



The City of Rocklin
Invites your interest for the position of

Assistant City Manager

\$172,380 - \$234,936 annually

Open Until Filled
The first cut off is September 30, 2024

OPPORTUNITY AWAITS IN ROCKLIN

Are you a visionary leader eager to make a lasting impact? The City of Rocklin seeks a dynamic Assistant City Manager who is an experienced and versatile generalist to oversee daily operations, coordinate with department directors, and brings an aptitude and working knowledge of housing, communications, and economic development.



ROCKLIN
CALIFORNIA

CITY OF ROCKLIN

The City of Rocklin was incorporated in 1893 as a general law City and operates under the Council-Manager form of government, which is a system founded on the balance of an elected City Council and the management expertise of an appointed City Manager.

The City of Rocklin is an organization of 267.50 full time equivalent positions dedicated to serving residents, businesses, and stakeholders. City Departments include: Administrative Services, City Attorney, City Clerk, City Manager's Office, Community Development, Fire, Parks & Recreation, Police, and Public Works. City leadership is dedicated to living the City's vision each and every day and takes pride in and is committed to operating on an efficient budget (annual operating budget of \$115 million) and maintaining long-term fiscal sustainability.

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, ongoing training, and professional development. Team Rocklin takes pride in serving our residents and appreciates the strong support received from the community who respect and value what we do to keep the City a great place to live, work, and play. Team Rocklin members are capable experts in their fields, who work together to accomplish strategic objectives set forth by the City Council, which addresses the five pillars below.

THE POSITION

The City of Rocklin's incumbent Assistant City Manager (ACM) is retiring in the fall of 2024, and the City Manager seeks to fill this vacancy with a dynamic individual who is passionate about public administration, community engagement, and innovation. The next ACM will be a high-energy, hands-on leader who embraces collaborative partnerships and will use those relationships to improve services and create efficiencies through the implementation of strategic objectives. The successful candidate will have exceptional communication skills and a leadership presence supported by tangible accomplishments.

The ACM is a key member of the City's Executive Leadership Team, responsible for managing community and economic development activities and related Citywide initiatives, undertakes special projects as assigned, and performs a wide variety of miscellaneous administrative duties. The incumbent Assistant City Manager is responsible for oversight, direction, and coordination of the activities of the City Manager's Office, including economic development, real property management, affordable housing/CDBG, and communications. Experience in these areas is highly desirable.

The ACM provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental collaboration and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; and serves as acting City Manager as required. The Assistant City Manager is an at-will position that is appointed by and sits at the pleasure of the City Manager.



WHO WE'RE LOOKING FOR

This position demands a blend of strategic leadership, policy development, and strong communication skills to effectively manage the City operations and support the City Manager and other key officials. The ideal candidate will:

- **Community Champion:** Thrives as a trusted partner and community engager, dedicated to strengthening relationships and nurturing connections across Rocklin.
- **Operational Whizz:** Manages city operations with a keen eye on program effectiveness, budget integrity, and personnel development, creating an environment where innovative ideas are both encouraged and realized.
- **Exceptional Communicator:** Stand out with your remarkable communication skills, adept at handling sensitive issues with diplomacy and tact. Your ability to listen, analyze, and convey information clearly will set you apart.
- **Strategic Problem-Solver:** Excel in analyzing complex issues, making informed decisions, and crafting creative solutions. Your leadership will drive superior project outcomes and build high-performing teams that deliver results.
- **Versatile Leader:** Bring well-rounded public administration expertise, ready to step into various roles as needed. Whether serving as an interim department director or acting City Manager, your hands-on approach will ensure seamless operations.

THE ROCKLIN COMMUNITY



The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred place for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. This year Rocklin was the 9th safest City in the state according to safewise.com. In 2022 Rocklin was named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Family Circle magazine named Rocklin one of the “10 Best Towns” for families in America (the only California city on the list). Rocklin’s outstanding educational system includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, and Jessup University.

The City of Rocklin is located in south Placer County at the intersection of Interstate 80 and State Highway 65 and is located in close proximity to many tourist locations and recreational amenities, such as Folsom Lake, downtown and Old Sacramento, and less than 2 hours from Lake Tahoe, the Pacific Ocean, and the Bay Area. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000.

RECRUITMENT INFORMATION

A bachelor's degree with major coursework in finance, accounting, economics, real estate financing and development, political science, public or business administration, or a closely related field;

AND

Six (6) years of increasingly responsible, management experience in municipal government, including three (3) years as head or director of a department or major division.

Join a forward-thinking city that values innovation and collaboration. As our Assistant City Manager, you'll enjoy a role that blends strategic leadership with active community engagement, all within a supportive and dynamic environment.

The City of Rocklin is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply. Many job classifications require a pre-employment medical screening. Depending on the job classification, medical screening may include testing for drugs, including but not limited to marijuana; a positive test may result in revocation of an employment offer.

APPLY TODAY!

Submit your application and resume to www.governmentjobs.com/careers/rocklinca by open until filled with the first cut of September 30, 2024.

Discover more about our thriving community and career opportunities at rocklin.ca.us, or reach out to 916-625-5055 for more information.

BENEFITS

- Medical Compensation: City contributions of up to \$1,200 per month towards CalPERS Medical plans, fully paid dental and vision for you and your dependents, with additional benefits including a \$300/month cafeteria plan.
- Leave Accruals: You will enjoy 80 hours of management leave annually, 12 sick days, 20 vacation days the first year, and 10 paid holidays.
- Comprehensive Retirement Coverage: CalPERS Pension per PERL; City contributions of up to \$1,200 per month towards CalPERS post-retirement medical insurance and matches up to \$300 per month towards a 457 plan.
- Insurance & Allowances: \$200,000 City provided in life insurance and AD&D, plus \$3,000 annually for cell phone and auto expenses.



- Holistic Wellness: Access to various City provided programs such as nutrition courses, chair massages, yoga, book club, and a garden club.
- Professional Development: Engage in training opportunities

