

The City of Angels

Invites applications for the position of City Administrator

The City of Angels is located in California's Gold Country within the Sierra Nevada Foothills. The City of Angels, which was founded in 1848 and incorporated in 1912, is rich in gold rush history and traditions which contribute to the quality of life for residents and visitors alike. As the only incorporated City in Calaveras County, the City of Angels provides a full range of services under a City Council-City Administrator form of government with a current annual operating budget of \$9.2 million dollars. It is currently home to 4,020 residents, and also benefits from tourism, recreation, and service & retail business including agricultural commerce. This dynamic small town is on the verge of establishing a unique identity and significant new opportunities for community growth and vitality. (www.angelscamp.gov)

The City Council is seeking an Administrator with an open door policy and who fosters an atmosphere of trust. He/she must be an excellent communicator, and be responsive to the City Council, the Staff, and the Community. The Administrator is expected to provide leadership, hold staff accountable, and build on the existing team environment. The position is full time; compensation is open and commensurate with background and experience and includes an attractive benefits package. An extensive background check will be conducted on the selected applicant.

Please note the City of Angels is considering combining its City Administrator and Planning Director positions. While no final decision regarding this organizational change has been made, the City may look favorably upon candidates who have substantial planning backgrounds as part of this recruitment.

Interested candidates should submit a [City of Angels Job Application](#) along with a detailed description of all relevant education, experience, and qualifications. All qualified candidates that are selected will be invited to Angels Camp at their own expense for an appraisal interview. Candidates will be ranked by the Appraisal Board, with final interviews and selection by the City Council. Applications and job description may be picked up at Angels City Hall, 584 S. Main street, or by sending a request to marykelly@angelscamp.gov

Submittal must be received not later than 3:00 PM on November 2, 2017. Submit application material by: **mail** to Mary Kelly, City Administrator: City Hall, City of Angels, P.O. Box 667, Angels Camp, CA 95222; or **hand deliver** to Mary Kelly at City Hall, 584 S. Main Street, Angels Camp, California; or by **FAX** to 209-736-0709, Attn: Mary Kelly; or by **E-mail** to marykelly@angelscamp.gov.



CITY ADMINISTRATOR

DEFINITION

Under policy direction by the City Council, the City Administrator shall plan, organize, direct and review the activities and operations of the City. The Administrator shall be appointed by, and serve at the pleasure of, the City Council. He/she shall be appointed by a majority vote of the Council.

DISTINGUISHING CHARACTERISTICS

The City Administrator is responsible for the day to day operations of the City. All administrative matters requiring action by the Council are to come to the full Council through the office of the City Administrator.

THE PLACE

The City of Angels (which is comprised of the historic communities of Angels Camp and Altaville) is located in California's Gold Country within the Sierra Nevada Foothills. The City of Angels, which was founded in 1848 and incorporated in 1912, is rich in gold rush history and traditions which contribute to the quality of life for residents and visitors alike. As the only incorporated City in Calaveras County, the City of Angels provides a full range of services under a City Council-City Administrator form of government. It is currently home to 4,020 residents, and also benefits from tourism, recreation, and service & retail business including agricultural commerce. This dynamic small town is on the verge of establishing a unique identity and significant new opportunities for community growth and vitality.

ESSENTIAL JOB FUNCTIONS

Duties will include, but are not limited to, the following:

- a. Shall supervise administration of all City departments and offices.
- b. Shall research, interpret and prepare all policies, procedures and regulations which the Council has legal authority to apply to city offices and departments.
- c. Shall attend all meetings of the City Council unless excused there from, prepare matters for Council consideration and action, and make recommendations to the Council on matters within its authority and other meetings as directed by Council.
- d. Shall submit a proposed annual budget for Council consideration and adoption.
- e. Shall supervise and direct preparation of the budget and review and evaluate all items including expenditures, revenues and services.
- f. Shall supervise and direct the administration of purchasing.
- g. Shall administer the personnel programs of the City.
- h. Shall evaluate the job performance of all department heads and non-management staff supervised by the Administrator.
- i. Shall administer the risk management operations (insurances) of the City, including but not limited to, workers' compensation, liability, property, employment liability, vehicle and small claims.

- j. Shall have working knowledge of Community Development, including Block Grant programs.
- k. Shall make all organizational recommendations in order to efficiently and effectively provide City services.
- l. Shall perform such investigations, studies, or surveys as the City Council directs.
- m. Shall understand and appreciate the value of historic preservation, environment and quality of life concerns.
- n. Shall be responsible for and prepare minutes of the City Council meetings in the absence of the City Clerk.
- o. Shall hire and discharge employees.
- p. Shall participate and take an active role representing the City and community
- q. Shall act as the City's principal representative in disaster related matters.

QUALIFICATIONS

Knowledge of:

- a. Understands all facets of Council-Administrator relationship.
- b. Possess a working knowledge of all facets of municipal government.
- c. Possess a working knowledge of pertinent state, federal and local government laws, rules and regulations.

Ability to:

- a. Manage and provide effective leadership.
- b. Build consensus for short and long range goals.
- c. Establish and maintain good working relationships with Council, employees, and public.
- d. Communicate clearly and concisely, both orally and in writing.
- e. Develop and maintain relationships with other agencies and organizations.
- f. Identify problems and recommend solutions.
- g. Operate and utilize standard office computer software.

