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EXECUTIVE SEARCH

Town Manager
TOWN OF PORTOLA VALLEY

THE COMMUNITY

The Town of Portola Valley lies in the scenic foothills of southern San Mateo County just five miles west of Stanford University in a green and gold valley. Covering ten square miles and with a population of approximately 4,500 residents, the Town values its environmental and historic heritage, its excellent public schools and its economical Town government supported by a multitude of volunteers. The town includes the wildlands urban interface (WUI) between the open spaces of the Santa Cruz mountains and Silicon Valley and is acutely focused on protecting itself and its surrounding communities by honest assessment of fire risk and hazard, achieving resilience, and addressing the challenges of climate change.

Since incorporation in 1964, development in Portola Valley has been measured and the Town has retained a rural ambiance, offering a good balance between modern life and pastoral quiet. Residents treasure the Town's nineteen hundred acres of permanent open space, environmental heritage and sustainability ethic, and fine public schools. An extensive trail system, scenic roads, and natural views of the western hills contribute to one's feeling of being in the country, as do architectural guidelines that call for buildings to be subservient to the land. Commercial

activity is encouraged to the extent that it meets the needs of community residents.

The Portola Valley Town Center, completed in 2008, received a LEED Platinum rating, the highest recognition for achievement by the U.S. Green Building Council. The Town Center is one of only a handful of municipal projects in the nation to achieve such a rating. The campus has also received many other awards, including the prestigious AIA award in 2008 for one of the Top Ten Green Projects in the world. The Town Center provides residents with outstanding and inviting facilities including a Town Hall, County Library, Community Hall, Maintenance Building, corporate yard and storage area, and a variety of recreational playing fields. The Town's Historic Schoolhouse continues to serve as the official chambers for Council, Commission, and Committee meetings. To learn more about our town, please visit www.portolavalley.net.

THE ORGANIZATION

Incorporated in 1964, Portola Valley is a General Law Town and operates under a Council-Manager form of government with an elected five-member Town Council, with a rotating Mayor. The Town Council sets the policy for the Town, with valuable assistance from the Town's many active volunteer commissions and advisory committees.

The Town Council appoints the Town Manager, Town Attorney, and members of the volunteer commissions and committees. All other employees are appointed by the Town Manager.

The Town of Portola Valley is responsible for all governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract with the San Mateo County Sheriff's Department. The Town has a budget of approximately \$12 million with a total of 18 full-time employees. The Town's staff is highly team and customer-oriented, resulting in a friendly and professionally casual work atmosphere.

THE DEPARTMENT

The Town Manager's Office is responsible for the efficient administration of all functions and activities for which the office of Town Manager is given authority, responsibility, or control by Town Charter, by ordinance, by vote of the Town Council, or otherwise. The Town Manager's Office implements policy decisions of the Town Council, provides leadership and strategic direction to the organization and ensures that initiatives and programs align with the Town Council's mission. The Town Manager's Office departments includes Building & Planning, Finance, Public Works and the Town Clerk. The Town Manager's Office is supported by 5 FTE and has an annual FY22/23 budget of \$976,311.

THE POSITION

The Town Manager is appointed by the Town Council and acts as the chief administrative officer of the Town. The Town Manager is responsible for implementing the Town Council's policies, ordinances, and directives, overseeing the day-to-day operations of the Town, and ensuring that the Town's services are performed well and in accordance with Town Policies.



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In addition, the Town Manager appoints the Town's department directors and is responsible for the submission of the Town's Operating Budget and Capital Improvement Program, overseeing its administration after Council adoption, and keeping the Council advised of the Town's financial condition and future needs.



The Portola Valley Town Manager position is an excellent career opportunity with all of the elements that many local government professionals only dream about. Not only is Portola Valley a beautiful community that strives to retain its unique culture and high quality of livability, but the Town Council works together professionally and respectfully and has dedicated staff committed to an organizational culture of collaboration and friendly customer service.

THE IDEAL CANDIDATE

The Portola Valley Town Council seeks a straight forward and committed local government professional who understands the Council/Manager form of government and the complexities of local government finance, land use, housing, people/resource management, state and federal laws and emergency response/preparedness, and has the ability to lead an organization of talented staff. The next Town Manager will be politically aware, but apolitical. The person will be skillful at interacting with the public, responsive and diplomatic, patient, and understand

how to balance planning principles with the Town's commitment to work with the desires of the Portola Valley community.

