



Peckham & McKenney
“All about fit”

**Senior Management Analyst/
Community Relations Manager**
PLEASANT HILL, CALIFORNIA

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EXECUTIVE SEARCH

THE COMMUNITY

Set amid rolling hills and woodlands in the East Bay area of San Francisco, Pleasant Hill is a modern, vibrant city offering the perfect balance of suburban amenities and small-town charm. Located approximately 20 miles east of Oakland in Contra Costa County, the city is bordered to the south by Walnut Creek, the north by Martinez and Pacheco, the east by Concord, and the west by Lafayette.

Pleasant Hill's roots can be traced to a growing farming community in the 1880s and the opening of the Central Pacific Railroad through Diablo Valley in 1891. Population growth accelerated after World War II and the community gradually took shape as part of the suburban East Bay Area with residents firmly committed to creating a unique identity for Pleasant Hill. On November 7, 1961, they voted to incorporate Pleasant Hill as a City. In 1964, Interstate 680 opened between Monument Boulevard and Willow Pass Road, completing the freeway from Oakland to Sacramento and bringing new opportunity for development. Today the city encompasses 8.1 square miles, is home to 34,853 residents, and still retains its strong sense of community.

Residents of Pleasant Hill enjoy an enviable quality of life with safe, quiet residential neighborhoods and an array of amenities. Its appealing downtown boasts more than 350,000 square feet of retail space, movie theaters, entertainment venues, restaurants, and a central plaza area for community gatherings and events. Its Mediterranean climate with warm, dry summers and mild winters makes the area ideal for visitors and residents seeking active outdoor activities. Numerous parks and trails are available for jogging, hiking, bicycling, skating, and horseback riding along with a variety of other recreational programs and sports facilities.

Numerous distinguished educational institutions serve Pleasant Hill. The Mount Diablo Unified School District operates the local K-12 public school system while several private schools also serve the community. Higher education institutions include Diablo Valley College and JFK University.

Pleasant Hill is easily accessible with Interstate 680 running north/south, connecting the city with Highway 24 to Oakland, the Bay Bridge, and San Francisco. Bay Area Rapid Transit (BART) high-speed trains and local bus services, and nearby international airports provide transportation options for residents, commuters, and visitors.

To learn more about the City of Pleasant Hill, please visit www.pleasanthillca.org.

THE MISSION

The City of Pleasant Hill is dedicated to maintaining a safe, pleasant environment within the community by providing effective governance and the efficient and professional delivery of public services.

In the process of providing representative local government, the City identifies and anticipates concerns, problems, and opportunities and takes actions to address them.

The City government is a catalyst for the involvement of residents, businesses, and organizations in the development and maintenance of a well-integrated community.

THE ORGANIZATION

Pleasant Hill is a General Law City operating under the Council-Manager form of government. The City Council consists of five members who are elected at large for staggered four-year terms. The City Treasurer also is elected for a four-year term. The Mayor and Vice-Mayor are elected by the Council from its own ranks and serve for one-year terms. The Council is the governing board of the City. It establishes the City goals and adopts policies to ensure the long-term health of the community. It provides responsible and representative local government to the residents, businesses, and organizations in Pleasant Hill and oversees the efficient and effective delivery of public services.

With a staff of 109 full time employees, the City delivers a range of municipal services including police, finance, building inspection, planning, and code enforcement, engineering, economic development, street construction and maintenance, and storm drainage services. Fire protection, recreation and parks, sewage collection and treatment, water, and school services are provided through special districts not subject to City control.



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Organizationally, the City is divided into five departments: City Manager's Office, City Attorney's Office, Police Department, Community Development/Public Works, and Administrative Services.

The City Council goals for FY 2018/19 – 2019/20, adopted in June 2018, are the following:

- A City that is safe;
- A City that is financially sound;
- A City that is attractive, well-planned, and well-maintained;
- A City that provides a high quality of life and a small-town atmosphere for its residents; and
- A City that provides efficient and effective public services.

The City operates on a two-year (biennial) budget and is expecting that General Fund revenues will total \$29.2 million in FY 2018/19 and increase to \$30.6 million in FY 2019/20. General Fund expenditures are budgeted to match revenues.



