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EXECUTIVE SEARCH

City Manager
CITY OF IONE, CALIFORNIA

THE COMMUNITY

The City of Ione is a picturesque and charming community in the Sierra foothills of Amador County, California. Ione is located approximately forty-five miles southeast of downtown Sacramento and is approximately two-hours driving distance to Silicon Valley, San Francisco, Lake Tahoe, and Yosemite National Park. The population was 5,364 at the time of the 2022 census estimate. The City of Ione was incorporated as a General Law City in 1953 and is 4.63 square miles in area. Ione is the crossroads for State Routes 104 and 124 providing easy access to SR 99 and Interstate 5.

Residents of Ione enjoy an enviable quality of life with exceptionally safe, quiet, affordable residential neighborhoods and an array of civic and natural amenities. The city has several municipal parks, including the 90-acre Howard Park. City recreation facilities provide for youth baseball, soccer, playgrounds, disc golf, a community pool, an event hall, an equestrian arena and a skate park. Additional community facilities include public schools, a county



library branch and six churches. There are eighteen public and private colleges and universities within fifty miles of Ione. The El Dorado and Stanislaus National forests, lakes Camanche and Amador and the Mokelumne River are all just a short drive away from the Ione area and are a veritable paradise for those interested in hiking, biking, camping, hunting, fishing, and other outdoor recreational pursuits. Superb wineries and the Castle Oaks Golf Club, Ione's municipal 18-hole golf course, help round out a very full menu of local recreational opportunities.

Ione is also a friendly community where festive community building events, including the annual Ione Homecoming Celebration, Christmas on Main Street, guided tours of Preston Castle and the Farmer's

Market in the summer, are important and well supported.

With such attractive public amenities and events along with affordable housing choices, the area offers an ideal environment for the growth and development of individuals and families.

To learn more about the City of Ione, please visit www.ione-ca.com/ and <https://amadorcountychamber.com/>

THE ORGANIZATION

Ione is a General Law City operating under the Council-Manager form of government. The five City Council members are elected to four-year terms and the Mayor of Ione is chosen from the Council on an annual rotating basis.

The City Council is the governing board. It establishes the City's goals and adopts policies to ensure the long-term health and safety of the community. The Council provides responsible and representative local governance to the residents, businesses, and organizations in Ione and oversees the efficient and effective delivery of public services.

With a staff of twenty-four full-time and six part-time budgeted positions, the city delivers a broad range of municipal services through its departments which include administration, finance, building safety, public works, police, and fire protection services. Private firms, working under professional services agreements with the city, provide professional planning and engineering services. However, the community development process remains supervised by the city, and it is important for the new City Manager to be knowledgeable of municipal planning and community development services.



The city operates on a one-year budget and a copy of the FY 2023/2024 Adopted Budget can be found here: www.ione-ca.com/finance/page/adopted-budgets

THE POSITION

The City Manager is responsible for ensuring implementation of the City Council's priorities and for providing



sound and effective management of the City through the day-to-day management of all City operations, prioritizing, and organizing goals, developing, and monitoring work plans, communicating, engaging in the community, and appropriately allocating available resources. The City Manager's responsibilities, authority, and limits on authority are further described in the City of Ione Municipal Code Chapter 2.10 which can be found at this link: [Ione Municipal Code](#).

THE IDEAL CANDIDATE

The City of Ione is seeking an experienced servant-leader who will support and mentor the committed city staff of Ione and lead the entire municipal team in the ongoing pursuit of excellent community-focused public service delivery and high professional standards.

The City Manager must be dependable, ethical, and decisive.

The City Manager must have the ability, through excellent verbal and written communication skills, to inform, facilitate and help bring people and their interests together. The ideal candidate should be comfortable working in a small city front-line organizational environment. Experience in management oversight of public facilities including streets, sidewalks, parks, buildings, and sanitary sewer systems, both collection and treatment, is highly desired. Working knowledge of community and economic development tools and strategies and grant writing skills are a plus.

Key Projects for the new City Manager include:

- Oversee planning and improvements for sanitary treatment facilities and certain other public facilities as identified in the current FY Budget. Develop an overall 5-year CIP.
- Conduct a comprehensive User Fee Study.
- Draft a city technology policy for the methodical implementation of technology and training for greater organizational efficiency and transparency of process.
- Develop a comprehensive program of staff development, training, and team building.

The new City Manager will be someone who can effectively utilize the skills of a well-performing staff by encouraging teamwork within the organization and inviting the staff to join in on creative problem-solving. The ideal candidate for City Manager is someone who intends to settle in

the community and sets the foremost example for dedicated customer service and maintains an open-door policy towards all residents. The successful candidate will be a seasoned professional who maintains a poised and calm demeanor under pressure, public scrutiny and proactively engages in a collegial fashion with the Mayor and City Council, City staff, media, regional, other governmental and utility agencies that serve Ione and the community at-large. A solid work ethic, a cheerful disposition and an appreciation for small town living are key traits for the next City Manager to possess to thrive in this position.

EXPERIENCE AND PROFICIENCY GUIDELINES

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: A minimum of five years of progressively responsible experience in an administrative, managerial, or staff capacity in an organization, involving responsibility for the planning, organization, implementation, and supervision of varied work programs. The City of Ione welcomes candidates from the private sector, with a proven record of success and executive level accomplishments, to apply.



SEARCH SCHEDULE

Filing Deadline	February 11, 2024
Preliminary Screening of candidates	February 12th – 23rd, 2024
Recommendation of candidates to City.....	Week of February 26, 2024
Finalist Interview Process with City Council....	March 4th – 15th, 2024
References and background check.....	Week of March 18, 2024
Anticipated start date	March/April 2024

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

EDUCATION: At a minimum, a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, public works, community development or closely related field is required.

LICENSE AND CERTIFICATES:

Possession of, or ability to obtain, a California driver's license.

THE COMPENSATION

The starting salary will be based on the qualifications and experience of the selected candidate. The 2022/23 salary for the City Manager position was \$160,000. The city also offers an attractive benefits package including:

- **Retirement** - CalPERS retirement. The city participates in Social Security.
- **Medical Insurance** – Choice of CalPERS health plans (City contribution amount under review). The city pays full cost for dental, and vision plans for employees and dependents.
- **Life Insurance** - City provided policy of up to \$100K (under review).

- **Holidays** - 11 annual holidays plus two floating holidays per year
- **Vacation Leave** - 80 to 160 hours annually depending on length of service.
- **Admin/Management Leave** – Negotiated with City.
- **Sick Leave** - 80 hours accrued per year.

The City of Ione values diversity in the workplace. The city is an equal opportunity employer and is committed to compliance with all applicable laws providing equal employment opportunities.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please upload your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Carl Cahill at 650-504-3515 or carl@peckhamandmckenney.com for questions regarding this position or the recruitment process.

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