

**Mayor**  
Lois Wynne  
**Mayor Pro Tem**  
Jeff Chedester  
**Council Members**  
Ray Madrigal  
Eddie Neal  
William Siegel



**Office of the  
City Manager**

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## Staff Report

ITEM NO. 2-4

**To:** Lemoore City Council  
**From:** Brooke Austin, Executive Secretary   
**Date:** January 29, 2015 **Meeting Date:** February 3, 2015  
**Subject:** City Manager Recruitment

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### **Discussion:**

At the last meeting, Council decided to use the City's in-house recruitment process to begin the search for a new City Manager. Recruitment materials have been updated and the recruitment flyer is attached for your approval. Once approved, the recruitment will be opened and advertising will begin.

The recruitment is proposed with a closing date of March 31, 2015. Once applications are screened, qualified applicants will be invited to participate in the remainder of the recruitment process. The recruitment process is anticipated to consist of a citizen review committee, an expert review committee, an assessment center and Council interviews.

### **Budget Impact:**

Expenses associated with the production of recruitment materials, advertising, and candidate screening will likely range from \$4,000 to \$5,000.

### **Recommendation:**

That the City Council, by motion approve the City Manager Recruitment Flyer and provide staff direction regarding the candidate screening process.

# City of Lemoore Salary & Benefits

*The salary for the City Manager is open and negotiable, depending on qualifications. Appointment may be made at any salary range and step.*

**Retirement** - The City participates in CalPERS 2% at 55, with the employee contributions paid by the City for classic CalPERS members, and 2% @ 62 without City-paid employee contributions for those new to the California Public Employees Retirement System.

**Deferred Compensation** - 4% if employee contributes at least 2%

**Health and Dental** - 70% paid by City

**Vacation** - Sliding scale starts at 11 days with up to 20 days annually

**Sick Leave** - 1 day per month bankable and convertible to CalPERS credit with no cap

**Life Insurance** - \$20,000 term coverage paid by City

**Disability Insurance** - State disability insurance paid by City

**Other Benefits** - Housing assistance up to \$10,000 in the form of a forgivable loan



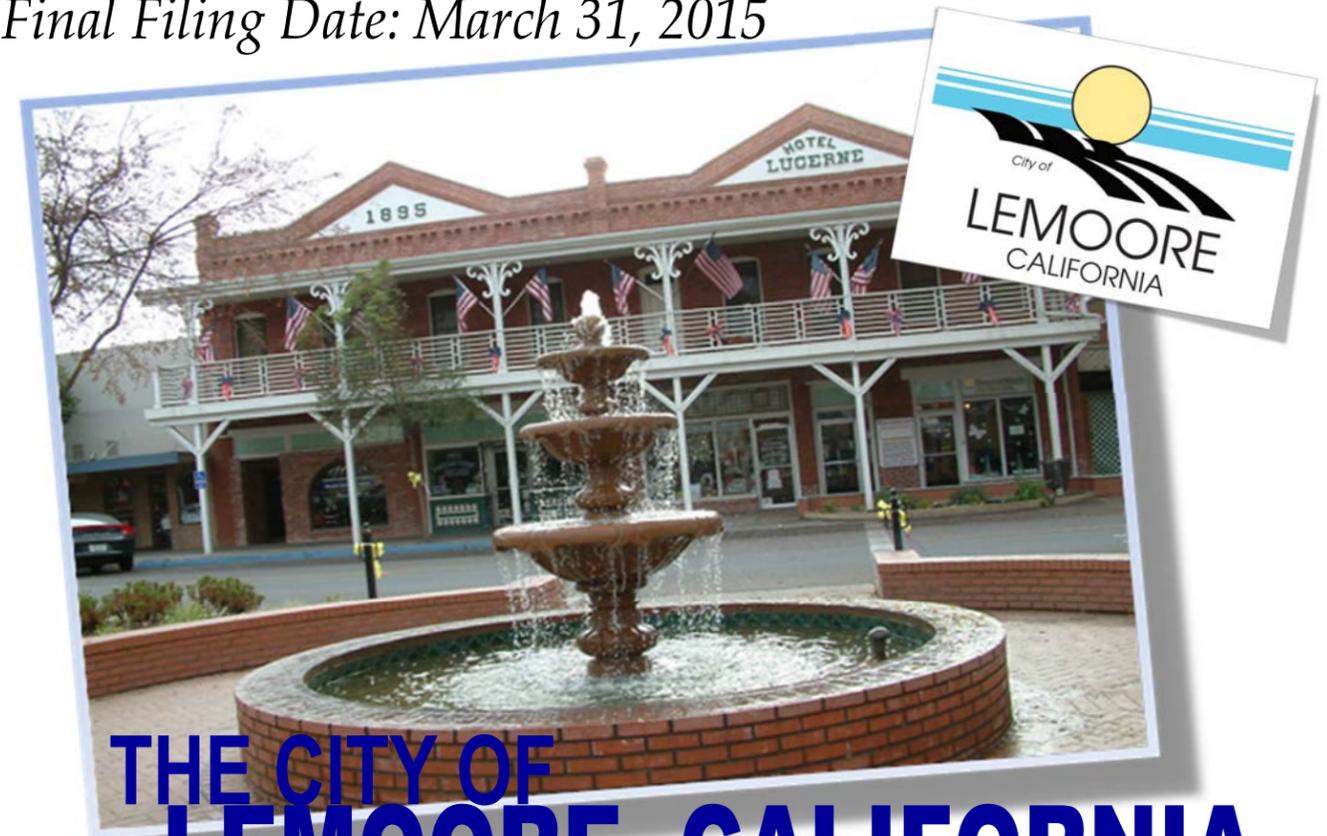
To Apply Visit  
[www.lemoore.com](http://www.lemoore.com)



