

CITY MANAGER

ANNUAL SALARY
\$147,000 - \$186,000

PLUS A GREAT BENEFITS
PACKAGE

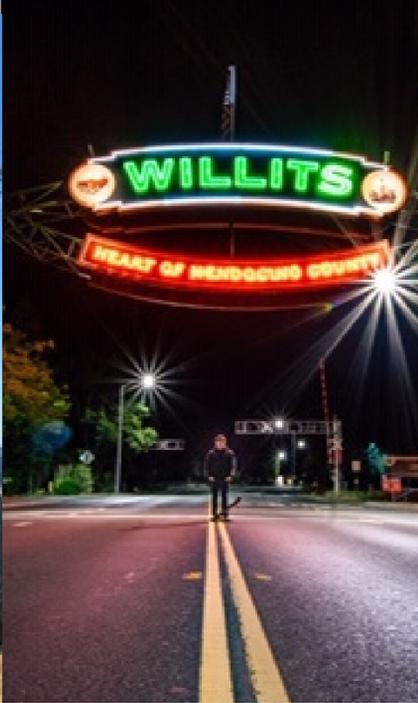
OPEN UNTIL FILLED



The City of Willits
111 E. Commercial Street
Willits, CA 95490



jobs@cityofwillits.org



THE POSITION

The City of Willits has recently confronted a fiscal challenge, taking decisive action to realign its organization, reduce costs, and restore financial stability. Those efforts are resulting in a balanced budget, clearer priorities, and a committed, talented management team. With the hard reset complete, Willits is poised to shift from stabilization to strategic progress. This position offers a rare opportunity for a City Manager who thrives in moments of transition—someone ready to build momentum, strengthen operations, and partner with the City Council and community to shape the next chapter of Willits' future.

THE CITY

The City of Willits is an excellent location from which to enjoy the exceptional beauty of Mendocino County. Geographically, Willits is in the center of Mendocino County and provides much in terms of climate, recreation, and cultural arts. To the north are the majestic redwoods and the beautiful Eel River watershed, to the south are award-winning wineries, and to the west is the rugged Mendocino Coast. Willits has a population of around 5,000 and offers many resources to surrounding communities, including the county museum, a library, a Community College Campus, annual Frontier Days with the longest continuously running rodeo in California, the Skunk Train, and a new state-of-the-art hospital.

Operating under a Council-Manager governance structure, the City Council is comprised of five elected officials. In addition to serving as the governing body for the City, the Council serves as the City's Planning Commission. The Council directly appoints the City Manager and City Attorney, with the departments overseen by the City Manager. The City's various operational areas include the Police Department, the City Manager's Office, the City Clerk, Finance, Community Development, Human Resources, Services & Facilities, Water Treatment, and Wastewater Departments. The City also operates the Willits Municipal Airport and several recreation facilities.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Graduation from a four-year college or university with major course work in Public or Business Administration, or a closely related field, is desired. An ICMA Credentialed Manager would also be desirable.

Experience: Five (5) years of progressively complex and responsible administrative experience in municipal government with at least one year as a City Manager, Deputy or Assistant City Manager, or a government sector department head. This work experience should include at least five years of supervisory or managerial experience.

Licenses and Certifications: Possession of a valid California Driver's license.

THE IDEAL CANDIDATE:

The City Council is seeking someone who can:

Serve as Chief Executive Officer of the City

Implement City Council policy, provide professional advice, and ensure the effective operation of all City departments and services.

Lead Organization-Wide Strategy and Performance

Set organizational priorities, align resources with Council goals, and drive continuous improvement, innovation, and accountability.

Prepare and Administer the City Budget

Develop, present, and manage the annual operating and capital budgets; maintain long-term fiscal sustainability; and oversee financial controls.

Oversee Personnel and Labor Relations

Recruit, develop, and evaluate department heads; foster a high-performing workforce; and manage labor relations in compliance with California law.

Ensure Compliance with Laws and Regulations

Ensure City operations comply with federal, state, and local laws, including California-specific requirements related to public finance, employment, and transparency.

Advance Community Engagement and Communication

Serve as a visible and accessible leader; engage residents, businesses, and community partners; and communicate clearly on City initiatives and challenges.

Guide Economic Development and Community Investment

Promote economic vitality, oversee development initiatives, and strengthen partnerships that enhance the City's quality of life and tax base.

Provide Direct Problem-Solving and Oversight

Personally engage in resolving operational issues, service delivery challenges, and sensitive or complex matters common in a small organization.