This position requires a confident people person who can work effectively with the Town Council to provide sound, fair, and unbiased advice and recommendations on how to address critical policy objectives defined by the Town Council. The ideal candidate is an open and honest communicator with the ability to listen, say "no" when necessary, and is comfortable giving and receiving constructive feedback when interacting with the Town Council and Town residents. Candidates who have outstanding communication skills, are committed to transparency, and bring the right balance of operational and soft skills, including having strong operational, project management and policy skills while working collaboratively and effectively with the Town Council, staff and the community make ideal candidates.

The successful candidate will be a "hands-on" leader with the ability to be a strategic and forward thinking leader with excellent listening and analytical skills. The ideal candidate has a calm demeanor is honest, personable and approachable, innovative and solution oriented, with superior interpersonal skills. This person is experienced at giving clear public presentations and guidance, is creative and brings a "can-do" attitude to town-wide problems while managing the diverse day-to-day activities of the organization.

Town residents are known for their community volunteerism and serve on a variety of Town committees. This inclusive, open style of local government is embraced by the residents and is part of what makes Portola Valley a unique and desirable community. The next Town Manager will be comfortable in the environment and have a commitment to high touch

customer service to serve and respond to residents who have a strong spirit of engagement and interest in their community. The Town Manager will have an opportunity to engage the community in and lead the organization through critical initiatives, including those relating to affordable and workforce housing, housing element implementation, audit compliance, infrastructure, open space, fire safety and environmental matters, financial stability and revenue generation.

This career opportunity is ideal for candidates who are goal and solutions oriented with a strong work ethic and integrity, a demonstrated track record and commitment to excellent internal and external customer service, and have strong administrative and leadership experience serving in communities of similar size, scope, and complexity. Town/City Managers, Town Administrators, Assistant/Deputy City Managers or Department Heads are encouraged to apply.



Minimum qualifications include a Bachelor's degree in Public or Business Administration or related field and at least 5 years of experience with increasing responsibility in municipal government, including significant administrative and supervisory responsibility. A Master's degree is desirable.

COMPENSATION AND BENEFITS

The current salary for this outstanding opportunity is \$241,566. In addition, the Town offers an attractive benefits package, including:

RETIREMENT: The Town participates in CalPERS with a 2% @ 55 for classic members with a current employee contribution of 7%. For new employees covered under PEPRRA, the retirement formula is 2% @ 62 with an employee contribution of half the normal cost of benefit for both employer and employee. The Town participates in Social Security.

MEDICAL INSURANCE/FLEXIBLE DOLLAR AMOUNT: Generous contribution to Cafeteria Plan (section 125) for employee to select from CalPERS medical plans, opt out, or deferred compensation plan. The Cafeteria plan allowance is adjusted annually on January 1.

2022 MONTHLY FLEXIBLE DOLLAR AMOUNT:
Employee: \$1,071.33
Employee plus one: \$1,370.30
Employee plus two or more: \$1,392.73



SEARCH SCHEDULE

Filing Deadline..... June 14, 2023
Preliminary Phone Interviews w/Recruiter..... June 26 & 27, 2023
Recommendation of Candidates..... July 12, 2023

Finalists Interviews:

Panel Interviews..... August 2, 2023
Finalist(s) Interview, if needed..... August 3, 2023

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

MONTHLY OPT-OUT PAYMENT (FOR EMPLOYEES WHO OPT OUT):

Employee Only & Employee plus one: \$600
Employee plus two or more: \$800

VISION INSURANCE: Town paid for employee and dependents.

DENTAL INSURANCE: Town paid for employee and dependents.

DEFERRED COMPENSATION: Offered for Employees with no contribution cost from the Town.

VACATION: Up to 20 days per year, depending on years of service.

HOLIDAYS: 9 holidays per calendar year plus business days between Christmas & New Year's Day.

CREDIT UNION: Eligible to join San Mateo County Employee's Credit Union.

SICK LEAVE: 12 days accrued per year.

9/80 WORK SCHEDULE: Option for 9/80 Work Schedule.

GROUP-TERM LIFE INSURANCE: Town paid \$50,000 policy for Eligible Employees.

LONG-TERM DISABILITY INSURANCE: Town Paid for Eligible Employees.

TUITION REIMBURSEMENT: Up to \$3,000 per Fiscal Year.

The Town of Portola Valley is an Equal Opportunity Employer.



THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at maria@peckhamandmckenney.com, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com