Human Resources Office  
119 Fox Street  
Lemoore, CA 93245  
Phone: 559-924-6700

Application materials are available at [www.lemoore.com](http://www.lemoore.com). Submit a resume and City of Lemoore Employment Application to the Human Resources Department by March 31, 2015. Candidates must clearly demonstrate through their application materials that they meet all employment qualifications outlined. Following the closing date, all applications and resumes will be reviewed. The most appropriately qualified candidates may be asked to provide supplemental information and a select group of candidates will be invited to participate in further assessment, including an oral exam. The final candidates will be asked to provide work-related references and consent to a background and credit check before a final interview with the City Council. References will only be contacted when mutual interest is established.

Final Filing Date: March 31, 2015



THE CITY OF  
**LEMOORE, CALIFORNIA**

is pleased to announce it is currently recruiting for the position of

**CITY  
MANAGER**

*Base salary is negotiable DOQ*



The City of Lemoore is a financially stable charter city municipality operating with a Council-Manager form of government. Under this type of government, the elected City Council establishes policy and the City Manager is responsible for executing such policy. Accomplishment of the City's mission is the responsibility of the City Manager through the heads of the various departments, including Finance, Public Works/Planning, Parks and Recreation, Police, and Volunteer Fire Departments.

The City of Lemoore has a \$9.4 million General Fund Budget with a healthy \$8.1 million reserve. There are also three enterprise funds with revenues totaling \$11.3 million annually.

## The Community

The City of Lemoore, population approximately 25,000, is located in the heart of the San Joaquin Valley, equidistant between San Francisco and Los Angeles. Lemoore's population continues to grow as new residents are attracted to the high quality of life and available economic opportunities, and the expansion of the Lemoore Naval Air Station (NAS).

The tree-lined streets of Lemoore's healthy and vibrant downtown feature a full array of gift shops, boutiques, clothing stores, salons, banks, and florists. Lemoore combines the best of small town living with modern conveniences. Lemoore has a community college, a 10-screen stadium seating movie theater, and much more. Lemoore is an affordable place to live and has a wide variety of quality homes starting around \$175,000. Major employers in the City include Leprino Foods and Olam Tomato Processors.

NAS Lemoore is located just 5 miles west of the city. It is the Navy's newest and largest master jet base. It provides many positive impacts to the region's culture and economy as Lemoore is home to many active duty sailors, dependents, retirees and defense contractors.

## The Position

While the City Council and City Manager recognize there are clear lines between the legislative and administrative branches of city government, they are committed to work together in a team approach to meet the needs of the community.

Operationally, the City Manager must focus on the goals of the City Council and work to achieve those priorities. Internally, a high level of information sharing will be vital in the efforts to move in a direction consistent with Council goals. The current needs of the workplace will require a candidate skilled in organizational planning and labor relations, with a personal commitment to business excellence.



## The Ideal Candidate Will Be

- A strong, consistent, and approachable leader with outstanding team-building skills that is capable of clear delegation, holding employees accountable, and addressing conflicts directly. The ability to openly and clearly communicate with staff will be critical.
- A transparent communicator willing to engage in open dialogue with the City Council, citizens, and staff at all levels.
- Knowledgeable of Lemoore's current economic and demographic challenges, and focused on improving the economic climate of the City through expanding development, business, and employment opportunities.
- Capable of promoting mutually beneficial relationships with NAS Lemoore, Lemoore Elementary and High School Districts, West Hills Community College, and Kings County.

## Experience and Education Requirements

- Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or related field. A master's degree in public administration or a closely related field is desirable.
- Seven years of increasingly responsible experience in municipal government, including five years of administrative and supervisory responsibility, preferably as a City Manager or Assistant City Manager.
- Strong background in public sector finance is preferred.

## Qualified Applicants will have the ability to

- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex program budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships

## Qualified Applicants will have working knowledge of

- Operational characteristics, services and activities of a municipality
- Advanced principles and practices of public administration
- Principles and practices of program development and administration; municipal budget preparation and administration; personnel administration; supervision, training, and performance evaluation; and business letter writing and report preparation
- Rules and regulations governing public meetings
- Pertinent Federal, State, and local laws, codes, and regulations.