



*THE CITY OF PLACERVILLE INVITES APPLICATIONS FOR
CITY MANAGER*



***\$150,408 TO \$182,832 ANNUALLY DOQ
(PLUS EXCELLENT BENEFITS AND INCENTIVES)***

APRIL 24, 2025

City of Placerville



The Community

Placerville is an historic California “gold rush” town named after the placer gold deposits found in its river beds and hills in the late 1840’s. With a population of 10,527, it is centrally located between Sacramento and South Lake Tahoe. Situated above the fog line and below the snow line, Placerville boasts an ideal climate with four distinct seasons. Accessibility to Placerville is via State Highway 49 and U.S. Highway 50, along one of the most traveled corridors in California. Placerville’s treasured heritage is reflected in the historical, nineteenth century architecture of its downtown core. In addition, Placerville is the County seat and the center of financial, commercial, civic, and governmental activity.



Serving as a “hub” for many nearby destinations and activities, Placerville is well situated. Premier wineries, Apple Hill orchards, Historic Coloma, the American River, and the El Dorado National Forest are all located within minutes of downtown Placerville. The future of Placerville’s business economy will continue to be strengthened and infused by these established and newly developing areas of opportunity surrounding the hub.



City Government

The City of Placerville has a Council/Manager form of government. Five Council Members are elected and the Mayor is appointed by City Council. The City Council appoints the City Manager, who appoints all officials in executive positions of the City. The Executive Team consists of six Department Directors: Community Services, Development Services, Finance, Engineering, Public Works and Police Chief. The City has 85 full-time employees with an Operating budget of \$24.68 million.

The Position

Under policy direction of the City Council, the City Manager serves as chief executive officer of the City, and assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations for the City of Placerville; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends and administers policies and procedures; acts as the City’s chief emergency services officer in any local disaster. Serves as the City’s Personnel Director, and on the Placerville Financial Authority; directs the development and implementation of the City’s goals, objectives, policies and priorities; establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly; oversees the development and administration of the City budget; approves the forecast of revenues needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

City of Placerville



The Position Cont.

Selects, motivates and evaluates personnel; resolves personnel concerns and issues; maintains the City's labor relations program; responds to and resolves difficult, complex, and sensitive citizen inquires and complaints; contacts departments involved; provides direction and delegates authority as necessary to correct issues; explains, justifies and defends City programs, policies and activities; negotiates and resolves sensitive and controversial issues; represents the City to all departments and outside agencies and organizations; participates in community organizations to seek feedback and to ensure access to City services by all citizens; plans, directs, manages, and oversees all City activities and operations including business development, City Clerk, building inspections, facility maintenance, community development, finance, human resources, police, public works departments, functions, programs, and activities.



The Ideal Candidate

The ideal candidate will be a visionary, team-oriented and resourceful City Manager who has exceptional financial management skills. In addition, the candidate should possess good leadership, management, and customer service skills, with proven ability to oversee teams of executive, managerial, and professional staff. The candidate should also have the ability to implement and administer goals, objectives, and procedures for providing effective City services. The selected candidate should demonstrate a proven competency in identifying and responding to community and City Council issues, concerns and needs, and in establishing and maintaining positive public relations.

A best business practices approach is important for establishing City work standards, and the ability to collaborate with departments of the City to identify service issues, citizen concerns, and ways to provide more cost effective services. The successful candidate will be an excellent communicator, effective listener, able and willing to communicate effectively with culturally diverse employees, community organizations, and individual citizens, serve as a positive role model for customer service and dispute resolution, be ethical, forthright, and an example of courage in pressure situations.

Education and Experience Guidelines (please see the Job Description with the application for a full listing of duties and qualifications)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: a bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field. Seven years of progressively responsible administration or staff experience in municipal government with five years as a department director, three years as Assistant City Manager, or one year as a City Manager. A master's degree in a related field is desirable.

License or Certificate:

Possession of or ability to obtain an appropriate valid driver's license.

City of Placerville



Compensation and Benefits

This is an employment contract position with an annual salary of \$150,408 to \$182,832. The salary for the City Manager position is negotiable, depending on experience and qualifications.

The incumbent will be a member of the California Public Employee Retirement System (CalPERS) with Pension formula based on the CA Public Employees' Pension Reform Act of 2013. The City participates in Social Security and Medicare.

Benefits:

Medical, dental (including orthodontics), and vision care for employee and eligible dependents; Life Insurance: \$50,000 term life policy; Holidays: 13 paid holidays each calendar year; Vacation: accrual of 80 hours annually during the first four years of service; Sick Leave: Eight hours accrual per month; Administrative Leave: 80 hours annually; vehicle allowance; and a cell phone allowance.

The Selection Procedure

The position is open until April 24, 2025. Interested candidates should submit a cover letter, resume, and references to through the City's online recruitment system. For questions contact the following:

***City of Placerville
Human Resources
Attention: Regina O'Connell
3101 Center Street
Placerville, CA 95667
roconnell@cityofplacerville.org
530-642-5531***

Depending upon the number of qualified applicants, a screening committee will review the applications and select the most highly qualified candidates to proceed to the next step of the selection process, which will consist of an oral panel interview. The oral panel will recommend one or more candidates for a final interview with the City Council. The successful candidate must successfully pass a medical examination, criminal and financial background checks, employment reference checks, and proof of a valid California Driver's License with appropriate insurance.

THE CITY OF PLACERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER