



"Improving Hughson every day through fiscal responsibility, customer focused service and an emphasis on creating and strengthening partnerships."

THE CITY OF HUGHSON

INVITES YOU TO APPLY FOR
THE POSITION OF

CITY MANAGER



To apply visit our
website at :

www.hughson.org

**Deadline for Filing:
Continuous
Recruitment**

**Deadline for Filing
(For 1st Round of Interviews):**

**5:00 pm
November 27, 2023**

Vision Statement – “To preserve Hughson’s unique spirit, heritage and character, while creating an undeniably great place to be.”

ABOUT THE CITY OF HUGHSON

The City of Hughson is a small, but prospering agricultural community nestled in the heart of California's Central Valley. Although Hughson is a growing community, it still maintains the unique small hometown feel that long time residents have always associated with the City.

The City of Hughson was incorporated as a General Law City on December 9, 1972. The City is governed by a five-member City Council, and Council Members are elected at-large.

The operating budget for Fiscal Year 2023-2024 is \$18,206,223. The City operates with the support of 21 staff in the delivery of sewer, water, and general government services. Fire service is provided by the Hughson Fire Protection District and police service is currently provided through a contract and partnership with the Stanislaus County Sheriff’s Office.

The City of Hughson is focused on building upon the successes of the past while learning from challenges previously faced. The City of Hughson is dedicated to enhancing the quality of life for residents by recognizing its agricultural heritage and maintaining the small town atmosphere. The City is also committed to providing a high level of public services, maintaining economic vitality and retaining the distinctiveness of the community through partnerships with other government agencies, non-profit organizations, businesses and local community groups. For more information about the City and its strategic plan, go to www.hughson.org.

THE POSITION

The City of Hughson is seeking to fill the position of City Manager. This position is the highest administrative position in the City and has responsibility for the administrative operation of all City departments, which may include developing, recommending and implementing policies, program planning, fiscal management, and administration and operations of all City functions and services. This position is also responsible for coordinating City activities with other agencies and organizations; facilitating the development and implementation of goals and objectives; and implementing policy decisions made by the City Council.

The City Manager is appointed by the City Council and is responsible for all City departments, except the appointed City Attorney.

MINIMUM QUALIFICATIONS

Education and/or Experience: Must possess a minimum of a Bachelor’s Degree from an accredited college or university in public administration, business administration or related field. Candidate must possess at least five years of working experience in municipal government, in a position of senior level municipal management.

Possession of, or ability to obtain, a valid Class C California driver’s license.

Highly Desirable Qualifications:

- A Master’s degree in one of the aforementioned fields.
- Extensive experience working with a City Council or Board of Supervisors

ESSENTIAL FUNCTIONS (include but are not limited to the following):

Accepts full responsibility for all City activities, programs and services, including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.

Provides advice and consultation to the City Council on the development and implementation of City programs and services.

Directs and participates in the preparation and administration of the City budget; prepares and submits reports of finances and administrative activities to the City Council; keeps the City Council advised of financial conditions, program progress, and present and future needs of the City.

Reviews and evaluates program service delivery methods and systems within the City, including administrative and support systems and internal relationships; identifies opportunities for improvements and implements changes to standard operating procedures to enhance services.

Coordinates the preparation of the agenda, along with the City Clerk, for the City Council; addresses the City Council on behalf of City staff; represents the City Council to employees, community groups, and individual members of the public.

Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council; selects, supervises, trains and evaluates assigned staff.

Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions and recommendations; oversees the preparation and implementation of long-range plans for the City.

Performs all duties as prescribed by City Council actions.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

THE IDEAL CANDIDATE WILL POSSESS

The ideal candidate will be an honest, ethical, and dynamic leader with a record of professional accomplishments that demonstrate their ability to effectively lead a public organization. A proven record as an effective and collaborative leader; possessing confidence, excellent communication and interpersonal skills, and strong technical and business acumen and sound fiscal management skills are essential. This challenging position requires a strong, visionary leader committed to quality improvement, customer service and performance management. The qualified candidate will be able to negotiate challenging political waters, while remaining focused on organizational goals, managing a strong executive team, and working with a passionate and involved City Council. The culture of the City of Hughson includes family-friendly events throughout the year and the ideal candidate will engage with the City Council Members and the community during these events.

- **Effective leadership qualities** that inspire a dedicated staff, team of professional consultants and key partners; and that shares the vision of the City Council and the community.
- **Outstanding communication skills**, both written and oral, and the ability to communicate effectively with personnel, community, labor union and legislative bodies.
- **Demonstrated expertise as a self-directed problem-solver** with high standards for quality and a strong commitment to public service.
- **Exceptional organizational skills**, including the ability to prioritize tasks and accomplish multiple projects simultaneously, take prompt action to achieve objectives as well as identify issues as they arise and address them proactively.
- **Proven ability to work cooperatively and collaboratively** with the City Council, management staff, commissions, partners and the public.
- **Strong foundation** in organizational design in the public sector.
- **Professional experience in the areas** of public finance and budget management.
- **Ability to collaborate and foster partnerships** with local stakeholders to effectively leverage local resources.
- **Success in serving as a “public servant”** that holds themselves accountable.
- **Shares the vision of the City Council and the community.**
- **A friendly approachable leader who is visible and actively engaged** in the community to ensure quality customer service, one that understands the needs of the community to ensure the concerns of the community are heard and respected.
- **Decisive, seasoned leader with the highest integrity, character and ethics.**

COMPENSATION AND BENEFITS PACKAGE

\$5,323.30 – \$6470.50 BI-WEEKLY
\$138,405.72 – \$168,233.04 ANNUALLY

- Participation in the Public Employees Retirement System at 2.7% @ 55 for current members (PERS 2.0% @ 62 for new members).
- Employer contribution up to \$1,650 per month for medical coverage and 100% employer paid dental and vision coverage.
- Medical Opt-out option: If employee has other qualifying coverage and waives medical coverage through the city, the employee shall be paid additional taxable compensation.
- Life Insurance at \$50,000
- 11 paid holidays and 2 floating holidays
- 8 hours of sick leave monthly
- 80 hours administrative leave annually
- Vacation accrual of 8 hours monthly (less than 5 years), 11.32 hours (5-9 years), 14 hours (10-14 years), and 16 hours (15+ years)
- Bereavement leave
- Short term and long term disability
- 457 Deferred Compensation Plan 2%
- Auto and Technology Allowance

*** The City does not participate in Social Security***

Do not substitute any part of the Application form with the words "See Resume" as resumes are not accepted in lieu of a completed application.

TENTATIVE SCHEDULE

**Deadline for Filing
(For 1st Round of Interviews):**

**5:00 pm
November 27, 2023**

**Submit: Application, Resume
and Cover Letter to:**

**Merry Mayhew, City Manager
City of Hughson
PO Box 9 / 7018 Pine Street
Hughson, CA 95326
mmayhew@hughson.org**