

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 fivemember Council, with the members elected to four-year staggered terms. The Council annually elects the Mayor and Vice Mayor.

# CITY OF CAPITOLA Join our Team

## The Ideal Candidate

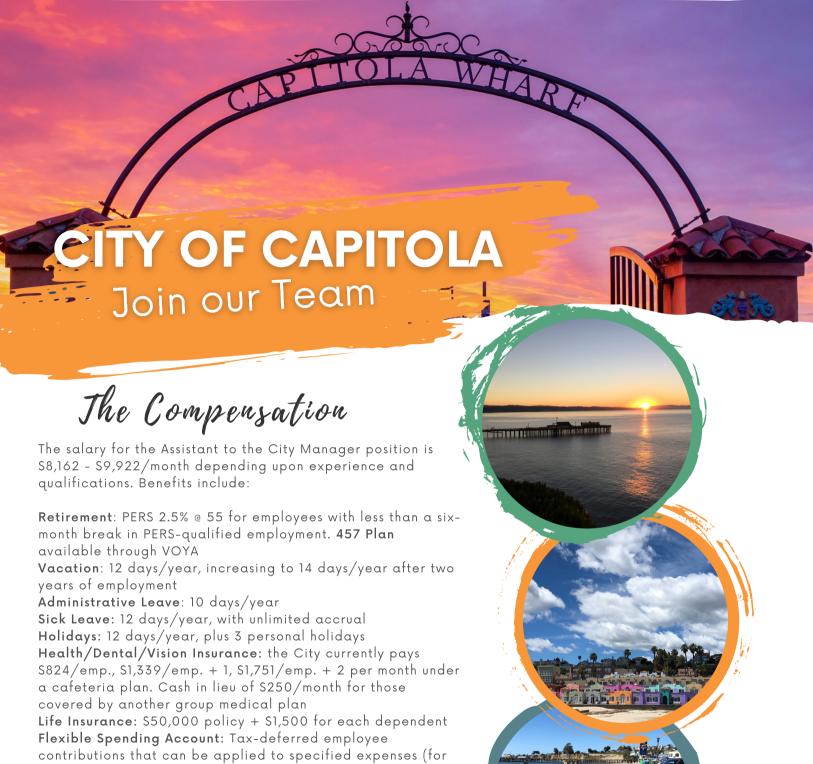
The City is currently seeking an Assistant to the City Manager who has exceptional managerial, interpersonal, communication, and critical thinking skills. The ideal candidate will possess a big picture perspective and be forward thinking. Resilience, flexibility, creativity, and innovation are crucial 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.





example: child care, dependent orthodontic work, and medical expenses)



## 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: rdemar@ci.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

