



Assistant City Administrator



AN EXCITING LEADERSHIP OPPORTUNITY

The Assistant City Administrator position for the City of Oakland, California, is a prime opportunity for an innovative leader who is a proven municipal executive with strong general management expertise and a management style that is adaptive in this large, complex organization. The City of Oakland is embarking on transformative initiatives to ensure a resilient and sustainable government, balancing the influx of development with the need to preserve Oakland's unique culture and diversity. The Assistant City Administrator will be a forward-thinking problem-solver committed to values of transparent communications, collaboration, racial equity and inclusion. The successful candidate will join a top-notch executive leadership team committed to providing excellent services to the entire Oakland community.

THE CITY OF OAKLAND - VIBRANT, DIVERSE, AND THE PLACE TO BE

The City of Oakland is dynamic with 50 distinct and eclectic neighborhoods, 17 commercial districts, an increasingly vibrant downtown, a strong economic base, world-class arts and entertainment venues, superior cultural and recreational amenities, and a rich multicultural heritage. Oakland is the eighth largest city in California with an estimated population of 425,195 (2017 U.S. Census Bureau). The city serves as the administrative seat of Alameda County and the center of commerce and international trade for Northern California.

Oakland is one of the most diverse and ethnically integrated urban cities in the nation, with nearly equal representation from Hispanic and Latino, Asian, African-American, and Caucasian residents, speaking over 125 languages and dialects, as well as one of the country's largest Lesbian Gay Bisexual Transgender Queer (LGBTQ) communities.

Oakland's landscape is a picturesque mix of coastline to the west and rolling hills to the east, which provide unparalleled views of the San Francisco Bay. Oakland encompasses 56 square miles and has more parks and open space per capita than any other city in the Bay Area. Oakland is at the heart of the East Bay Regional Park District, a splendid system of 65 parks covering more than 119,000 acres and 29 regional hiking trails stretching 1,200 miles in Alameda and Contra Costa Counties. Jack London Square, the waterfront area, and beautiful Lake Merritt are destinations enjoyed by both residents and tourists.

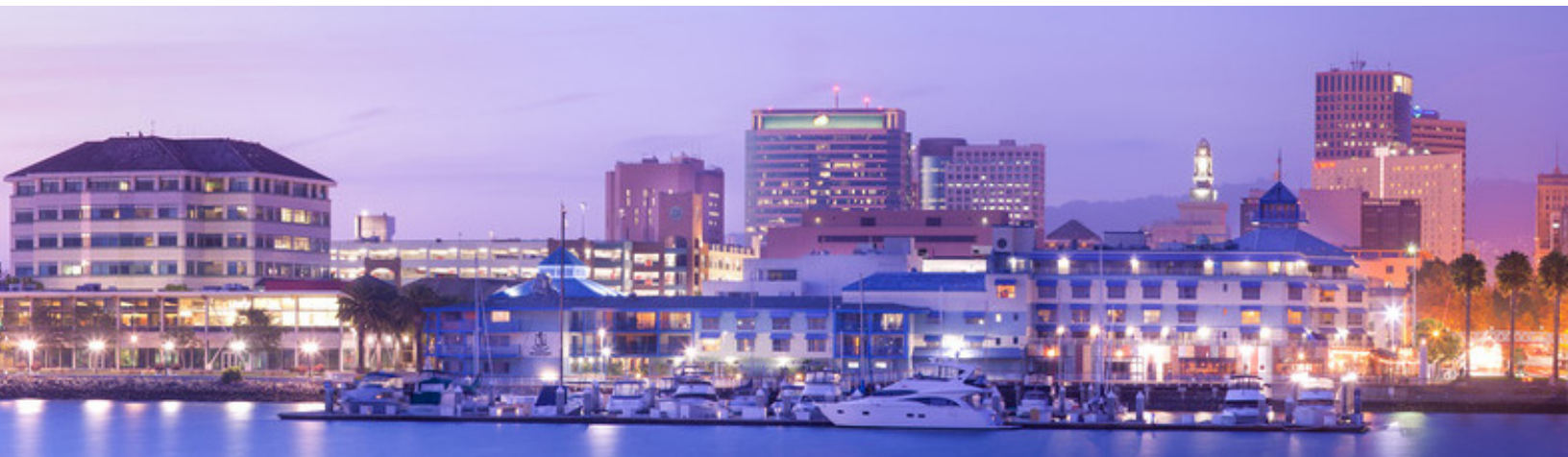
Oakland is a major economic force in the region. As a center for international trade, the Port of Oakland is one of the nation's busiest container ports. The Oakland International Airport is served by 13 major domestic and international airlines. Oakland is home to several corporate headquarters including Clorox, Kaiser Permanente, Pandora, Dreyer's Grand Ice Cream, and Revolution Foods. Many of these corporations are in close proximity to new businesses and various small retail shops that have sprung up in the downtown area. High quality educational opportunities abound as six major universities, including U.C. Berkeley, are within a 40-mile radius.

