrity and have strong interpersonal skills
- Work with employees and Council on labor union relations
- Demonstrate experience in developing community relations, strategic planning, staff management and support to an elected governing board

Staff Expectations

- Promote an open door policy with staff
- Be respectful of employees and be an active listener
- Have the ability to lead by example and inspire staff
- Encourage and promote a positive work environment
- Include staff in implementing the City's vision and mission

Qualifications

The ideal candidate will have a combination of education and experience equivalent to the following:

- A Bachelor's Degree from an accredited college or university in public administration, business administration or closely related field.
- A Master's Degree from an accredited college or university in a related field is desirable.
- A minimum of five years of progressively responsible management experience with a full service municipality or private industry equivalent.

