

THE CITY *of*
**MENLO
PARK**
CALIFORNIA

INVITES YOUR INTEREST IN
CITY MANAGER



An Exceptional Career Opportunity

The City of Menlo Park is seeking a dynamic and highly capable executive leader to serve as its new City Manager.





Welcome to the Menlo Park Community

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to approximately 36,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a range of backgrounds and interests, are well-educated, and actively engaged in community life. There are many excellent public and private schools serving Menlo Park's diverse community, while residents of all ages enjoy the City's numerous parks and recreational facilities. The City's proximity to Stanford University and Menlo College provides a multitude of academic, cultural, and athletic attractions. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by. These and many other amenities contribute to Menlo Park's outstanding quality of life.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops and restaurants. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park is well situated to benefit from and help shape new technologies and markets

originating from the Silicon Valley. The city hosts such major employers as Facebook, SRI International, Intersect ENT, Pacific Biosciences, and CSBio, as well as numerous venture capital firms.



City Government

Menlo Park has one of the most beautiful civic center campuses in the Bay Area. Lush landscaping including heritage trees, a running fountain and a duck pond surrounds City Hall. The campus also includes a nine-acre park, recreation facilities and the main Menlo Park library. These civic amenities make the campus a noted destination for City residents, local employees, and visitors. Conveniently located, the campus is a short walk to the Caltrain station and Menlo Park's downtown retail district.

Menlo Park was founded November 23, 1927, as a general law city under the State of California and operates under the council-manager form of government. The City Council is the City's five-member governing body whose members are elected by-district for four-year overlapping terms. The City Council selects from among its members, the Mayor and Vice Mayor to one-year terms in December of each year. The Mayor serves as the presiding officer of the City Council and signs enacting ordinances and resolutions. The City Council appoints the City Manager and City Attorney as well as members of a variety of commissions and committees. The City Manager's Office includes an Assistant City Manager, a Deputy City Manager, a Public Engagement Manager, and the City Clerk's Office. Departments that report to the City Manager include Administrative Services, Community Development, Library and Community Services, Police, and Public Works.

City Manager Position

The City Manager oversees the City's budget (2021-2022 all funds budget of \$175.9 million) and approximately 271 full-time equivalent employees. The City Manager is the chief administrative officer for the city. He or she is responsible for the administration of all departments except the City Attorney. The City Manager plans and directs the implementation of all city policies and programs in accordance with City Council policies, and the Menlo Park Municipal Code, and provides leadership for efficient and effective management of all municipal services provided by the city.

The City Manager is appointed by and serves at the pleasure of the City Council as outlined in Menlo Park's Municipal Code.

"The City Manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided in the Menlo Park Municipal Code. He or she shall be responsible for the efficient administration of all the affairs of the city which are under his or her control."

The powers and duties of the City Manager are outlined in Chapter 2.08 (CITY MANAGER), Section 2.08.080 (Powers- Duties) of the Municipal Code. To read the municipal code and learn more about Menlo Park visit: www.menlopark.org

As a prelude to this recruitment, the city actively solicited input from a variety of stakeholders including each Council Member, the community, city employees, and executive staff. Consistently these stakeholders emphasized the following key areas of focus for Menlo Park:

- Conduct a comprehensive assessment of the current state of the city and adopt a strategic framework for establishing short- and long-range plans for addressing the City's organizational structure and processes and procedures citywide;
- Build a strong, diverse workforce and leadership team to embrace the opportunity to make Menlo Park a "best in class" city of its size and an "employer of choice;"
- Fill key vacancies and address pay equity;
- Elevate community engagement and effective citywide communications;
- Provide transparent financial and operational management;
- Balance the City's needs and funding commitments through pursuing new revenue and business growth opportunities;
- Develop inclusive plans to oversee the distribution of city resources and services throughout Menlo Park that balance varying neighborhood and district needs, with an emphasis on equity, including:
 - Public infrastructure and transportation maintenance and capital improvements (such as road repair and street and sidewalk maintenance)
 - Affordable housing development
 - Open space and parks
 - Climate action
- Build stronger and more collaborative relations with the schools and other special districts serving Menlo Park.

Specific Duties

- Support city council in the setting of goals and priorities of the city.
- Focus on shaping the city into a healthy, mission-driven, and values-based operation that focuses on

people and a collaborative work culture;

- Facilitate, implement, and operationalize the City Council's vision and priorities for Menlo Park;
- Ensure sound transparent fiscal sustainability for the city by initiating adequate financial planning and budgeting practices; providing appropriate investment policies; implementing adequate control systems, and reporting accurate, transparent, and timely financial information;
- Identify, hire, coach, lead and retain a strong cohesive leadership team to move the City's policy agenda forward in conjunction with their teams, with community input, and utilizing 21st Century management best practices;
- Ensure that all departments operate in ways that support the City's mission and values;
- Promote the economic viability of the community through equitable community development and prudent financial leadership;
- Foster an environment that solicits and values community input and promotes a can-do attitude throughout the city;
- Organize the city in a manner that promotes trust, teamwork, transparency, and innovation;
- Foster and develop a diverse workforce that is well-trained, customer service focused and values collaboration, inclusiveness, communication, and teamwork;
- Ensure citywide accountability through performance management systems;
- Foster employee and resident recognition programs that enhance community well-being;
- Maintain a visible presence in the community and be involved and supportive of community events and activities that fosters a healthy community spirit;
- Encourage genuine, robust, and participatory community engagement that reflects the diversity of Menlo Park, is intentional, and truly invites and honors all voices, while creating a safe place to exchange ideas that enhance the quality of life in Menlo Park; and
- Perform other duties as needed or assigned by City Council.