Oakland is enjoying the region's economic boom, which has spurred increased investment, development and building. The former Oakland Army Base is engaged in a \$400 million revitalization and redevelopment process; and \$115 million of new construction and improvements have recently been completed in downtown Oakland. In addition, a plan to transform the Oakland-Alameda County Coliseum Sports Complex area is an opportunity to create an international gateway to Oakland that is a destination in itself with hotels connected to the Airport Connector, major retail, other entertainment venues, office buildings and a residential community. In concert with ongoing development efforts, the City urgently strives to maintain a balance between preserving its cultural, historic and ethnic richness and the unintended consequences of gentrification. The City is a regional hub for multicultural arts and boasts one of the largest visual and performing arts communities on the West Coast. Oakland is home to two major historic entertainment venues that anchor Oakland's emerging downtown entertainment district—the Paramount Theatre and Fox Theatre. The City has completed its part in a \$350 million revitalization effort to create a multifaceted government center that links major historical landmarks with new developments. Oakland is a mature city that has been able to preserve its abundant natural beauty and holds a wealth of resources and opportunities.

CITY GOVERNANCE STRUCTURE

The Mayor is elected at-large for a four-year term, and is head of the executive branch. Oakland's legislative body is the City Council and is comprised of eight Council members. One Council member is elected "at-large" while the other seven Council members represent specific districts. All Council members are elected to serve four-year terms.

The Mayor appoints the City Administrator who is responsible for all city operations and is supported by two Assistant City Administrators. The City Administrator has overall responsibility for day-to-day administrative and fiscal operations of the city including hiring of Department Directors.



THE MAYOR'S PRIORITIES

Mayor Libby Schaaf's priorities for Oakland are:

Holistic Community Safety

To improve public safety using a holistic approach, including better community policing, intervention and prevention programs, as well as addressing the root causes of crime starting with better jobs and education. Oakland will not grow unless people are confident it is getting safer.

Equitable Jobs and Housing

To create more housing and jobs, but do so in an equitable way that keeps Oakland affordable for residents at every income level and provides employment opportunities for Oaklanders with every skill and education level.

Vibrant Sustainable Infrastructure

To improve the city's physical infrastructure, starting with our roads, so they look better, cost less to maintain and create more vibrant, attractive and healthy neighborhoods – making Oakland a great place to live, play and bring your business.

Trustworthy Responsible Government

To be more responsive to requests for city services so things in every neighborhood get cleaned and fixed right away and police and firefighters are there when we need them. This will show that government is trustworthy and transparent, and making the city look attractive so people feel good about living and working in Oakland.

