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EXECUTIVE SEARCH

Town Manager
TOWN OF LOS GATOS, CALIFORNIA

THE COMMUNITY

Incorporated in 1887 as one of Santa Clara County's oldest communities, the Town of Los Gatos (approximate population 33,000) is nestled at the base of the Sierra Azules. Approximately 60 miles south of San Francisco where the Santa Clara Valley meets the lower slopes of the Santa Cruz Mountains and straddling State Highway 17, the Town is neighbored by the City of San Jose to the north and east; the City of Campbell to the north; the cities of Monte Sereno and Saratoga to the west; and unincorporated County of Santa Clara and the County of Santa Cruz to the south.

Visitors and residents appreciate Los Gatos for its charm, unique architecture, pedestrian-friendly neighborhoods, vibrant and historic downtown, recreational opportunities, and open space. The Town encompasses a wide variety of terrain, ranging from flat topography at the edge of the valley floor to densely wooded hillsides. Both the valley and hillsides are interspersed with creeks, streams, and riparian habitat. The sharp contrast between the valley floor and the hillsides provides the Town's picturesque background.

The Town of Los Gatos was originally developed at a distance from other population centers with its own residential, commercial, and industrial

areas. While still distinct from other communities and retaining its small town image, the Town is now situated within the largest metropolitan area of northern California and is recognized as a high-tech, retail, and services destination and community to live, visit, and work.

With its schools, library, parks, over 3,000 business, and the public services provided by the municipality, the Town of Los Gatos prides itself as a self-contained community. Residents, visitors, and businesses are served by high quality restaurants, hotels, and variety of shops in the Town's pedestrian-oriented downtown. Los Gatos has a robust array of education, including four elementary schools, one middle school, one high school, and many other private educational institutions. Los Gatos also has many parks and greenbelt areas complemented by numerous community-wide events, arts and culture, and recreational opportunities. Downtown Los Gatos is listed on the National Register of Historic Places and is the model of what communities try to achieve in a downtown.

THE ORGANIZATION

The Town of Los Gatos is a general law city operating under the Council-Manager form of government. The five members of the Town Council are elected at large to four-year overlapping terms;

two of the five positions will be on the November 2024 ballot. The Mayor and Vice-Mayor are selected by the Council on an annual basis.

The Town Council appoints the Town Manager, as the executive leader of Town government, to implement Council's priorities and policies as well as manage and oversee the Town's day-to-day services provided to the public. The excellent team collaborating in this effort and directly reporting to the Town Manager are: Executive Assistant to the Manager and Town Council, Assistant Town Manager, Chief of Police, Community Development Director, Parks and Public Works Director, Library Director, Finance Director, Economic Vitality Manager, and Information Technology Manager/Chief Technology Officer. The Town Attorney is appointed by and reports to the Town Council.

The Town is supported by a complement of 153 extraordinary, dedicated and professional personnel, a total 2023-2024 fiscal year operating budget of \$52.9 million, and a 5 year capital improvement project budget of \$57.7 million. The "Ongoing Strategic Priorities 2024-2026" that represent the Town's work plan objectives specify Safety, Prudent Financial Management, Traffic/Transportation, and Quality of Life.

The Town Council enjoys a high level of civility and a collaborative relationship among itself and with the Town staff to achieve the Los Gatos [vision](#).

Together, through constructive discourse and with love of the community and serving residents, municipal leaders at all levels of the organization work together to achieve and maintain a balance of well-designed mix residential, commercial, service and open space uses, a pedestrian-oriented and multi-modal village-like character; a diverse business sector to serve all community needs; and an efficient government that is fiscally healthy, responsive, and provides high levels of public safety, library, and cultural amenities.



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THE IDEAL CANDIDATE

The ideal candidate will be well-regarded as a local government leader, an individual who is experienced in or familiar with the various facets of managing a community like the Town of Los Gatos, and grounded in the roles, responsibilities, and principles of the Council-Manager form of government.



As a professional, the successful candidate for the position will be a hardworking, dedicated, communicative, and responsive individual that is effective working with and among diverse views and interests; provides accurate, thoughtful, and thorough information, policy options, and reasoned recommendations; collaborative for achieving consensus; and engaging with public, private and faith based community partners and regional agencies to achieve Town goals. Personally, the successful candidate for the position will have a track record that illustrates high standards of professionalism, achieving results, and maintaining accountability; modeling integrity and ethics; serving as a mentor, coach and champion of staff; leading with humility; empowering others and being hands-on when necessary; and valuing a work/life balance. Also to be successful, the Town Manager will have experience working in a community committed to maintaining its character and attributes, strong and positive organizational culture; and evolving constituent interests resulting from new, competing,

and changing State regulations, short- and long-tenured residents, and other external pressures.

