



The
CITY OF OAKLEY

*Invites your interest
for the position of*

ASSISTANT
CITY
MANAGER

Our Mission

*The City of Oakley will create a resilient future that fosters and
attracts a vibrant and evolving community that welcomes and
values all people*

OUR COMMUNITY & CITY GOVERNMENT



The City of Oakley was incorporated in 1999 and operates under a Council-City Manager form of government. The five council members run under district elections, with four year terms. The Mayor and Vice Mayor are selected annually by their peers to serve one-year terms.

Under the direction of the City Manager, city services include Police, Public Works Engineering, Parks, Community Development, Recreation and

Administration. Utilities and Fire are provided by special districts. Oakley has a staff of just under 100 employees and an annual operating budget of \$71M.



The City of Oakley is a community of approximately 45,000 residents located in the eastern portion of Contra Costa County in the San Francisco Bay Area.

This time in the City's history is filled with excitement, growth and so much possibility. Oakley has blossomed into a growing suburban community of planned business and commercial development, landscaped parks, shopping centers and abundant leisure opportunities, including excellent fishing and recreational boating along the Delta. Oakley is a thriving and engaged community and a place that many call home.

Our values guide us on a PATH to where we want to LIVE, WORK, and Play in the heart of the Delta



THE POSITION

The Assistant City Manager (ACM), is a critical role having direct interaction with City Council, Department Directors, businesses and the community as a whole. Under the direction of the City Manager, the ACM oversees and directs assigned programs and functions of the City as well as provides highly responsible and complex support to the City Manager and staff. The position will specifically oversee the City's emergency management program and the IT contract as well as act as the Public Information Officer. Experience in these areas is highly desirable.



THE IDEAL CANDIDATE

The ACM is a visible member of the city and must uphold the highest standards of conduct and integrity. This ethical leader is technically savvy, has deep understanding of the city's practices, is politically astute and knowledgeable of laws and regulations governing the city's work.

The ideal candidate will have a passion for public service, empathy towards others as well as innovative ideas to move the city forward. As a small, but growing city, candidates will be a working member of the team and will be successful utilizing the lead by example model.

Candidates should have a demonstrated history of identifying and responding to community and City Council concerns and needs. An ACM with a high level of emotional intelligence will be valued along with advanced leadership and management skills and a proven ability to lead teams of executive level staff.

A bachelor's degree with major courses in public administration or related field as well as five (5) years of increasingly responsible experience in municipal administrative work is required.



Message from our City Manager

"I am looking for someone who is self-motivated, willing to take on a variety of assignments, is rooted in doing the right thing no matter how hard that is and most importantly, a person that is committed to making Oakley the best we can possibly be."

COMPENSATION & BENEFITS

The City of Oakley offers a competitive salary and benefits package.
The salary range for the ACM is **\$192,522-\$234,012**

The following is a summary of the benefits provided

- CalPERS Retirement 2% @ 60 for Classic or 2% @ 62 for PEPR (If Classic, City pays employee contribution to CalPERS)
- Health Benefits (Kaiser, Health Net, Anthem Blue Cross) with City contributions for family up to \$1,835 monthly
- Dental/Vision for employee and dependents paid by the City
- Life Insurance-\$100,000 term life policy with AD&D paid by the City
- Long-Term Disability paid by the City
- 14 Paid Holidays, 96 hours of Management Leave and incremental vacation and sick depending on years of service
- Cell Phone Stipend of \$76 per month
- Deferred Compensation-City will match up to 1% of base pay
- Retiree Health Saving-City contributions of \$50 per pay period and mandatory employee contribution of \$25 per pay period

APPLY NOW

The closing date of this recruitment is
Friday, March 10, 2023 @ 5pm.

Those most qualified candidates with demonstrated experience will be invited to an in person interview tentatively scheduled for the week of

March 20, 2023.

Please apply at on our careers page
<https://www.governmentjobs.com/careers/oakley>

Inquires are encouraged and will remain confidential.

Please contact HR Director, Jeri Tejada
925-625-7014 or tejeda@ci.oakley.ca.us

