



The City of Portola, California invites you

to consider leading the City as its next

City Manager

This position will remain open until filled

Applications will be reviewed beginning April 1, 2019

The City:

The City of Portola is a California General Law city with a Council-Manager form of government. It is the only incorporated city within Plumas County. Five members are elected to the City Council along with a City Clerk and City Treasurer. The City is a full service city, including: fire protection and emergency medical response (currently under contract with Eastern Plumas Rural Fire Protection District), law enforcement (under contract with the Plumas County Sheriff's Office), planning, parks and recreation, code enforcement, water, sewer, street maintenance, snow removal, emergency management, animal control and building regulation.



The Community

The City of Portola (pop. 2,104) is a full service city that treasures its quality of life, safe living environment, affordable lifestyle, and its desirability for raising a family in a rural setting. Located in the High Sierra in the eastern portion of scenic Plumas County, the City takes pride in its quality educational institutions,

close social community networks and year-round outdoor recreational opportunities. Portola was founded as a Western Pacific Railroad hub and still serves the Union Pacific Railroad's beautiful Feather River Route, having been officially designated as a Train Town USA by Union Pacific. The nationally renowned working Western Pacific Railroad Museum located in the City enables visitors a hands-on experience including the opportunity to actually operate a locomotive.

The Middle Fork of the Feather River flows through the City and features a river walk, fishing and other water-based recreational opportunities. The community is the home of quality schools and a hospital that serves a wide variety of needs, including professional long-term care. Portola has a socially and racially diverse population. Employment for its residents includes professional services, USDA National Forest, railroad, logging, healthcare, and a variety of small business ownerships. Residents, numerous retirees and visitors alike can enjoy seven excellent golf courses nearby. Portola is the epicenter of endless bike, OHV and snowmobile trails north of Lake Tahoe. Fine dining and vacation retreats are prominent in the vicinity and Portola is an easy 50-mile drive to Reno, Nevada or the Truckee/Lake Tahoe area.

The Position:

The City Manager position is codified in the City of Portola Municipal Code. The Manager reports to the City Council and serves as the chief administrative and operations officer of the City. The City Manager is responsible for assisting the City Council in developing policies, short-term and long-term goals and objectives. He/she delivers and presents the City's operational budget to the City Council for review and approval; is responsible for procedures and policies to facilitate the City's day-to-day and long range activities, as well as developing and maintaining constructive working relationships with intergovernmental and local organizations, the community and private business. The City Manager is an Exempt Employee of the City that serves at the will of the City Council under a contractual relationship.

Duties also include:

- Supervise all municipal employees, contractors and volunteers
- Oversee financial matters
- Coordinate planning and community development activities
- Administer human resource functions, contracts for services and grant applications
- Facilitate operations of the City's water and wastewater utility systems
- Communicate with citizens by website and social media
- Resolve citizen complaints or problems which cannot be appropriately handled by support staff
- Implement the City Council's goals and objectives for the long term economic growth of the City in accordance with the General Plan



Ideal Candidate:

The ideal candidate is an effective communicator, capable of managing a small city with a staff accustomed to "wearing many hats."

Qualities of the new City Manager include:

- Positive experience with economic development
- An ability to establish and maintain cooperative working relations with elected/appointed governmental officials, community groups, contractors and City staff
- An understanding of laws and regulations that affect the City
- Knowledge of the daily responsibilities of a full service city

The City Manager is expected to reach out and be a part of the community with respect for its needs and desires, to have early involvement with community organizations and to attend community functions.

Opportunities and Challenges:

GROW CITY REVENUES TO ASSURE ONGOING FISCAL STABILITY

As a result of the City Council's conservative budget and financial management policies, the City enjoys a strong and stable fiscal situation. In order to keep that stable fiscal situation it is imperative to review and search for revenue sources.

STRENGTHEN COMMUNITY CONNECTIONS AND ENGAGEMENT

Expanding the City's communication channels to more effectively inform and engage citizens in City activities and issues is a key priority for the City Council.

BLIGHT REMOVAL

A major priority for the City Council is to improve the physical appearance of the City to attract new residents, businesses and recreation opportunities.

Education, Experience, and Other Requirements:

A Bachelor's degree, in public administration, business administration, or a related field with strong management and budget capabilities is required (Master's degree preferred) and at least 5 current years of successful, progressively responsible management experience in municipal government or other local government agencies (experience in California preferred). Equivalent combinations of education and applicable professional work experience will be considered that will have imparted to the candidate the several capabilities, skills and attributes identified above. Demonstrated records of accomplishment in management and a history of stable employment are essential attributes.

Special Requirements:

Must be able to attend meetings of City Council and other boards and commissions as required and travel to meetings and conferences as necessary. Must possess a valid California Driver's License and provide evidence of automobile for business use insurance at the time of appointment. Must be able to meet bonding requirements and must qualify for membership in International City/County Management Association (ICMA). Must be willing to relocate to the Portola area, with a 15 minute response time to City Hall (preferably within the City limits).

Salary:

Salary: \$80,000 - \$105,000 (commensurate with prior experience and education)

Benefits:

- Paid: Vacation Time/Sick Leave/
- Holidays/Management Leave
- Medical/Dental/Vision/Prescription Drug
- Professional Organization Membership
- CalPERS Retirement
- City vehicle or Auto Allowance
- Life Insurance
- Relocation expenses: negotiable

Application:

Call 530-832-6800 for more information or to request an application form and recruitment brochure. Application form and brochure are also available online at www.cityofportola.com

A City application, cover letter, and resume must be provided to the City

Mail: City Manager Recruitment
City of Portola
35 Third Ave
P.O. Box 1225
Portola, CA 96122

Email: l.chrysler@ci.portola.ca.us with the subject line "**City Manager Recruitment**"

Questions should be directed to Interim City Manager Leslie Chrysler
l.chrysler@ci.portola.ca.us 530-832-6800

Special Note: Communication with City Council Members in advance of or outside the selection process is prohibited and will result in disqualification.