This is an exciting and pivotal time to serve as Los Gatos Town Manager. With a variety of current and future private development and infrastructure projects and challenges to address, Town Manager will need to have strong interpersonal and communication skills; resiliency and fortitude for staying focused on Town goals and staff capacity; a commitment to maintaining the organizational culture, retaining staff, and inspiring and motivating a talented workforce; and vision for anticipating and navigating complex issues. Some of the complex priorities for the Town Manager to lead and facilitate are its Housing Element, homelessness, private development applications and projects; long-term fiscal condition, budget and finance; disaster/emergency preparedness and response; and promotion of diversity, equity, and inclusion (DEI) initiatives. As such, the Town seeks applicants that:

- Support and promote the Town Council's positions and directions.
- Illustrate political acumen through being apolitical and politically savvy, and demonstrate high emotional intelligence.
- Have experience and are well-versed in land use matters, specifically SB 330 and Builder's Remedy matters; know how to navigate through development applications and community interests to achieve desired results; and can educate and guide the Town Council through legal/regulatory options and strategic decisions.
- Prioritize and appreciate the needs and interests of staff and the community, and have honest conversations regarding projects, work levels, and timelines.
- Work effectively with Boards, Commissions, volunteers and community organizations.
- Value, prioritize and model customer service, a high touch and level of responsiveness, government transparency, and accessibility. Provide clear, complete, and timely answers.
- Engender high levels of trust and confidence, demonstrate strong integrity, and present themselves with authority, competence, and assertiveness, while being caring, kind, empathetic, vulnerable, and nurturing.
- Are strategic to navigate differing opinions and perspectives, and bring diverse stakeholders together.
- Represent a "can do" attitude, strives for finding creative solutions to get to "yes," and welcome challenges as opportunities *balanced with* managing and addressing staff workload.
- Effectively engage and represent the Town in intergovernmental relations with the State.
- Have financial acumen and knowledge to address revenues and expenditures.
- Have worked in a community with an in-house Police Department.
- Maintain the culture, camaraderie, and team work of the staff team.
- Recognizes what they do not know and learn what is needed.
- Receive acknowledgment, satisfaction, and sense of accomplishment through seeing others succeed.
- Facilitate and bring employees across Departmental lines together, conduct organizational development, cross-train, and develop metrics for measuring success and progress.





To serve as Town Manager, applicants must have experience in the duties and responsibilities of serving as a City/County Manager/Administrator, Deputy/Assistant, or Department Head in a full-service agency of similar size and complexity for at least five (5) years. Broad knowledge of California's land use and housing regulations, public works, finance and budget, and managing capital improvements is desired. The minimal education requirement includes a Bachelor's degree. A Master's degree and ICMA membership is desired.

THE COMPENSATION

The Town Council is prepared to offer an attractive and regionally competitive salary. Based on the work experience, qualifications, and track record of candidate's career success and in alignment with other cities, the Town is prepared to negotiate an annual salary in the range of \$320,000. The Town of Los Gatos also offers an outstanding benefits package, including:



SEARCH SCHEDULE

Filing Deadline June 14, 2024
 Supplemental Process, as necessary June 17 - 28, 2024
 Recommendation of Candidates July 8, 2024
 Finalist Interview Process July 25 and July 26, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

RETIREMENT: Public Employees' Retirement System Classic Tier 2 members - 2% @ 60 plan; Tier 3 (new members) 2% @ 62 plan.

HEALTHCARE: The Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage; employees may waive coverage and receive cash-in-lieu up to \$400 per month.

LEAVES:

Management Leave: Up to 5 days per year at the end of the calendar year.

Personal Leave: 6 days per year.

Sick Leave: 12 days accrual per calendar year.

Holidays: 11 days per calendar year.

INCOME PROTECTION: \$50,000 Town-paid term life insurance coverage; short-term and long-term disability insurance.

VACATION: Up to 25 days accrual per calendar year (maximum balance of 500 hours); eligible for cash out 2 times per year and at separation. Consideration for prior years of service in local government will be used in determining accrual rate.

SECTION 125 FLEXIBLE SPENDING ACCOUNTS: Voluntary pre-tax employee contributions up to \$3,200 per year for health care expenses and up to \$5,000 per year for dependent care expenses.

CELL PHONE STIPEND: \$120 per month.

TUITION REIMBURSEMENT: \$3,000 per fiscal year.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton "Tony" Dahlerbruch at 310.567.1554 or toll-free at 866.912.1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com