THE POSITION

The Assistant City Administrator is an at-will management-level position and a key member of the City Administrator's Executive Leadership Team. Reporting to and serving at the will of the City Administrator, the Assistant City Administrator works closely with elected officials and the community. The Assistant City Administrator will support a portfolio of city departments that may include but not be limited to: Housing & Community Development, Planning & Building, and Economic & Workforce Development. The position also handles special projects and oversees major interdepartmental initiatives. This position has responsibility for overall policy development, program planning, fiscal management, administration and operations for assigned departments and programs within broad functional areas. The Assistant City Administrator will provide oversight, supervision and coaching to department directors and various staff assigned to the City Administrator's office. The business savvy administrator will mentor staff to elevate their roles, lead strategic and operational planning, enhance citywide performance management systems and participate in establishing models of performance excellence for the City of

Oakland. The Assistant City Administrator will represent the City Administrator, Mayor, and City Council on various boards, commissions and committees to help the City fulfill its mission, goals and strategic initiatives.

IDEAL CANDIDATE

The ideal candidate will be a demonstrated leader and innovative thinker possessing broad knowledge and experience in municipal operations. The successful candidate will have solid people and financial management skills with a track record of accomplishments in a dynamic, diverse and highly engaged community comparable to Oakland. Candidates will be resourceful, decisive and strategic. Candidates must be capable of operating with autonomy, integrity and accountability. The ideal candidate will have direct experience building organizational effectiveness through developing highly functioning and responsive teams. The successful candidate 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 successful candidate will possess excellent oral and written communication skills, and be quick to understand how the city government functions and the critical role and impact it has within the community. This individual will have outstanding organizational development, collaboration and consensus building skills as both a team leader and a team member. The ideal candidate must have vision, drive and determination to deliver results that are effective and measurable.

The candidate will have:

- Passion and commitment to public service and the desire to be part of creating a responsive and trustworthy "21st Century Government."
- Demonstrated track record of embracing diversity and pursuing racial equity and inclusion.
- In depth departmental operations knowledge of performance management and experience as a City Manager, Assistant or Deputy City Manager. Prior experience as a department director and a background in municipal housing finance are highly desired.
- Skills to build collaborative civic partnerships among public, private and non-profit stakeholders.
- Commitment to using technology and data to drive change, enhance performance and measure results.



Photo: Greg Linhares, City of Oakland

- Commitment to “people development” for public service, continuous learning and mentoring future leaders.
- Dynamic and effective management skills including the ability to influence, negotiate and mediate with tact and diplomacy.
- Comprehensive understanding of the operational, fiscal, human resources, and policy development issues that department directors encounter daily.
- Ability to coordinate and manage strategic programs, and address complex challenges in Oakland.
- Proven ability to provide support to departments and build trust with an unwavering commitment to creating and fostering a work environment where compassion, cultural competence, diversity, inclusion, and racial equity are valued.
- Ability to build and maintain cooperative and collaborative relationships with a variety of people including community members, public and private organizations, boards and commissions, and the City’s elected and appointed leadership and staff.
- Willingness to take strategic risks to advocate for organizational objectives and advance transformative initiatives.

EXPERIENCE AND EDUCATION

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

Education:

Bachelor’s degree from an accredited college or university in public or business administration or a related field. Possession of an advanced degree in public or business administration is highly desirable.

Experience:

Eight years of senior-level executive management experience preferably in a large, sophisticated, diverse, urban municipal, corporate, and/or large non-profit organization.

COMPENSATION & BENEFITS

The salary for this position is **\$169,125.60 - \$253,689.60** depending on experience and qualifications.

The City of Oakland also offers an attractive benefits package that includes participation in CalPERS (California Public Employees’ Retirement System) with a pension formula of 2.5% @ 55 (for Classic PERS members) and 2% @ 62 for new PERS members. Employees currently contribute 8% of pre-tax wages.

APPLICATION PROCESS

To be considered, please submit your resume and cover letter electronically to aca.oakland@thehawkinscompany.com by **March 15, 2019**. Resumes received by **March 15, 2019** will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Bill Hawkins at 213-308-0945, bill@thehawkinscompany.com.

The City of Oakland is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status.

