



The City of Portola, California invites you

to consider leading the City as its next

City Manager

Applications will be accepted until June 13, 2024

The City of Portola (pop.2,104) is a California General Law city with a Council-Manager form of government. It is the only incorporated city within Plumas County. Five members are elected to the City Council along with a City Clerk and City Treasurer. The City is a full-service city, including: water, wastewater, street maintenance, snow removal, emergency management, solid waste, animal control, building regulation, planning, parks and recreation, a seasonal swimming pool, code enforcement, and law enforcement (under contract with the Plumas County Sheriff's Office).



The Community

Portola treasures its quality of life, affordable lifestyle, safe living environment, and its desirability for raising a family in a rural setting. Located in the eastern portion of scenic Plumas County in the high Sierra, the City takes pride in its close

social community networks and year-round outdoor recreational opportunities. Portola was founded as a Western Pacific Railroad hub and still serves the Union Pacific Railroad's beautiful Feather River route. The Western Pacific Railroad Museum located in the City enables visitors a hands-on experience including the opportunity to actually operate a locomotive.

The Middle Fork of the Feather River flows through the City and features a river walk, fishing, and other water-based recreational opportunities. The community is the home of quality schools and offers a critical access hospital with 24/7 ER and ambulance service that serves a wide variety of needs, including professional long-term care. Portola has a socially and racially diverse population. Employment for its residents includes professional services, Forest Service, railroad, logging, healthcare, and a variety of small business ownerships.

Residents, numerous retirees, and visitors alike can enjoy the disc golf course located within the City as well as seven excellent golf courses within a 10-mile radius. Portola is the epicenter of endless bike, OHV, and snowmobile trails north of Lake Tahoe. Fine dining and vacation retreats are prominent in the vicinity. Reno, Nevada and the Truckee/Lake Tahoe area are less than an hour away.

The Position:

The City Manager position is codified in the City of Portola Municipal Code. The Manager reports to the City Council and serves as the chief administrative and operations officer of the City. The City Manager is responsible for assisting the City Council in developing policies, and short-term and long-term goals and objectives. He/she delivers and presents the City's operational budget to the City Council for review and approval; is responsible for procedures and policies to facilitate the City's day-to-day and long-range activities, as well as developing and maintaining constructive working relationships with intergovernmental organizations, the community, and private businesses. The City Manager is an Exempt Employee and serves at the will of the City Council under a contractual relationship.

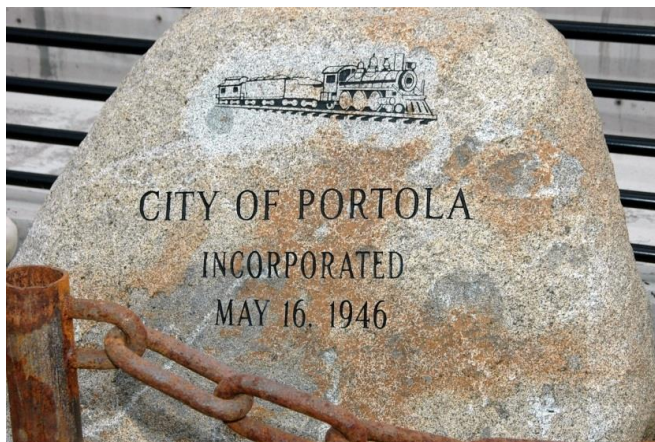
Duties include:

- management, supervision and evaluation of all City staff
- administering and implementing all human resource functions of the organization including the hiring, training professional development of municipal employees
- overseeing financial matters including budget development, municipal bonding and debt service
- coordinating and administering planning and community development activities on local and regional land use matters
- administering contracts for services including: finance, law enforcement, animal control, legal, solid waste management, and engineering
- development and administration of various grant applications
- monitoring and facilitating operations of the City's water and wastewater utility systems
- managing franchise agreements for electric power supply and refuse collection
- directing communication with citizens by website and social media; resolving citizen complaints or problems which cannot be appropriately handled by support staff
- acting as the technical advisor to the City Council; and performing other duties and functions as the Council shall from time-to-time assign