Ideal Candidate

The new City Manager will assume responsibility for a small unique urban city located in the heart of the Silicon Valley and one of the most affluent areas in California. The region is experiencing rapid change for a variety of reasons. Therefore, the City of Menlo Park is looking for a City Manager who thrives on the challenges and opportunities resulting from change, is comfortable identifying and addressing disparities, and proactively engages the City Council and all segments of the community. Furthermore, the City Manager will develop and provide progressive and innovative initiatives for the Council's consideration that meet the needs of the community while advancing the vision and priorities of the City Council.

The ideal candidate will be an inspiring, service-minded, and progressive municipal government leader with strong interpersonal, communication and collaboration skills. The City Manager will be comfortable with the breadth of municipal functions but should have specific expertise in organizational and financial management, planning, economic & community development, with a track record of operationalizing equity and experience working

with culturally, ethnically, and economically diverse communities. The successful candidate will have a reputation for being a confident team leader and builder, high ethical standards, outstanding judgement, unquestioned integrity, and the courage to do what is right, not necessarily what is expedient or popular.



Candidate Competencies, Attributes and Expectations

Council/Manager Relationship - The new City Manager should be able to understand the dynamics of district governance in a Council-Manager form of government and recognize the roles and responsibilities of the City Manager in this model. The City Manager should be politically astute but apolitical and develop a partnership of mutual respect, trust, open communications, and treat all Councilmembers equally.

Community Centered & Engaged - Menlo Park has a tradition of community engagement. The City Manager will be a people-oriented leader who will assist the Council as well as actively participate in engaging with all segments of the community to collaborate on developing programs, initiatives and services that address varying community needs equitably.

Organizational Leadership - Menlo Park is a small, municipal corporation providing a range of services combined in a cluster arrangement. The organization requires a progressive, engaging, energetic and empathic style of leadership that emphasizes results, accountability, and innovation. The City Manager must create a culture that motivates/empowers staff to meet the high expectations of the organization, community and ensure a strong customer service culture that is responsive to all.

Economic Development - While the City currently enjoys a relatively diverse economy, it will be important to diversify its economic base and ensure that Menlo Park enjoys equitable economic development citywide.

Fiscal Stewardship - The City Manager, as the fiscal steward, should provide competent, transparent fiscal management to reflect city needs and Council priorities.

Regional Player/Collaborator - Menlo Park is positioned to be an influential leader and advocate on regional issues because of the City's prime location and proximity to major technology businesses, a world renowned university, and major venture capital firms. Key regional issues include climate change, transportation, income inequality, affordable housing, environmental sustainability, and air quality. Therefore, the City Manager will be expected to work with the Council to develop an effective intergovernmental relations program that recognizes and enhances the City's role as a regional leader.



Leadership Attributes

- Committed to diversity, equity and inclusion;
- Passion for good government, transparency and quality public services;
- Strong people and problem solving skills;
- Experienced professional who is extremely action and results oriented;
- Ability to establish credibility and trust skillfully and quickly amongst stakeholders;
- Deals with controversy effectively and quickly;
- A decisive and inclusive leader; open-minded and accessible;
- Transformational and transparent;
- Values and practices open and honest communications; active listener;
- Proven track record and committed to working with diverse groups;
- Exercises a fair and equitable approach in dealing with City Council, staff, local businesses, and residents;

- Proactive, strategic, analytical, and open to different perspectives;
- Communicates with honesty and integrity; data driven, and innovative;
- Commitment to best practices in developing an organizational culture that operationalizes equity in the delivery of city services, including policies and budget development;
- Team-builder, who is bold and visionary; practical and flexible;
- Affable, kind, friendly, engaging, and empathetic;
- Willing to take risks and be accountable; energized by challenges and opportunities;
- Committed to hiring, developing, coaching, retaining and inspiring talented executives to do their job; supportive of employees at all levels; and
- Resilient and calm under pressure; displays a sense of humor.



Compensation & Benefits

The City of Menlo Park is prepared to negotiate an attractive salary and benefits package for the selected candidate.

Selection Process

The City Manager recruitment is being conducted by The Hawkins Company. The firm will review all written materials submitted and will screen and evaluate all applications. Only those deemed qualified will advance to the next phase of the 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 (addressed to Yonnine Hawkins Garr) and resume electronically to cm.mp@thehawkinscompany.com by **December 10, 2021**. Preference is for electronic submissions. Resumes received by **December 10, 2021**, will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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

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Education & Experience

Education

Must have a bachelor's degree from an accredited college or university. A master's degree in public administration or business administration is highly desirable.

Experience

Executive leadership experience in a comparably diverse and engaged city or other complex organization. City management experience is desirable. Experience working in a unionized environment is preferred.