



# City of Plymouth California

## EMPLOYMENT OPPORTUNITY

### City Manager

#### 1 Full-Time Position Available

Application Deadline: Open Until Filled

First Review June 24, 2022

The City of Plymouth is Not a PERS Agency

The City of Plymouth is seeking a City Manager / Chief Administrative Officer experienced in public sector management with a desire to lead the City in continued growth

The City Manager is appointed by the City Council and assists the Council in development of public policy, provides oversight for all municipal policy, and provides oversight for all municipal services:

- Finance and Grant Administration
- Public Safety Contracts
- Employee Relations
- Planning and Building Safety
- Water and Sewer Utilities Billing
- Public Works Including Water and Wastewater Treatment Plants, Parks and Streets
- Assumes full management responsibility for all Finance Department programs, services, and activities, including finance, treasury, accounting, purchasing, billing, and customer service activities.

#### Experience/Education

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

- Bachelor's degree in Public Administration, or closely related field (major coursework in public administration, finance, accounting, economics, business or a related field). A Master's Degree in Public Administration or a related field is highly desirable.
- Five to Seven (5 to 7) years of management and/or administrative experience in municipal oversight, policy creation, employment laws, accounting; including two (2) years of increasingly responsible municipal management experience.

#### Knowledge/Skills

- Comprehensive understanding of municipal codes and policies,
- California Government Code and Civil Code,
- Health and Safety; administrative principles, methods, and practices including goal setting, program and budget development, program implementation, and personnel management; and
- Techniques utilized in administrative analysis, fiscal planning and management, and program development; and
- Principles and practice of budget development and administration; funding sources impacting program and service development; social, political, and
- Environmental issues influencing program administration; and
- Principles and practices of contract administration, evaluation, and administration.
- General *knowledge* of legal and management principles and requirements dealing with employer-employee relations issues.