



# THE CITY OF BERKELEY

DEPUTY CITY MANAGER







## THE CITY OF BERKELEY

The City of Berkeley covers approximately 10 square miles with a population of 112,000 residents. The population is highly educated and ethnically, economically, socially and politically diverse. Berkeley is noted for its activism and community involvement.

Sheltered by rolling hills and bordered by the San Francisco Bay, Berkeley enjoys a mild climate year-round. Acres of open space, neighborhood parks and City bike lanes offer numerous opportunities to explore the outdoors. The mild coastal climate allows the community to enjoy Berkeley's wide variety of recreational and leisure opportunities whatever the season.

Berkeley has a wealth of cultural life, and there is much to enjoy within the City's few square miles. The public marina, panoramic bay views, international shops and restaurants, arts / theater district, and the UC Berkeley campus are but a few of its attractions. Berkeley's beautiful setting, pleasant climate, and recreational and cultural activities offer a wide variety of leisure opportunities.

Berkeley is only 12 miles from the shops, restaurants and entertainment of San Francisco, and the Bay Area Rapid Transit (BART) train system and the ferry at Oakland's Jack London Square provide easy access between the two. Getting around within Berkeley is easy on foot, by taxi, or via public transportation. The City is served by three BART stations, a network of buses, and the UC Berkeley campus shuttle.

## CITY GOVERNMENT

The City of Berkeley operates under its own charter with a Council/Manager form of government. The City Council consists of eight Councilmembers, elected by districts for four-year terms, and one Mayor, elected "at large" for a four-year term. The City of Berkeley provides a comprehensive set of services to the community. In addition to the traditional municipal services, the City operates its own Health, Housing & Community Services Department providing public health, mental health and environmental health services to the community. Berkeley operates its own residential and commercial solid waste collection, recycling and disposal service. The Parks, Recreation and Waterfront Department offers a number of summer camps, and operates a 1,000 berth marina. The City's FY 2018 budget

is \$476 million, of which \$173 million is allocated from the General Fund. The City has a workforce of 1,320 employees.

## THE CITY MANAGER'S OFFICE

The City Manager's Office provides leadership through sound management principles and community participation while implementing City Council policies and priorities to ensure the effective delivery of service to Berkeley citizens. The City Manager's Office oversees the overall operation and management of the City and includes City programs related to budget, neighborhood services, code enforcement, ethics, youth and education, race and equity, and economic development programs.

## DEPUTY CITY MANAGER

The City has two Deputy City Manager positions that are "at-will" executive positions appointed by the City Manager. The DCM's will assist the City Manager in the day to day operations of the City by providing exceptional management, direction and support for the planning, implementation, execution and evaluation of City programs/projects/operations. The incumbents will work closely with the City Manager, City Council, City Departments and a diverse variety of public and private organizations and citizen groups including University of CA and Berkeley Unified School District in developing and leading local and global strategies to create a best in class and internationally known/iconic city. The DCM's will be held accountable to ensure that policies and programs approved by the City Council are implemented throughout City Departments in a collaborative, systemic and consistent manner.

The positions support a portfolio of city departments, handles special projects and oversees major interdepartmental initiatives including implementing the recently approved City strategic plan and participating in establishing models of performance/operational excellence for the City of Berkeley. One DCM will be responsible for the operations portfolio of departments including, Public Works, Planning, Health Housing and Community Services, and Parks and Recreation. The other DCM will support the administrative services portfolio of departments that includes, Human Resources, Information Technology, Finance, and the City Clerk and special projects. Rotational opportunities will be considered in the future.





The Deputies are responsible for overall policy development/implementation, program planning, fiscal management, administration and operations for assigned departments and programs within broad functional areas. The Deputies will provide oversight, supervision and coaching to their team of department directors and various staff assigned to the City Managers' office as well as ensure the preparation and administration of the annual budget for the City. The Deputy City Managers will represent the City Manager, Mayor, and City Council on various boards, commissions and committees to help the City fulfill its mission, goals and strategic initiatives.


