



*City of Saratoga*

# ASSISTANT CITY MANAGER

## Recruitment

The City of Saratoga is seeking a personable, independent, and experienced local government professional to serve as its next Assistant City Manager. This dynamic and hands-on role is responsible for overseeing all functions of the City Manager and Community Services Departments. The incumbent serves as the City Manager's trusted advisor and assists with a variety of duties, including supporting the Saratoga City Council in the implementation of the Council's strategic goals, and major community initiatives to cultivate public awareness of key City issues and priorities, encourage public engagement, and promote a stronger sense of community.

**LEARN MORE WITHIN.**



**TRIEPEI SMITH**  
— TALENT SOLUTIONS —

To be considered for this exciting career opportunity, please apply online through [www.calopps.org/city-of-saratoga](http://www.calopps.org/city-of-saratoga) by Friday, April 21, 2023.

# About Saratoga

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800s and early 1900s. Saratoga residents place an emphasis on retaining the quality of the City's semi-rural ambiance and unique character. The City also is home to Villa Montalvo and the Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

In addition to its cultural venues, the City of Saratoga offers a wide array of recreational opportunities. The City has 14 parks, hundreds of developed parkland and numerous trails that allow for an assortment of activities. Additionally, Saratoga is closely located to regional parks with excellent hiking and horseback riding trails.

## CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently, more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other government agencies including law enforcement services through the Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation and senior programs provided by the Saratoga Area Senior Coordinating Council. In addition, library services are provided by Santa Clara County Library District and sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

## CITY DEPARTMENTS

**City Manager**

**Community Services**

**Administrative Services**

**Community Development**

**Public Works**

## SARATOGA BY THE NUMBERS

**\$26 M** 2022-23 General Fund  
Operating Budget

**57** FTE Positions

**30,200** Population

**13** Square Miles Incorporated Area

**94%** Residential Areas of the City

**200** Acres Parks & Open Spaces

## About the Position

# Assistant City Manager

### THE ROLE

The Assistant City Manager (ACM) is a member of the City's executive team and works closely with the City Manager and the City Council and is responsible for providing administrative direction for all functions and activities of the City Manager and Community Services Departments, including supervision of the City Clerk, Public Information Officer, Administrative Analyst I/II, Facilities Administrator and Executive Assistant.

The ACM serves as the liaison to several City Commissions, preparing agendas and minutes, advising Commissioners, and supporting the implementation of Commission work plan efforts. Currently, the ACM position is responsible for the Library & Community Engagement Commission and the Public Art Commission.

The ACM is responsible for fostering cooperative working relationships with the City Council, City departments, intergovernmental and regulatory agencies, and various public and private groups. In addition, the ACM provides communication support for the Mayor and Council, such as preparing replies to constituent emails and remarks for Council Meetings and City events. In supporting citywide communications and engagement efforts, the ACM will work closely with the Public Information Officer and Administrative Analyst I/II to implement significant efforts, such as assisting with and providing guidance on the recent Housing Element update communications and engagement effort.

The ACM also provides assistance and support to the City Manager with the operational management of the City, including managing various service agreements and the contract for law enforcement services with the Santa Clara County Sheriff's Office.

The City's Facilities Administrator position will soon be phased out. In their initial 4-6 months, the ACM will oversee the position in its transition and will have the opportunity to assist with the transition to a contract-based facility and park rental solution.

The ACM serves as a liaison to the Santa Clara County Sheriff's Office, Santa Clara County Fire Department, and Santa Clara County Office of Emergency Management, overseeing various public safety programs and initiatives on behalf of the City, including the Saratoga Community Emergency Response Team (CERT).