THE POSITION

Public Information and Community Relations is a division of the City Manager's Office.

Under the direction of the City Manager, this position plans, organizes, and implements public communications for the City; serves as the City's media contact and Public Information Officer; advises and supports the City Council, City Manager, and departments on

appropriate community outreach and strategic communications; serves as liaison to civic organizations and outside agencies; and provides staff support to the Civic Action Commission, the Education Commission and the Measure K Oversight Commission.

In addition to producing high quality communications, the position provides analytical expertise and management for an array of high-level, complex programs that impact the community, including, but not limited to, solid waste and recycling, and cable TV franchise agreements.

The Senior Management Analyst/Community Relations Manager may directly supervise subordinate staff as assigned, including clerical staff in the City Manager's department.

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

- Effectively utilize the City's communications channels, and stay apprised of emerging communications methods, to increase the public's understanding and awareness of City programs, projects, and initiatives. This includes significant use of social media, the City's website, the Outlook newsletter, the City Channel, and special presentations.
- Produce high quality special events that engage the community.
- Respond to inquiries from the public.
- Serve as liaison to the public, business community, non-profits, and other government agencies.
- Develop and maintain effective relationships with media contacts; serve as City Public Information Officer in the Emergency Operations Center.

- Represent the City in the community, at meetings, and at conferences.
- Provide a variety of high-level administrative and analytical support to the City Manager, special projects, and community groups.
- Conduct complex studies and surveys; collect, compile and analyze information; develop and evaluate options, and prepare and present recommendations for review by management.
- Coordinate projects as assigned by the City Manager.
- Coordinate activities of the City Manager's department with other City departments and divisions, with outside agencies, and with citizen groups.
- Administer contracts.



- Prepare and monitor the Community Relations budget.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of excellent customer service.

THE IDEAL CANDIDATE

The ideal candidate for this Senior Management Analyst/Community Relations Manager opportunity has been described as an enthusiastic master problem solver and expert communicator, who is able to strategically collaborate with others in creating successful solutions.

The successful candidate will have exceptional interpersonal skills that allow him or her to work successfully across the organization and community, from assisting the Mayor with official communications to welcoming school children on tours of City Hall.

In addition to creating and managing the City's public communications and community relations programs, the selected candidate will assist the City Manager in a variety of administrative, analytical, and liaison capacities, including coordinating environmental programs such as recycling and waste management.



SEARCH SCHEDULE

Filing Deadline	January 21, 2019
Preliminary Interviews	January 24 through February 8, 2019
Recommendation of Candidates	February 13, 2019
Finalist Interview Process	February 25, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

This mix of communications, community relations, and program analysis and management provide an interesting, rewarding, and stimulating variety of work.

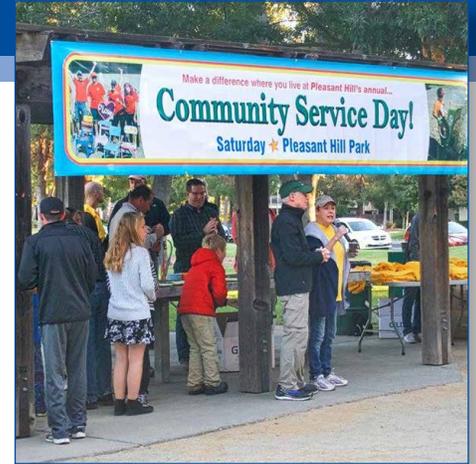
The Senior Management Analyst/Community Relations Manager is a member of the City's Executive Management Team and will be expected to contribute insights and ideas given their unique position of being a liaison to the citizens, businesses, schools, and non-profits in the City.

A self-starter with excellent written and verbal communication skills and an upbeat attitude about public service is strongly desired.

A Bachelor's degree from an accredited four-year college or university preferably with a major in journalism, communications, public or business administration, or a field related to the work, and a minimum of five years of experience is required, as is the ability to obtain an appropriate California driver's license

THE COMPENSATION:

The salary range for this position is from \$114,372 to \$152,100. The City Manager may offer a salary anywhere within the range dependent upon experience and qualifications. In addition, the City offers a comprehensive benefits package.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com