## IDEAL CANDIDATE PROFILE

The new Deputy City Managers will be dynamic and effective operational and people managers, with the ability to be successful leaders in the City of Berkeley, which is known for its active community and innovative programs and policies. The Deputy City Managers will be forward-thinking problem-solvers and systems thinkers committed to values of transparent communications, collaboration, racial equity and inclusion. The ideal candidates will be demonstrated leaders and innovative thinkers possessing broad knowledge and experience in municipal operations, policy implementation and financial management. The successful candidates for each position will have effective people management skills with a track record of accomplishments in a dynamic, diverse and highly engaged community comparable to Berkeley. Candidates must be resourceful, decisive and strategic. Candidates must be capable of operating with autonomy, integrity and accountability. The ideal candidates will have direct experience building organizational effectiveness through developing and leading highly functioning and responsive teams. The successful candidates will be politically astute, but apolitical, with a high level of sophistication and cultural competence in working effectively with diverse stakeholders in highly political environments. The candidates will possess excellent oral and written communication skills and be quick to understand how Berkeley government functions and the critical role and impact it has within the community. These individuals will have outstanding organizational development, collaboration and consensus building skills as both a team leader and a team member. The ideal candidates must have vision, drive and determination to deliver results that are effective and measurable.

**Each Deputy City Manager selected will have a demonstrated commitment to customer service and operational excellence and possess the following characteristics:**

- Demonstrated and well-rounded government leadership skills with extensive operations, financial and people management experience;
- Comprehensive understanding of the operational, fiscal, human resources, and policy development issues that department directors encounter daily;
- Ability to coordinate policy development and implementation; manage strategic programs; and address complex challenges in an urban City;
- Proven ability to implement projects and processes that enhance the City's service delivery;
- Ability to work effectively in an environment with a high degree of civic and community engagement, interaction and accountability;
- Proven ability and commitment to create and foster a work environment where compassion, cultural competence, diversity, inclusion, and racial equity are valued;
- Proven relationship and team builder who establishes and maintains cooperative relations with a variety of citizens, public and private organizations, commissions, and the City's elected and appointed leadership and staff;
- Exceptional interpersonal and communications skills (verbal and written); friendly demeanor;
- Flexible, open, approachable; willingness to take strategic risks to advocate for organizational objectives;
- Political astuteness/awareness; and unionized labor relations experience;
- Ability to see the big picture; creative/strategic/analytical thinker; problem-solver that gets it done; and a



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- Commitment to employee engagement and the ability to delegate effectively with accountability and provide strategic direction.

## EXPERIENCE AND EDUCATION (MINIMUM REQUIREMENTS)

*The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.*

- Requires eight (8) years of increasingly responsible professional experience in municipal government, of which at least four (4) years include the management of professional and technical staff, and programs. Requires a bachelor's degree in public or business administration or closely related field. An advanced degree is preferred.
- A background in municipal finance and budgeting; in depth departmental operations knowledge of performance management and systems of accountability and; experience as a Department Director, City Manager and/or Assistant or Deputy City Manager.

## COMPENSATION & BENEFITS

The current salary range for each Deputy City Manager position is **\$167,863 – \$246,881**, dependent upon the qualifications and experience of the selected candidates. The City of Berkeley offers an attractive and competitive benefits package.

## SELECTION PROCESS

The Deputy City Manager recruitment is being conducted on a national basis by The Hawkins Company. The Hawkins Company will review all written materials submitted and will screen and evaluate all candidates. Only those deemed qualified will advance to the next level of recruitment process. The most highly qualified candidates will be invited to participate in an on-site interview. All questions must be addressed to The Hawkins Company.

## HOW TO APPLY

Submit a letter of interest and resume electronically to [dcm.berkeley@thehawkinscompany.com](mailto:dcm.berkeley@thehawkinscompany.com) by **November 30, 2018**. Preference is for electronic submissions. Resumes received by **November 30, 2018** will receive first consideration. The positions are open until filled.



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For additional information or confidential inquiry, please contact a member of our consulting team (The Hawkins Company).

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*The City of Berkeley is an Equal Opportunity Employer*