



**CITY OF  
TRACY**

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*City Manager*

TRACY CITY HALL

## Tracy: Think Inside the Triangle

Tracy is a town where tradition is constantly reinvented. And while the City continues to move forward, it never leaves its foundation. Tracy is a diverse, growing community that never forgets its roots and maintains its small-town feel. The City presents countless opportunities for families, businesses, and anyone looking to join us on our road to municipal excellence.

One of the City's primary draws is its location. Tracy is centered in a triangle formed by the major interstates of 580, 205 and 5, situated just an hour from Sacramento, San Francisco and San Jose. A longtime bedroom community for those working in these urban hubs, Tracy has been experiencing rapid growth as the pandemic has encouraged even more people to seek out affordable homes while remaining close to the big cities.

Despite the City's growth, it remains a tight-knit community. Downtown festivals, parades, farmers markets, holiday celebrations, and a strong sense of community pride are as active as ever, and even more opportunities are on the horizon. It's an exciting time to be Inside the Triangle!

## Work Inside the Triangle: City Manager

The City Manager position in Tracy presents an incredibly exciting and rewarding opportunity for the right candidate.

As Tracy continues its upward trajectory, it needs a passionate leader to help the City realize its full potential. The right City Manager will value all the City has to offer, recognize where Tracy could be even greater and take decisive action to meet the goals of the City Council. A collaborative, experienced and ethical leader will go far in this role.

The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for the enforcement of all City codes, ordinances, and regulations; the conduct of all financial activities and the efficient and economic performance of the City's operations.



## TRACY IS ...

### Growing

Tracy's 2019 population of 90.7k is 4.14% higher than its 2018 population of 88.4k

### Central

Tracy is convenient to Sacramento, San Francisco, San Jose, the Bay Delta, Yosemite, Tahoe, and the San Francisco Bay.

### Diverse

61.4% of Tracy's population was born outside the U.S.

## City Manager: The Ideal Candidate

As demonstrated over the past decade, Tracy is a rapidly growing city that has the potential to welcome a plethora of economic development opportunities, a growing housing market and an expanding population of young families while retaining its small-town feel.

As Tracy's City Manager, you will have the chance to make real and lasting impacts on one of the Bay Area's fastest growing suburbs. The right person for this role will have extensive municipal experience from a comparable community with similar opportunities and challenges. Ideally, the right candidate will be an excellent generalist (though experience in economic development would be a bonus) and have a proven track record of delivering results. They will be personable and politically savvy — able to communicate effectively with many personalities and people from all walks of life. Additionally, the successful candidate will be a diplomatic yet strong leader. They will be able to collaborate effectively with council and staff, will stand behind their decisions, and be transparent and thorough in their communications.

# City Manager: Key Traits

## Experienced

The ideal candidate will have experience leading a large and complex City team and will be able to bring that expertise and stability to Tracy. They will be level-headed and able to handle difficult conversations with poise.

## Honorable

The next City Manager will always operate with the highest level of integrity. They will be honest and transparent in their communications with staff, Council, and the community. They will trust their staff to fulfill their duties and keep the Council apprised of the status of ongoing projects.

## Professional

The ideal City Manager will be a centered and self-assured leader. They will represent the City well, be able to separate constructive feedback from personal feelings, and conduct themselves with proper decorum at all times.

## Growth-minded

Tracy is a diverse community with many perspectives and values. The new City Manager will be understanding of the varying needs of the community. They will respect the tradition of Tracy while helping usher the City into a new era.

## City Manager: Typical Job Functions

*The following are examples of typical job functions that the City Manager may encounter. This list is not exhaustive and management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- ◆ Plans, organizes, and administers operations of the City; coordinates and evaluates the work of the City in accordance with applicable laws, codes, regulations and adopted policies and objectives of the City Council.
- ◆ Oversees the preparation of the annual budget for the City; authorizes budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- ◆ Advises the City Council on issues, programs, and financial status; prepares and recommends plans for City service provision, capital improvements, and funding; directs the development of proposals for action regarding City needs.
- ◆ Oversees the administration, construction, use, and maintenance of all City facilities and equipment.
- ◆ Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- ◆ Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- ◆ Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- ◆ Oversees the selection, training, professional development, and work performance of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- ◆ Ensures that the Council is kept informed of City functions and activities, as well as legal, social, and economic issues affecting City activities.
- ◆ Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- ◆ Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

## Experience & Education:

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

- Equivalent to a bachelor's degree in public or business administration, public policy, finance, or a related field
- Ten (10) years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity.
- An equivalent to a Master's Degree in Public or Business Administration is highly desired.

## Benefits:

*Annual salary for the City Manager position is up to \$262,444 depending on qualifications and experience. In addition, the City provides an excellent benefits package, which includes the following:*

- ◆ **Retirement:** CalPERS – (Formula is dependent on hire date & member status in CalPERS)
- ◆ **Social Security**
- ◆ **Health Insurance:** Generous City contribution to employee's cafeteria account for coverage towards medical, dental, & vision care
- ◆ **Life Insurance:** City-paid \$225,000 life insurance policy
- ◆ **Holidays:** 13 days/year; includes 2 floating holidays
- ◆ **Vacation:** 96 hours annually to start / Management Leave: 120 hours per year
- ◆ **Sick Leave:** 96 hours annually (unlimited accrual with medical bank option upon retirement)
- ◆ **Management and Professional Development Benefit:** \$2,960 per calendar year for job-related expenses
- ◆ **Vehicle Allowance:** \$500/month
- ◆ **Cell phone Allowance:** \$660/year
- ◆ **Tuition Reimbursement:** Up to \$2,500 per calendar year
- ◆ **Deferred Compensation Programs; ICMA & AIG (formerly VALIC):** Voluntary participation, City will contribute up to 5% of employee's base salary
- ◆ **Flexible Benefit Reimbursement Account:** Employees may elect to enroll in a Section 125 in a Pre-Tax Flexible Benefit Reimbursement Account

## The Selection Process

To be considered for this opportunity, please email your resume to Bob Hall at [talent@tripepismith.com](mailto:talent@tripepismith.com) by Oct. 8, 2021.

A limited number of applicants whose qualifications best meet the needs of the City will be invited to participate in the selection process. For questions about the process please call Bob Hall at **(714) 309-9104**.

The City reserves the right to modify the selection process at any time. Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and a thorough check of their employment history.

For more information, visit the City's website at [www.cityoftracyjobs.com](http://www.cityoftracyjobs.com).