



City of Plymouth California

EMPLOYMENT OPPORTUNITY

City Manager

1 Full-Time Position Available
Application Deadline: Open Until Filled

Plymouth is a small city in California's gold country, 35 miles from Sacramento. Historically, a gold mining town, Plymouth is nestled in Amador County's wine country, and today, tourism and hospitality is one of the primary sources of economic growth in the region.

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

Experience/Education

A 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 commensurate experience (preferably 5 to 7 years), relating to public administration, finance, business or economic development, community development, planning, or similar experience or education.

Responsibilities

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

- Finance and Grant Administration
- Public Safety Contracts
- Personnel Management
- Planning, and Community Development
- 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.

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
- Techniques utilized in administrative analysis, fiscal planning and management, and program development
- Principles and practice of budget development and administration; funding sources impacting program and service development; social, political
- Environmental issues influencing program administration
- Principles and practices of contract administration, evaluation, and administration
- General knowledge of legal and management principles and requirements dealing with employer-employee relations issues