

Salary and Benefits

Salary Range: \$120,922—\$162,047 (dependent upon qualifications), plus benefits.

The City of Susanville offers a wide range of benefits in addition to salary. Included are:

- Paid vacation - eighty hours first year, ninety-six hours after completion of first year; increased on 5th, 15th, 20th, and 25th anniversaries.
- Paid sick leave accrued eight hours per month. Family sick leave.
- City pays the majority of medical insurance with Employee currently paying \$46 per month, dental, and vision plan for employee and family members, and life insurance for employee.
- CalPERS retirement.
- Fourteen paid holidays per year.
- Deferred Compensation Plans available.
- IRS Section 125 Flexible Benefit Plan.
- Eighty hours administrative leave (non-accruing).

Application Procedure & Selection Process:

Open Until Filled with First Review occurring on:
May 7, 2020 at 4:00 p.m.

To be considered for this opportunity, applicants MUST submit a cover letter, resume, and unofficial transcripts in person, via email, or by mail at the following address:

City of Susanville
Attn: Heidi Whitlock, Assistant to the City Administrator
66 North Lassen Street
Susanville, CA 96130-3904
hwhitlock@cityofsusanville.org

Applications are available at the address above or under the Employment Tab at
www.cityofsusanville.org

Candidates with questions may contact City Hall at (530) 252-5102
E-mail: mwilson@cityofsusanville.org

Any offer of employment is contingent upon the favorable results of a pre-employment drug screening, background investigation and receipt of official college transcripts.

The City of Susanville does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.



City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF:

City Administrator

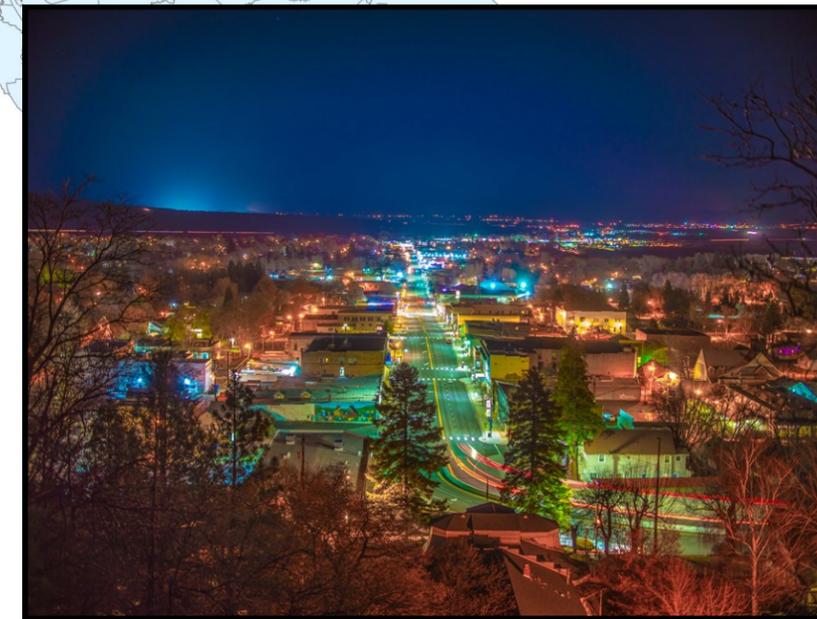


Photo By: Dan Lipp

OPEN UNTIL FILLED with First Review occurring on:
May 7, 2020 at 4:00 p.m.

66 North Lassen Street, Susanville, CA 96130
Phone: 530.252.5102

About the Position

The City of Susanville is recruiting for a **City Administrator**. The City Council is seeking a pragmatic leader with high ethics and integrity, who embraces open government and transparency, as well as having solid management, financial, and organizational skills. The City of Susanville has an annual budget of about \$18 million, an annual General Fund budget of about \$6 million, 63 full-time benefited employees and 23 temporary non benefited employees. The position will be filled through an open competitive process. The City Administrator position is an at-will employment position.



The Successful Candidate Should Have:

Experience: Experience as a department head, assistant city manager or city administrator for a municipal government. 7 years in any of these positions is desired. Training at local government level with background in contract negotiations, public policy and fiscal analysis work. Must have a valid California drivers' license within 30 days of appointment. Must be legally allowed to work in the United States.

Education: A bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field is required. Master's Degree in any of these fields is preferred.

Duties and Responsibilities:

- The City Administrator is the administrative head of the government of the city under the direction of the City Council.
- The office of the City Administrator is created and established per Susanville Municipal Code §2.08.010.
- For a complete job description, refer to the City of Susanville Municipal Code section 2.08.010 through 2.08.210 et seq at <http://www.qcode.us/codes/susanville/>.
- For a list of job primary duties, refer to the City of Susanville Municipal Code section 2.08.010 through 2.08.210 et seq at <http://www.qcode.us/codes/susanville/>.



Photo By: Jeremy Couso

Desired Knowledge of or Ability to:

Knowledge of: Personnel management, risk management, modern accounting principles, practices and methods including program budgeting and auditing, and their application to municipal operations; general principles and practices of data processing and its applicability to municipal operations; ordinances, resolutions, and laws affecting municipal operations; principles and practices of public administration including budgetary practices, financial planning, cash management and investments; principles of supervision and training.

Ability to: Analyze situations accurately and develop effective courses of action; establish and maintain effective working relationships with those contacted in course of work; communicate clearly and concisely, both orally and in writing.

About Susanville and Lassen County



Photo By: Jeremy Couso

Susanville is located in Lassen County in the heart of North East California, at 4,200 feet in elevation. Residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. The population is about 9,000 people. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to Eagle Lake, Antelope Lake and Lake Almanor. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Land & Trails Trust Rails to Trails festival, Mountain Bike trails and races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical Country Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College, with California State University, Chico and University of Nevada, Reno nearby. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, the Susanville Symphony and the Honey Lake Valley Community Pool.

