



Be a part of a progressive and pioneering community.

CITY MANAGER

CITY OF SANTA MARIA, CALIFORNIA

ANNUAL SALARY: \$241,825—\$344,351 DOE/DOQ

THE CITY OF SANTA MARIA IS SEEKING A VISIONARY CITY MANAGER who will serve as a pillar of the community, uphold the mission and priorities of the City Council, and develop winning strategies to help shape the future of a growing city. In this influential position, the City Manager will oversee 10 departments, a Citywide dedicated staff of 700, and a biennium operating budget of approximately \$277 million. The ideal candidate has experience in urban development and championing large projects in the public sector from inception to completion, such as downtown redevelopment; large-scale technology overhauls; city destination marketing campaigns; and/or robust capital improvement projects. They will also be fiscally savvy and budget minded, with a wealth of municipal government, operations, and public administration experience. The new City Manager will be a forward-thinking leader who values teamwork and community engagement. They will immerse themselves in developing improved processes and operations, handling challenging conversations head on, and leveraging their communication skills to develop a shared vision. If you are seeking longevity in your role and feel enthusiastic about the future of Santa Maria, this role is for you. *Apply today!*

the CITY

THE CITY OF SANTA MARIA is located on the beautiful Central Coast of California and covers over 23 square miles of primarily agricultural land. With a diverse population of approximately 110k constituents and a median age of 29, Santa Maria is rapidly growing and attracting new visitors from far and wide. It has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and proximity to beaches, cultural arts, a local airport, and higher education institutions. Santa Maria has a renowned wine culture, with 32+ wineries and tasting rooms. The region's rich farmland supports the City's main export crops of strawberries, broccoli, and celery while visitors and residents alike enjoy culinary traditions from around the world. With a growing economy and young working-class constituency, the future of Santa Maria is bright.



the CITY GOVERNMENT

THE CITY OF SANTA MARIA IS A FULL-SERVICE CHARTER CITY, which has 700 employees in 10 departments which include Police, Fire, Utilities, Public Works, Recreation & Parks, Library, Community Development, Finance, the City Attorney's Office, and the City Manager's Office. The City is a municipal corporation governed by an elected **City Council of five members**, with the policy being set by the elected body and carried out by the appointed City Manager. The Council adopts goals every other February ahead of the two-year budget, which is currently approximately \$277 million. Currently, the City government's goals are focused on public safety, family recreation, and streamlining small business permits.

CLICK
LINK

[VIEW THE CITY'S 2023-2024 GOALS AND OBJECTIVES](#)

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BUTTON

the CITY MANAGER'S OFFICE

THE CITY MANAGER'S OFFICE PROVIDES OVERALL DIRECTION and coordination of City operations to ensure that the City Council's adopted service goals are met or exceeded and that costs do not exceed budget restrictions. The City Manager's Office includes City Clerk, Human Resources, and Information Technology Divisions, as well as contracted Economic Development services. The Office provides effective communication and transparency about City operations through proactive and responsive relations with the news media, and manages the City website, and oversight of local public access television. The City Manager's Office works closely with the City Council by developing, advising, and making recommendations to the Council on policies, programs, and various business matters, and implementing the Council's decisions.

SMART CITY, SAFE CITY

Santa Maria has adopted an exciting vision called **SMART CITY, SAFE CITY**—a foundation for economic growth, prosperity, and sustainability with innovation and technology.



SMART CITY: a wide and growing assortment of tools to create efficiency in daily operations and be kinder to the environment. These range from apps, public Wi-Fi, high-speed fiber-optic lines, computer kiosks, smart meters, electric buses, and much more.

SAFE CITY: more than just crime prevention—safety includes faster emergency response time, Police text alerts, proactive traffic plans to prevent accidents, increased access to vital services, and ensuring better preparation to serve everyone who lives in Santa Maria.

UPCOMING GOALS & OPPORTUNITIES

The City Manager will champion many forward-thinking projects and initiatives, including:

- General Plan Update
- Electric Bus and Fleet Transition
- Affordable Family Housing
- Evolving Regional Fire Service
- Regional Flood Control
- New Landfill Construction
- New Wastewater Treatment Plant
- Parks & Landscaping Special District Assessment
- Finance Department ERP System Implementation
- Employee Wellness & Development
- Regional Sports Park
- Business Improvement District

the JOB & IDEAL CANDIDATE

THE CITY MANAGER WILL OVERSEE THE DAY-TO-DAY FUNCTIONS of government while establishing Santa Maria as a destination City. In this role, you will provide accurate and timely information and recommendations to the City Council, ensuring that informed decisions are made, policies and programs are implemented, and the operations of City services are effectively managed. The City Manager will oversee the financial success of Santa Maria and its 10 departments as well as its considerable Capital Improvement Program. As a close collaborator with the Council, the City Manager will be a diplomatic and tactful leader when discussing project budgets and cost-saving measures. This position will oversee operations and infrastructure, improve efficiencies and processes, and possess a strong understanding of interdepartmental collaboration. They will develop staff and be an important public-facing leader, while nurturing vital relationships with community groups, public agencies, local businesses, and other levels of government. The new City Manager will seek to understand the agricultural roots of the community and how to use this understanding in formulation of future annexations to the City.

