

The City of Watsonville

The City of Watsonville is situated in the heart of the Monterey Bay in the lush Pajaro Valley. Midway between the cities of Santa Cruz and Monterey, Watsonville is only 95 miles south of San Francisco. The City is noted for its thriving agricultural and flower industries. More strawberries and long stem roses are produced in Watsonville than in any other region in the country. The City's economy has been diversifying with the influx of electronics, light manufacturing and high tech service firms, construction in addition to the establishment of distribution centers for non-agricultural products.

The City's close proximity to the ocean and redwoods provides a variety of recreational and sightseeing activities. The high quality of life, temperate climate, beautiful countryside, and strong sense of community make Watsonville an attractive place to live, a fact that is proudly attested to by its approximately 52,508 residents.

How to Apply

Qualified applicants are encouraged to submit a completed and signed City application to :

City of Watsonville Human Resources Office
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076
Phone: (831) 768-3020
Fax: (831) 761-0736
www.cityofwatsonville.org

Filing Deadline:
Thursday, March 31, 2016 at 5:00p.m.

Compensation

The salary for this position will be dependent upon the successful candidate's experience and qualifications.

Salary: \$117,600—\$157,596/Annually

Retirement: The City is a member of the Public Employee's Retirement System (PERS) 2% at 60 plan for classic employees and 2% at 62 for new PERS members under PEPR.

Medical: The City offers excellent medical, dental and vision benefits for the employee and dependents. Employees accrue 15 days of sick leave per year.

Vacation and Holidays: Depending on the length of service, from 12 to 20 vacation days per year are earned. There are also 13 paid holidays per year.

Administrative Leave: Management employees receive (11) days per year. Unused administrative leave as of June 30th is paid out to employees.

Life Insurance: \$50,000

Long Term Disability: City paid LTD insurance

Bilingual Pay: Spanish/English-\$250/month stipend may be available depending on the needs of the department

City of Watsonville is an
Equal Opportunity Employer

The City of Watsonville Invites Your Application for Assistant City Manager



Overview

The City of Watsonville is seeking an Assistant City Manager who will work closely with the City Manager to direct, plan, coordinate and oversee the administration and management of assigned areas or departments/divisions of the City. Some of the identified areas will include overseeing strategic communications, community engagement programs, and public information; however, the complete scope of the position is currently under review. The ideal candidate will have a collaborative and engaging management style and excellent communication and interpersonal skills. Exceptional problem solving and consensus building skills are necessary. Possession of a Master's Degree in an appropriate field and the ability to speak Spanish is highly desired.

This position serves on the City Management Team and reports directly to the City Manager and may serve as the City Manager in his/her absence.

Employees in this classification receive executive direction within a framework of overall goals and objectives. Employees in this job class exercise supervision over subordinate supervisors.

Examples of Duties:

- Directs, coordinates, and oversees a variety of administrative services and functions
- Assists with development and implementation of goals, objectives, policies and priorities
- Represents the City and assigned departments/divisions in meetings with community organizations, the public, private organizations, businesses, boards, commissions, and other government agencies
- Serves as City Manager in his/her absence
- Coordinates special projects as directed by the City Manager
- Participates in the preparation of the annual budget and in budget control activities.
- Provides information and technical advise to the City Council, City Manager
- Oversees the selection of staff for assigned departments/divisions
- Performs related duties similar to the above in scope and function as required

Successful candidate will possess knowledge of:

- Principles and practices of management including organization and management of work, effective supervisory practices and staff development
- Principles of public administration
- Codes, regulations, ordinances, and laws affecting municipalities
- Budgeting principles and practices

And the ability to:

- Plan, organize, direct, coordinate, and supervise a variety of administrative activities
- Direct, supervise, coordinate, and formally evaluate the work of others
- Formulate, implement, and evaluate administrative policies and procedures
- Originate and develop systems and procedures
- Direct the preparation and prepare complex financial and budget statements and reports
- Effectively represent administrative services with individuals
- organizations, and governmental bodies
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties



Education and Experience

Candidates should have advanced educational training in an appropriate field with broad and extensive work experience in municipal management, including at least two years in a management or supervisory capacity.

Certification Required

The selected candidate at the time of hire and continued maintenance of a valid State of California Drivers License and safe driving record.