Ideal Candidate:

The ideal candidate is capable of managing a small city with a staff who all “wear many hats”. Desirable qualities of the new City Manager include an ability to establish and maintain cooperative working relations with City staff,



elected and appointed government officials, community groups, and contractors; experience with economic development, management of development agreements; public relations and good communication skills; an understanding of Federal laws and regulations, California municipal and employment law, the Public Records Act, The Brown Act, and an in-depth knowledge of a full-service city daily responsibilities,

emergency management and disaster response operations, and financial recovery mechanisms.

In addition, the ideal candidate will be a team builder; be a self-starter and motivator, provide creative solutions, and be calm under pressure. He or she must be able to provide leadership that will inspire, motivate, and empower staff and department heads to achieve the City Council's goals. The ability to strategically present all viable options and alternatives for the City Council's consideration with full disclosure of pros/cons without bias is essential as well as a commitment to transparency in government.

The City Manager is expected to reach out and be a part of the community with respect for its needs and desires, to have early involvement with community organizations and to attend community functions.

Opportunities and Challenges:

GROW CITY REVENUES TO ASSURE ON-GOING FISCAL STABILITY

As a result of the City Council's conservative budget and financial management policies, the City enjoys a strong and stable fiscal situation. In order to keep that stability, it is imperative to review and search for revenue sources.

STRENGTHEN COMMUNITY CONNECTIONS AND ENGAGEMENT

Expanding the City's use of social media and other methods of communications to more effectively inform and engage citizens in City activities and issues is a key priority for the City Council.

BLIGHT REMOVAL

A major priority for the City Council is to improve the general look of the City to attract new residents, businesses and recreation opportunities.

Education, Experience, and Other Requirements:

A Bachelor's degree in public administration, business administration or a related field with strong management and budget capabilities is required (Master's degree preferred) and at least five current years of successful, progressively responsible management experience in municipal government or other local government agencies (experience in California preferred). Equivalent combinations of education and applicable professional work experience will be considered that will have imparted to the candidate the several capabilities, skills and attributes identified above. Demonstrated records of accomplishment in management and a history of stable employment are essential attributes.

Special Requirements:

Must be able to attend meetings of City Council and other boards and commissions as required and travel to meetings and conferences as necessary. Must possess a valid California Driver's License and provide evidence of automobile for business use insurance at the time of appointment. Must be able to meet bonding requirements and must qualify for membership in the International City/County Management Association (ICMA). Must be willing to relocate to the Portola area, with a 15-minute response time to City Hall (preferably within the City limits).

Salary:

Salary: \$105,000 - \$135,000 DOE

Benefits:

Management Leave – Annual rate of 40 hours, prorated from date of hire;

Vacation – Based on years of service up to 20 days annually;

Sick Leave – Accrued at 4 hours for every 80 hours worked;

Holidays–14 days annually;

Medical/Dental/Vision/Prescription Drugs – Choice of two generous plans available with significant amount paid by City for Employee or Employee + Family. Further details upon request;

Retirement: CalPERS Classic Member – 2.7% at 55 employees pay 8%: New member 2% at 62 with 7.75% employee share

Life Insurance

Auto: City provided or Auto Allowance

Payment for Professional Organization Membership

Relocation expenses: negotiable

Application:

Call 530.832.6803 for more information or to request an application form and recruitment brochure. The application form and brochure are also available on-line at www.cityofportola.com. **A City application, cover letter, and resume must be provided to the City** and may be mailed to:

City Manager Recruitment

City of Portola

35 Third Ave

P.O. Box 1225

Portola, CA 96122

or sent electronically to CM2024@cityofportola.com with the subject line: **City Manager Recruitment**

Questions should be directed to

Special Note: Communication with City Council Members in advance or during the selection process is prohibited and will result in disqualification.