



**REQUEST FOR QUALIFICATIONS
FOR
CITY MANAGER**

City of Orange Cove

November 2017

RFQ FOR ORANGE COVE CITY MANAGER

I. THE POSITION

The City of Orange Cove is accepting applications from interested and qualified candidates for City Manager. The City Manager is appointed by the City Council and is responsible for the administration of City affairs. The City Manager also serves as the City's Personnel Director and as the Executive Director for the Redevelopment Agency. The position requires an experienced local government professional with broad knowledge of municipal functions with a strong emphasis in administration and in creating economic success for the City.

II. THE IDEAL CANDIDATE

The desired candidate is someone who has experience as City Manager, Assistant City Manager or comparable administrative experience in a similar city or other local public agency. A BA/BS degree is required preferably in public administration, business administration, or a related field. A Master's degree is desirable.

The new City Manager must keep the City Council informed in a timely and accurate manner and provide professional recommendations to assist the City Council in meeting its goals. The City Manager should have knowledge of municipal government and be a strong generalist with personnel, operations, supervisory, and financial management skills. The ideal candidate is a confident, hands-on manager and team builder with a strong work ethic and bilingual. The ideal candidate must be a creative thinker who can assist in fiscal management and economic development without sacrificing the City's small town ambiance.

Other desired characteristics are:

- Good character, positive attitude and utmost integrity
- Open and inclusive communication style
- Sensitive to a diverse community
- Effective and strong leadership, yet respectful and tactful
- Positive and effective intergovernmental, regional, and community relations
- Knowledge of municipal government
- Spanish language fluency
- Willing to live in the community or in close proximity
- Exceptional oral and written communication skills

III. THE COMMUNITY

The City of Orange Cove is a comfortable agricultural community with a population of 9,179 located within the citrus belt of eastern Fresno County. Located within 4 hours drive of the San Francisco Bay and Los Angeles basin areas, the City lies 35 miles south east of Fresno and a 30 minute drive east of Freeway 99 in central California. The City enjoys a year around growing season for hundreds of acres of orange and lemon citrus fruit, with major packing house operations, surrounding the community. Orange Cove is a destination site for the annual spring Fresno County Blossom Trail event that kicks off the agricultural growing season. It is located within an hour's drive of the Kings Canyon/Sequoia National Park areas for fishing, hiking and family recreational activity. In late 2009, the City welcomed establishment of the Orange Cove Police Department. The new Orange Cove City Council has established public safety, economic development and infrastructure development as local community priorities.

IV. CITY GOVERNMENT

Orange Cove is a General Law City with a Council-Manager form of government. The City is governed by a five-member City Council elected at large. The Mayor is elected directly and the Mayor Pro Tem is chosen by the Council. The City Council also serves as the City's Redevelopment Agency Board of Directors.

The City Council is committed to managing City business and resources effectively, improving the quality of life in the City, and enhancing the public trust. City Council goals include priorities in the areas of economic development, public safety, and community relations. Orange Cove is a full-service City, with a work force of 32 fulltime and 3 part-time employees in the departments of Finance, Planning & Building, Public Works, and Police.

V. COMPENSATION & BENEFITS

Salary range for City Manager depends upon the qualifications of the successful candidate. The City Council will negotiate with the successful candidate and enter into an at-will employment agreement with benefits.

Current City benefits include:

Retirement

California Public Employees Retirement System (2% at 60). City pays employee and employer's contribution.

Insurance

- Medical: City paid HMO/PPO medical coverage for employee and eligible dependents through major insurance carrier
- Dental/Vision: 100% premium paid by City for employee and dependents
- Life: \$50,000 Basic Life Insurance paid by City with voluntary optional coverage available at employee cost
- Social Security: City pays SDI and SUI taxes for employee

Leave/Holidays

12 days of paid administrative leave annually for first five years of service; 12 days of sick leave; 12days of vacation; and 12 paid holidays.

Auto Allowance

Provided by the City at a rate of \$400 per month

Voluntary Plans

Voluntary Supplemental Accidental Injury and Short-Term Disability available at employee cost.

VI. SEARCH SCHEDULE

The filing deadline is **December 15, 2017 on or before noon**. The City will endeavor to fill the position before January 1, 2018. Candidates are subject to background investigations.

VII. APPLICATION PROCESS

To apply for this position, send a detailed letter of interest describing yourself, your experience and qualifications, and why you believe you are the best candidate for City Manager. The letter of interest should include three professional references including: name, position, organization, address, telephone number and email address. Your résumé should be attached to your letter of interest. These documents shall be considered your application.

One original and seven copies of the applications shall be submitted in a sealed envelope and clearly marked: **“City Manager Application.”** Applications must be received by City **on or before noon on December 15, 2017.**

Send or deliver to: City of Orange Cove
 Attn: June Bracamontes, City Clerk
 633 Sixth Street
 Orange Cove, CA 93646

NOTE: Faxed copies and/or electronic copies will **NOT** be accepted. The applications must be received and stamped by the City Clerk on or before the deadline.

NOTE: The City has sole discretion to make necessary modifications to the RFQ. Modifications will be posted on the City's website.

NOTE: Inquiries regarding this RFQ may be directed in writing only to:

June Bracamontes, City Clerk
City of Orange Cove
633 Sixth Street
Orange Cove, CA 93646
(559) 626-4488 ext. 214
(559) 626-2489 fax
jyb@cityoforange Cove.com

EQUAL OPPORTUNITY STATEMENT

The City of Orange Cove is an Equal Opportunity Employer and values diversity at all levels of the organization.