



The City of Colton invites your interest for the position of City Manager

The City

Incorporated in 1887, the City of Colton is an “American Classic” with a proud history. Covering an area of approximately 18 square miles with a current population of over 52,000, Colton is located in the East San Bernardino Valley, in the middle of the Inland Empire, one of the fastest growing regions in the United States. Colton is a thriving and well-balanced community offering affordable housing, many family support programs, recreation and parks, health services, a quality education system and public safety programs.

Colton operates as a general law city, governed by a mayor elected at large and six Council Members elected by districts. The operating budget for fiscal year 2008/09 was over \$177 million, including General Fund, capital projects, enterprise funds, and redevelopment for approximately 430 full and part-time staff. Services include: public safety (fire, police and emergency medical services); planning and inspection services; community development; a full range of people services (recreation for all ages, library services, child care, youth and family support programs); utilities (electrical, water, sewer); economic development and redevelopment programs; and administrative services providing support for all departments.

The Ideal Candidate

Colton’s City Manager must be a self starting, results oriented individual, eager to assume the complex responsibilities of the position. A broad experience in all facets of municipal government is desirable. The City seeks a good communicator and team builder, with strong interpersonal skills. With government agencies facing economic uncertainty, a financial background is desirable.

Characteristics/Attributes

The Mayor and Council seek someone who is honest, has integrity, is ethical and energetic. Experience in public sector is highly desirable. The ability to maintain morale throughout the organization is needed. In addition, being able to work well with the City Council and executive staff on a variety of subjects is crucial.

Education/Experience

A minimum of ten years of municipal management experience with at least five years as an Assistant City Manager or comparable high-level position. In addition, the candidate must possess a bachelor’s degree in Public Administration, Business Administration or related field; a Master’s degree in Public Administration or Business Administration is desirable. Candidates who have any combination or training and experience outside of the public sector that demonstrates the caliber needed to manage and lead a City are encouraged to apply.

Complex Issues at the Forefront

- On June 30, 2011, the Colton Utility Tax will sunset. The City Manager will have to work closely with the Council to determine if the utility tax will be extended. As of this current fiscal year, the tax provides approximately \$5 million in annual revenue, which is used to maintain various services within the City.
- During the 2008-2009 fiscal year, the City laid off 19 employees and reached agreements with the bargaining units for furloughs. For the current fiscal year, the City anticipates further reductions will be necessary. The ability to maintain open and cordial dialogue with the City’s eight represented groups will be important.
- Work with the Mayor and Council to determine the development needs of the City. Development may be necessary to offset the current and forecasted economic situation.



Compensation & Benefits

The compensation for the City Manager is negotiable up to \$250,000 annually, depending on qualifications. The City Council is willing to consider relocation and housing assistance. Standard benefits include:

- Retirement - CalPERS 2.7% at 55; City pays 4% of 8% employer cost
- Cafeteria Plan - \$990 monthly allowance to purchase medical, dental, vision or supplemental insurance
- Life Insurance - City paid coverage of \$100,000
- Holidays - 12 per year
- Administrative Leave - 80 hours/fiscal year
- Floating Holiday - 20 hours/fiscal year
- Vacation - Up to 320 hours/fiscal year
- Car Allowance - \$500/month
- Additional benefits such as short & long term disability, deferred compensation, and tuition reimbursement are provided

Application Process

Qualified candidates are invited to apply for this outstanding career opportunity. To be considered for the position, please submit a cover letter with resume detailing your related background, education and experience with salary history and three references to:

Mathis Consulting Group
Office: (707) 252-2151
Dr.Bill@MathisGroup.net
www.mathisgroup.net

The position closes **October 3, 2009**. The most qualified candidates will be invited to participate in the interview process. Final selection will be made in November 2009.

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT
CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS
BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE – The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. We will attempt to reasonably accommodate applicants with disabilities upon request.