Ground the Organization in the Fundamentals

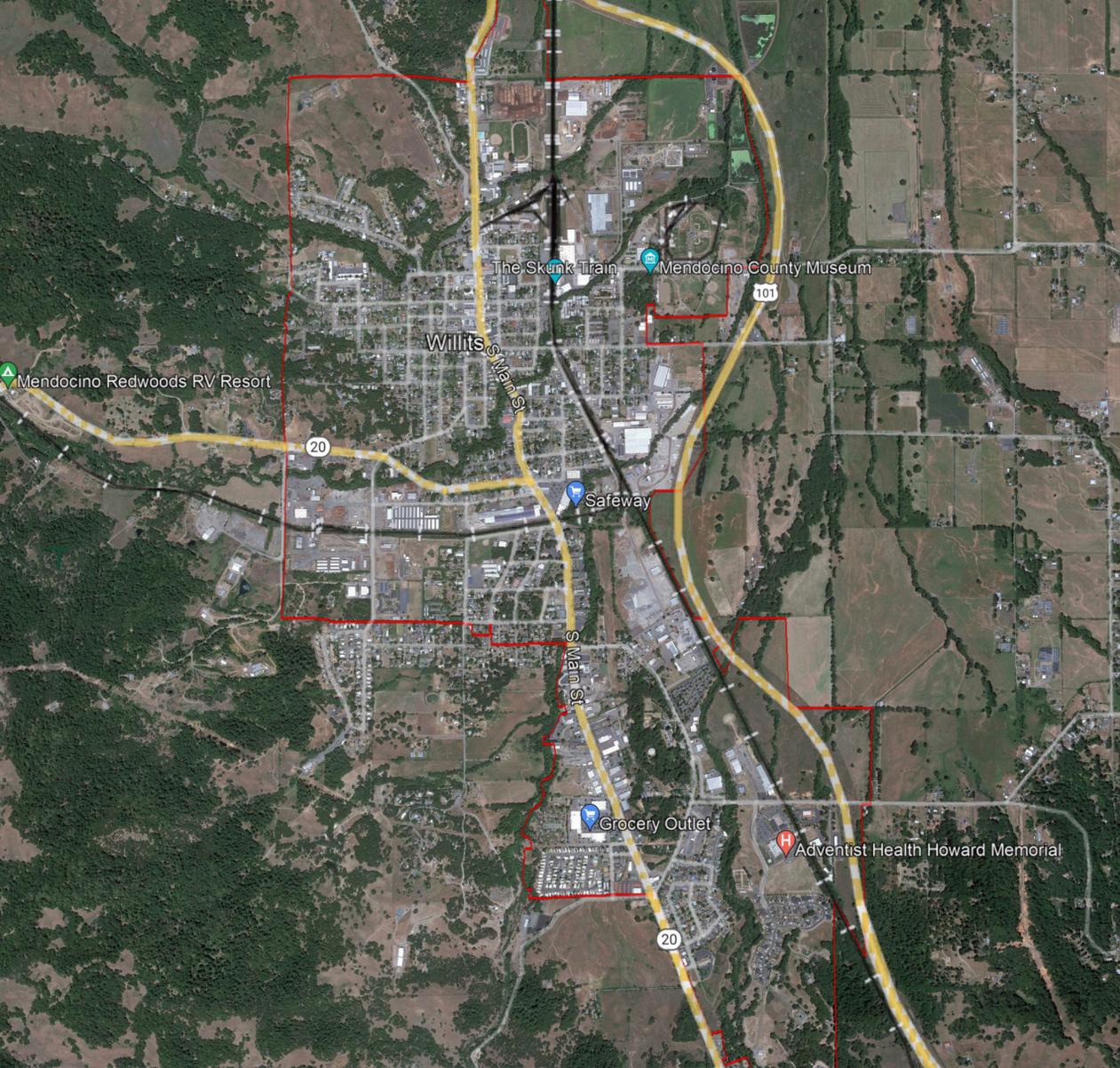
Values sound budgeting, clear policies, reliable service delivery, and disciplined management practices; focuses on getting the basics right before pursuing new initiatives.



OUR MISSION

Our mission is to enhance quality of life, safety, and civic pride for our community by providing land use and development guidance through responsive, respectful, and efficient public service.





HOW TO APPLY

To be considered for this opportunity, candidates should apply by submitting a comprehensive resume and compelling cover letter via email to the City of Willits Human Resources Department at:

jobs@cityofwillits.org
City of Willits
111 E. Commercial St.
Willits, CA 95490
(707) 459-7176

Additional information can be found on the City of Willits website:

<https://ca-willits.civicplus.com/>

This is a confidential selection process.

References will not be contacted until mutual interest has been established.

Confidential inquiries are welcome to: Bob Richardson, Interim City Manager, brichardson@cityofwillits.org, 707-459-7120

This position is OPEN UNTIL FILLED.

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Human Resources at jobs@cityofwillits.org

BENEFITS OVERVIEW

The salary depends on qualifications. In addition, the City offers an attractive benefits package including:

Retirement:

The City participates in **CalPERS**. For new employees covered under PEPR, the retirement formula is 2% at 62 with an employee contribution of 7.75%.

Medical Insurance: The City offers a choice of two PPO, or HDP plans. The City contributes 100% of the health premium cost based on the category of coverage [employee, or employee plus dependent(s)].

Dental: City paid for employee and dependents.

Vision: City paid for employee and dependents.

Employee Assistant Program: City offered.

Deferred Compensation: Voluntary 457(b) plan.

Vacation: Earned at 4.62 hours per pay period.

Management Leave: 100 hours per year, pro-rated.

Holidays: 11 paid holidays per year.

Floating Holidays: 3 paid holidays per year.

Sick Leave: Earned at 3.08 hours per pay period.

Life Insurance and AD&D: City paid at a \$115,000 policy.



THE CITY OF WILLITS IS AN EQUAL OPPORTUNITY EMPLOYER

