

CAPITOLA WHARF

# CITY OF CAPITOLA

Join our Team

## We're Looking for a new Assistant to the City Manager

### *The Community*

Capitola is a popular seaside resort community centrally located in Santa Cruz County adjacent to the Monterey Bay National Marine Sanctuary. Located less than an hour from San Jose, Capitola enjoys a lively lifestyle that celebrates family, fun, and history. Capitola has a population of approximately 10,000 within its 2 square miles.

### *The Organization*

The City of Capitola was incorporated in 1949 and has operated under the Council-Manager form of government since 1962. The City is a General Law City with a five-member Council, with the members elected to four-year staggered terms. The Council annually elects the Mayor and Vice Mayor.



**CONTACT US**

420 Capitola Ave  
Capitola, CA 95010

831-475-7300  
[www.cityofcapitola.org](http://www.cityofcapitola.org)

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### *The Ideal Candidate*

The City is currently seeking an Assistant to the City Manager who has exceptional managerial, interpersonal, communication, and critical thinking skills. The ideal candidate will possess a big picture perspective and be forward thinking. Resilience, flexibility, creativity, and innovation are crucial to the success of the Assistant to the City Manager. An individual who is a team-player and has leadership skills will excel in this position.

This position offers a wide range of opportunities to the right person. The selected candidate will have the opportunity to actively participate in addressing issues of concern to the City, which at times may be outside their direct area of expertise. Applicants with backgrounds such as human resources, information technology, budgeting, and project management will be strongly considered.

#### Requirements:

Five years of increasingly responsible administrative experience in municipal government is required. A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field is also required. A Master's degree is highly desirable.



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### *The Compensation*

The salary for the Assistant to the City Manager position is \$8,162 - \$9,922/month depending upon experience and qualifications. Benefits include:

**Retirement:** PERS 2.5% @ 55 for employees with less than a six-month break in PERS-qualified employment. **457 Plan** available through VOYA

**Vacation:** 12 days/year, increasing to 14 days/year after two years of employment

**Administrative Leave:** 10 days/year

**Sick Leave:** 12 days/year, with unlimited accrual

**Holidays:** 12 days/year, plus 3 personal holidays

**Health/Dental/Vision Insurance:** the City currently pays \$824/emp., \$1,339/emp. + 1, \$1,751/emp. + 2 per month under a cafeteria plan. Cash in lieu of \$250/month for those covered by another group medical plan

**Life Insurance:** \$50,000 policy + \$1,500 for each dependent

**Flexible Spending Account:** Tax-deferred employee contributions that can be applied to specified expenses (for example: child care, dependent orthodontic work, and medical expenses)



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### *To Apply*

If you are interested in this opportunity, please submit an application, your resume, and cover letter by Monday, July 11, 2022 to:

**Renee Demar**, Human Resources Analyst

Phone: 831-475-7300

Email: [rdemareci.capitola.ca.us](mailto:rdemareci.capitola.ca.us)

Address: 420 Capitola Ave. Capitola, CA 95010

### *Tentative Timeline*

**June 7:** Applications accepted

**July 11:** Application deadline (Application, Resume, & cover letter must be postmarked or received no later than 5p.m.)

**July 20:** Oral Board Interview

**July 22:** Top Candidates Interviews

**August 16:** Tentative Start Date



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