Minimum Qualifications:

- a. Possess a Bachelor's degree in Public Administration, Business Administration, or related field (a Master's degree is highly desirable).
- b. Possess a minimum of five years experience as a City Manager/Administrator or Assistant City Manager/Administrator, Department Head in municipal government.
- c. Possess a valid California Drivers License.

Working Conditions

Current physical and mental requirements for this position are: frequent sitting; walking and standing; bending, twisting, climbing, squatting and kneeling; complete work under deadlines; have memory capacity to recall details and events; and must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and some limited outdoor working environments.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.



CITY OF ANGELS

“Home of the Jumping Frog”
EMPLOYMENT APPLICATION FOR:



(State Exact Job Title)

PLEASE TYPE OR PRINT IN INK

Equal opportunity in appointments is an important City policy. It means that applicants and employees are considered only on the basis of their qualifications and potential regardless of race, religion, creed, political affiliation, color, national origin, ancestry, sex, sexual orientation, age, familial status, medical condition, pregnancy, or mental or physical disability.

1. NAME _____
Last Name First Name Middle Initial

2. RESIDENCE ADDRESS _____
Number Street City/State Zip Code

3. MAILING ADDRESS _____
Number Street City/State Zip Code

4. TELEPHONE NUMBER: Home – () _____ Business – () _____
E-MAIL ADDRESS: _____ Cell – () _____

5. DRIVER'S LICENSE _____ / _____ / _____ 6. SOCIAL SECURITY NO. **Not required at this time**
Class No. State

7. PROFESSIONAL CERTIFICATES/LICENSES/REGISTRATIONS _____ / _____
Number & State Number & State

8. ARE YOU RELATED TO ANYONE WORKING FOR THE CITY OF ANGELS? ____ YES ____ NO
If yes, name of employee _____

9. HAVE YOU EVER BEEN CONVICTED OF A CRIME THAT HAS NOT BEEN EXPUNGED, SEALED, PARDONED, ANNULLED, STATUTORILY ERADICATED OR DISMISSED UPON CONDITION OF PROBATION? **(If yes, state details on a separate sheet of paper. Conviction is not a necessary bar to appointment. Each case will be given individual consideration, based upon job-relatedness.)** You should answer “No Record” with respect to any conviction of a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial program.
____ YES ____ NO RECORD

10. MAY WE CONTACT YOUR PRESENT EMPLOYER AS TO YOUR QUALIFICATIONS, CHARACTER, WORK RECORD? (Will contact only if you authorize.) ____ YES ____ NO

11. ARE YOU LEGALLY ELIGIBLE TO WORK WITHIN THE U.S.A.? ____ YES ____ NO
Upon offer of an assignment, you will be required to show proof acceptable to the City of such eligibility.

12. ARE THERE ANY HOURS, SHIFTS, OR DAYS YOU CAN'T OR WON'T WORK? ____ YES ____ NO
If yes, please state _____

EDUCATION

13. Circle Highest Grade Completed	High School Last Attended	Location (City/State)
1 2 3 4 5 6 7 8 9 10 11 or Graduate/GED		
College, Business or Trade School Attended and Location	Major Subjects	Semester Units Degree

RETURN COMPLETED APPLICATION TO: CITY OF ANGELS, P.O. Box 667, ANGELS CAMP, CA 95222

CURRENT EMPLOYMENT

For Current and Previous Employment, be as complete as possible, leaving no blanks. Listing "See Resume" is not acceptable.

Title:	Duties:
Employed from:	
To:	
Employer:	
Supervisor:	
Supervisor's phone: ()	
Salary:	
Reason for leaving:	

PREVIOUS EMPLOYMENT

List most recent experience first. Carefully account for all employment, paid and unpaid, over the past 7 years. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached, but this section must be completed. Include military service if applicable.

Title:	Duties:
Employed from:	
To:	
Employer:	
Supervisor:	
Supervisor's phone: ()	
Salary:	
Reason for leaving:	

Title:	Duties:
Employed from:	
To:	
Employer:	
Supervisor:	
Supervisor's phone: ()	
Salary:	
Reason for leaving:	

Title:	Duties:
Employed from:	
To:	
Employer:	
Supervisor:	
Supervisor's phone: ()	
Salary:	
Reason for leaving:	

Reason for leaving:	
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ANY POSITION THAT REQUIRES AN UNDERGRADUATE OR GRADUATE DEGREE AND/OR A CERTIFICATE/LICENSE (Including P.O.S.T.), MUST INCLUDE A COPY OF THE DEGREE OR CERTIFICATE/LICENSE WITH THE COMPLETED APPLICATION.

IMPORTANT - APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am appointed, false statements on this application could lead to disciplinary action up to and including dismissal from the appointment. I also understand that I will undergo a background check and drug screening prior to any appointment. The City is hereby authorized to make any investigation of the facts set forth in this application, and I hereby authorize any previous employer to release any personnel related facts/data requested by the City of Angels, including access to my personnel file.

I hereby knowingly, voluntarily, specifically, and permanently waive any rights I may have to examine, review, or to otherwise discover the contents of this investigation and all documents related thereto, whether by request, appeal, grievance, or by legal process.

I understand and agree that the length of my appointment is not guaranteed and that no supervisor, manager or other employee has any authority to alter the foregoing.

Signature _____ Date _____