

# PETALUMA

SONOMA COUNTY  
CALIFORNIA-USA

**ASSISTANT CITY MANAGER**





# WISH YOU WERE HERE





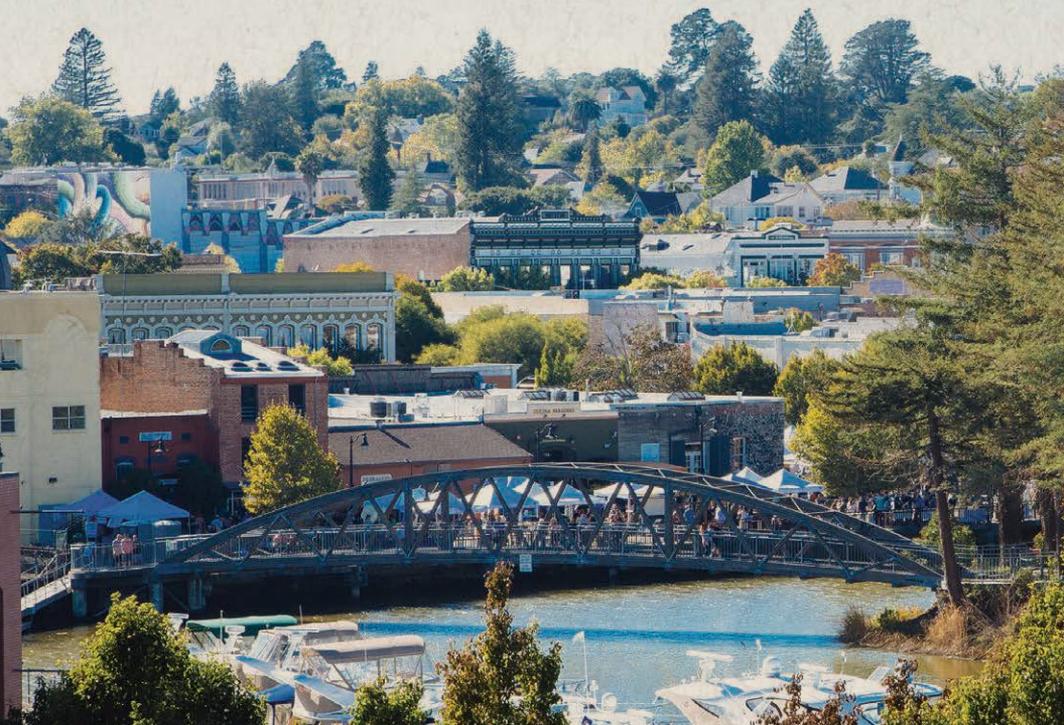
## HAVE YOU CONSIDERED A CAREER IN PETALUMA?

Life in Petaluma is the perfect mix of country and city, quirky and conventional. You can go to a farm to pick up fresh veggies, do a quick Target run, see some art from Burning Man, and go to the symphony all in the same day. Petaluma is biking, hiking and paddling. Petaluma is arts, music, shopping. Local food and craft beverages. This is a place that celebrates family and cultural diversity. But, most of all, Petaluma is a community of people who care about making this a place they're proud to call home. We think you'll like it here.

***“Petaluma: Sonoma’s Hidden Gem.”***

WINE SPECTATOR. OCTOBER, 2018.

Forbes Travel declared Petaluma as ***“the wine country’s hottest new destination”*** (2017)





# HOW WE LIVE

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HISTORIC  
160  
YEAR OLD DOWNTOWN



POPULATION  
62K



350  
ACRES  
LOCAL RECREATION



44  
YEARLY  
EVENTS & FESTIVALS



AVERAGE  
\$2,765  
MONTHLY RENT



21  
DISTINGUISHED | BLUE  
RIBBON SCHOOLS



\$700K  
MEDIAN HOME PRICE



## THE CITY ORGANIZATION

The City of Petaluma, located 40 miles north of San Francisco, is a full-service, charter city with eight departments overseeing police, fire, infrastructure, water utilities, development review and administrative and support services. In addition to standard services, the city has a marina, airport, and transit service. Petaluma is led by six Council Members and the Mayor in a Council-Manager form of Government. Petaluma employs over 340 employees who serve a population of 62,000 people.





# THE JOB: ASSISTANT CITY MANAGER

The Assistant City Manager oversees the administrative operations of the organization, including Finance, Human Resources and Risk Management, and Information Technology. You will also oversee staff members within the City Manager's Office. Much of your focus will be on issues relating to finance, budget, and strategic initiatives, but a generalist background may also be considered.

Petaluma City Manager Peggy Flynn is looking for an Assistant City Manager who will partner with and support her; be open to mentoring opportunities; and possess the desire and energy to help rebuild the organizational culture and reimagine the community.

Ms. Flynn's management style is based on collaboration, innovation, and achieving positive results for and with the community. She is an energetic, grounded, and inclusive "people" person who encourages creativity, flexibility, and diversity in ideas.

## THE IDEAL CANDIDATE

The Assistant City Manager will join an organization where you can see the results of your work. Complementing the style of Ms. Flynn, you will be a creative and intuitive thinker; a proactive problem solver with the ability to anticipate issues; and a collegial leader who leaves your ego at the door.

- You possess high emotional intelligence.
- You are a champion of team building and succession planning.
- You are flexible, can identify on the fly, and adapt quickly.
- You have the ability to stay calm under pressure.
- You are passionate about local government and community service.
- You are excited to join a team where new initiatives are coming from the leadership, and you're ready to hit the ground running.
- You possess experience within a local government agency, ideally in the areas of finance and budget.
- A Bachelor's degree is required; a Master's degree is highly desirable.

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**FILING DEADLINE: MIDNIGHT MONDAY, SEPTEMBER 16, 2019**



## THE BENEFITS

- **SALARY RANGE:** \$156,356-\$188,210 Annually (currently under review)
- **CALPERS RETIREMENT PACKAGE**
  - 2% at 60 for classic CalPERS members
  - 2% at 62 for PEPRAs CalPERS members
- **MEDICAL:** Up to \$1,904.38 monthly for family health coverage (2019 plan year).
- **LIFE:** 1.5x base salary up to \$200,000.
- **DENTAL & VISION:** Full coverage for employees & eligible family members.
- **LEAVE HOURS / YEAR:** Vacation: 80 Hours; Sick: 96 hours; Administrative: 80 hours; Holidays: 12 fixed and 1 floating. Increasing with seniority.
- **FLEXIBLE WORK WEEK:** 4/10 work week, with Fridays off. This schedule is revisited annually by the City Council and could change.





# TO APPLY

Please visit our website to learn more about this exciting opportunity and apply.

**Peckham & McKenney:** [www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.

## Search Schedule

Filing Deadline: ..... September 16, 2019

Preliminary Interviews: ..... September 24 - 27, 2019

Recommendation of Candidates: ..... September 30, 2019

Finalist Interview Process: ..... October 7, 2019

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