#### View the Job Description

[Saratoga.CA.US/DocumentCenter/View/2449/Assistant-City-Manager](http://Saratoga.CA.US/DocumentCenter/View/2449/Assistant-City-Manager)

[www.Saratoga.CA.US/DocumentCenter/View/2449/Assistant-City-Manager](http://www.Saratoga.CA.US/DocumentCenter/View/2449/Assistant-City-Manager)





## THE IDEAL CANDIDATE

The City of Saratoga is looking for an individual who will embrace the City's values and have technical experience suited to a small city. The ideal candidate will be a strategic, forward-thinking leader who will excel at project management and managing multiple ongoing processes and requests, and providing superior customer service. They will be personable and politically astute, with extensive municipal experience working directly with elected officials. The candidate must be an independent thinker who takes initiative, uses sound judgment in their decision making and must utilize high levels of collaboration, patience and persistence in providing service to and working with City staff, City Council, outside agencies and the public.

The ideal candidate must be an exceptional writer and speaker as they will be expected to provide technical information to the City Council and the City Manager. The successful candidate will work closely with the City Manager and the executive team in providing the best strategic advice, counsel, and recommendations to the City Council.

## Note From the City Manager



Saratoga residents share a commitment to the strength of the community, whether they participated in the founding of the City of Saratoga in the mid-'50s, or recently relocated. This is reflected in the values and priorities of the City Council, which is united in sustaining the longstanding character of the City, honoring its history, and celebrating the incredible diversity of Saratoga. Many of the City's employees, myself included, have impressive tenures due to the high regard of staff shared by the City Council and Saratoga community.



The Assistant City Manager is a key partner in implementing the vision of the City Council and community, taking a hands-on approach in supporting the Mayor and major community initiatives, such as public safety, strategic City communications, and community engagement programs and events. The Assistant City Manager is truly a working manager, implementing programs and efforts independently, as well as side-by-side with staff in the City Manager's Department and the rest of the City. I look forward to working with an Assistant City Manager who shares Saratoga's values and is committed to becoming an active member of the community.



## QUALIFICATION REQUIREMENTS

**Experience:** Five years of administrative management/supervisory experience in a municipal government setting.

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration or a related field. A Master's degree is strongly desired.

**Certification:** Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

## COMPENSATION & BENEFITS

**The City of Saratoga provides an excellent compensation and benefits package.**

**The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate.**

**The annual salary range for Steps 1-5 is \$209,788.80–\$255,008.00.**

The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

**CalPERS Retirement Plan:** 2% at 60 retirement formula for "Classic Members" or 2% at 62 retirement formula for "New Members" (PEPRA)

**CalPERS Health Insurance:** The City provides a generous employer contribution toward the purchase of medical coverage and offers Comprehensive HMO and PPO plan options available through CalPERS

**Dental Programs:** Employer paid comprehensive in and out of network plan options available

**Life Insurance:** Employer paid coverage life term policy (\$150,000)

**Long Term Disability:** Employer paid coverage of 66-2/3% of salary to a maximum of 2,000/month, with an employee option to purchase additional coverage, up to a maximum of 8,200/month

**Deferred Compensation:** The City will match at-will employee contributions to a deferred compensation account up to a maximum of \$250.00 per month

**Paid Time Off:** PTO is accrued at a rate of 22 days per year

**Car Allowance:** \$275.00 per month

**Holidays:** The City observes 13 holidays

**Paid Administrative Leave:** 65 hours of paid administrative leave is granted every fiscal year

**9/80 City Work Schedule:** Nine hour days Monday through Thursday, eight hours one Friday, off the next Friday

[View the City's 2023 Employee Benefits Summary](https://www.saratoga.ca.us/DocumentCenter/View/155/Employee-Benefits-Summary-PDF)  
[Saratoga.CA.US/DocumentCenter/View/155/Employee-Benefits-Summary-PDF](https://www.saratoga.ca.us/DocumentCenter/View/155/Employee-Benefits-Summary-PDF)

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# How to Apply



As part of your online application, provide the City with a cover letter, resume, and list of five professional references. References will not be contacted until mutual interest has been established.