The ideal candidate is a strategic leader who can execute transformative projects and lead a diverse community to new heights. The City of Santa Maria is not just looking for someone with prior city manager experience—but someone who can bring leadership experience in operational department functions, fresh ideas and a clear vision to this growing city. Santa Maria is on the cusp of significant developments, from downtown redevelopment to improving infrastructure and updating the City's general plan. As the next City Manager, you'll be at the forefront of these transformations. The ideal candidate is an inclusive leader with experience in both finance and economic development. A background in urban planning and affordable housing is helpful, as the City Manager will work in conjunction with developers to construct residential housing for the region's working-class families. The City is seeking a candidate with a desire to integrate and live in the community, who envisions a future as a dedicated, long-serving City Manager.

The ideal candidate will also be...

- **Globally Minded:** Value diverse points of view, identifying partnership opportunities and exhibiting coalition-building skills.
- **Visionary:** Creative and enthusiastic about communicating their vision for the City's future.
- **Strategic:** Effective at assessing community needs, the City's current strengths and limitations, and potential outcomes.
- **Financially Savvy:** Highly experienced in budget creation, resource allocation, and implementation, as well as revenue growth. Experience with grant management and effective CIP budgeting is desired.
- **Diplomatic:** Works well with elected officials and navigates the political environment effectively.
- **Results-driven:** Motivated by a positive end result, with the skills to manage a project to completion.



EMPLOYMENT STANDARDS

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying, however a typical way of obtaining these are:

Education: Bachelor's degree from an accredited college or university in a related field.

Experience: Significant years of leadership and management experience to perform the job effectively, preferably at City Manager, Assistant City Manager, major Department Director, or comparable level.

Driver's License: Possession of a current driver's license. Must be bondable.

Background Investigation: Completion of a background investigation to the satisfaction of the City.

Substitution: The City will consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

DESIRED

Education: Master's degree in business, public administration, finance, or related field.

Experience: California public sector experience, with an emphasis on knowledge of public works, operations, or finance.

Certification: Desired licenses and/or certifications associated with the assignment, such as the Credentialed Manager Certification—by ICMA.

Bilingual: Spanish-speaking candidates are encouraged to apply.



SALARY & BENEFITS

The salary range is: **\$241,825–\$344,351 DOE/DOQ annually** plus a generous benefits package which includes:

AUTO ALLOWANCE. An annual allowance of \$309.23 bi-weekly.

FLEXIBLE SCHEDULE. 9/80 or 5/40 schedules available and telework available.

TELEPHONE/PDA STIPEND. Stipend of up to \$115/month.

RETIREMENT. Tier 2 – CalPERS 2% @ 55; 3-year FAS; Employee required to pay entire members contribution Plus 2% of employer contribution. Tier 3 (PEPRA) – CalPERS 2% @ 62; 3-year FAS; Employee required to pay 50% of the total “normal” cost of the benefit (determined by CalPERS annually) Plus 2% of the employer contribution.

DEFERRED RETIREMENT. City will contribute two percent (2%) of salary per pay period toward an IRS-approved 401(a) plan. Employee can also contribute to a 457 plan separately.

HEALTH INSURANCE. City contributes up to \$1,012.66/month toward a choice plan.

POST-EMPLOYMENT HEALTH PLAN (PEHP). City contributes \$100 per pay period to a fund that will provide reimbursement for out-of-pocket cost of qualified medical expenses and medical insurance premiums upon separation or retirement.

VACATION. Minimum 10 days, 21 days maximum; can cash out up to 80 hours in a calendar year.

DENTAL & VISION INSURANCE: City pays for entire family.

HOLIDAYS. Seven (eight hour) holidays a year; and eligible to receive, on a pro-rated basis, forty hours of floating time a year to be scheduled off or cashed out.

SICK LEAVE. 12 days/year.

OTHER. Short-/Long-term disability; life insurance, tuition reimbursement, as well as a variety of optional employee-paid plans.

SUCCESSION PLANNING. Academics are offered to all employees to advance or hone leadership skills to ensure we are growing leaders within our organization. The City offers quarterly speaker series, corporate toastmasters club, and more.

EDUCATION INCENTIVE PAY. 5% for master's degree.

MANAGEMENT LEAVE. 80 hours/year.

TUITION REIMBURSEMENT. Up to \$1,000 per calendar year.

HOW TO APPLY

For first consideration, apply by **FEBRUARY 22** at:

WBCP JOB BOARD



SAVE THE DATES. Round one virtual interviews will take place on **MARCH 21**. Round two interviews will take place in person on **APRIL 6**. Selected candidates must be available for all dates.

Please contact your recruiter, Wendi Brown, with any questions: **wendi@wbcpinc.com**
866.929.WBCP (9227) (toll free)
541.664.0376 (direct)