

The City of Blue Lake, California

*"Where the Sunshine and the Sea Air Meet"*

invites your application for the position of

**CITY MANAGER**





## THE COMMUNITY

Blue Lake provides a small city experience with a distinct character all of its own. The environment is a unique mix of the historic and contemporary, boasting a noteworthy artistic community featuring the Dell'Arte International School of Physical Theatre, a developing Business Park, several seasonal community events and a family-friendly atmosphere overall.

Blue Lake is a City of 1241 residents located along Highway 299 in Humboldt County's Mad River Valley. Because Blue Lake is situated 5 miles inland from Highway 101 and the rugged Northern California coastline, Blue Lake frequently experiences sunshine while the more Coastal areas are blanketed in fog. Humboldt County itself has been recognized by National Geographic Traveler as "one of the world's top ten great places" and by the U.S. Department of Agriculture as "America's most scenic rural county" (with neighboring Mendocino County to the south rated #2 and Del Norte County to the north #3). Blue Lake is within easy access to mountain peaks, rivers, lakes, and wilderness areas. Year round fishing, boating, rafting, kayaking, running, cycling, and other outdoor recreation are close at hand, and in the winter, snow skiing and other seasonal sports are not far away. Despite its rural location, Blue Lake is not far from schools of higher education, medical facilities, shopping districts, and other necessary services in the nearby communities of Arcata, Eureka, and McKinleyville. Blue Lake is proud of its public elementary school, historic downtown district, and Blue Lake Museum, as well as its many active community organizations including the Blue Lake Chamber of Commerce and the Mad River Grange, among others. Remarkable for a City its size, the City itself operates outstanding recreational programs and facilities such as, Perigot Park with its picnic grounds, play area, outdoor stage, and ball fields; and Victor Prasch Community Hall with its popular skating rink, school break camps and adult recreation and leisure activities.

## CITY GOVERNMENT

The City of Blue Lake adopted the City Council-City Manager form of local government in 1996. As the chief executive officer of the City, the City Manager reports to a five-member City Council that selects from its own members Mayor and Mayor Pro-Tem.

The City Manager oversees the staff of a full-service city apart from fire and emergency response services, which are provided by The Blue Lake Fire District, and law enforcement services, which are contracted with the Humboldt County Sheriff's Office. The seven capable and caring full-time employees of the City include a four-member Public Works Department that is responsible for water distribution, wastewater collection and treatment, and overseeing the maintenance of the streets, drains, and parks as well as the operation of other public facilities. A Parks and Recreation Director, who, with the assistance of several skilled, specialized, part-time employees, carries out recreational programs while utilizing established partnerships with various community organizations including our St. Joseph Health System Blue Lake Community Resource Center. A City Clerk, an Office Supervisor and one part-time assistant serve City Hall and provide friendly front desk services to members of our community. Legal, Engineering, Planning, Accounting and Building services are all provided on a contract basis. The City of Blue Lake has a Planning Commission, a Parks and Recreation Commission, a Public Safety Commission, as well as special ad hoc citizen committees to address important City policy issues when needed. In addition, the City hosts town hall meetings to engage citizens on important City issues.

The City of Blue Lake is also involved in several important organizations that deal with regional issues such as transportation, economic development, solid waste & recycling, and energy use.

## CITY FINANCES

The City operates its books using governmental fund accounting. For the 2015-2016 fiscal year, Blue Lake has a projected total operating budget of \$2,734,825 of which \$856,850 is in the General Fund. The next two largest departments, the Water and Wastewater Funds, have operating budgets of \$438,060 and \$405,398, respectively. The remainder of the budget is devoted to capital construction projects and a number of other smaller funds. The City has stable financial fund balances or retained earnings with \$691,000 in the General Fund, \$1,400,000 in the Water Fund, and \$1,364,000 in the Sewer Fund.

## THE CHALLENGES AND THE OPPORTUNITIES

To best serve its citizens, the City Council and the new City Manager will work together, while taking into account the needs and desires of the community, to implement an existing strategic plan and effectively tackle operation improvements, project developments and on-going progress in fulfilling long-term plans for greater sustainability. The Council believes some of

the challenges and opportunities awaiting the new City Manager include:

- Continuing to help the community realize its vision, priorities, and goals as outlined in the adopted 2013-2018 Blue Lake Strategic Plan.
- Solidifying the City's financial future by continuing to cultivate the Blue Lake Business Park into a thriving, business-friendly community, while also seeking ways to enhance its retail sales tax base to better realize Blue Lake's economic potential and self-sufficiency.
- Working closely with the City Engineer and Public Works Department staff to fund and implement necessary improvements to the City's Wastewater Treatment Plant and maintain compliance with the City's Discharge Permit.
- Working with Humboldt Bay Municipal Water District to improve and replace an aging water system, including the addition of a supervisory control and data acquisition system (SCADA) for digitally integrated, remote control access.
- Facilitating the development of a formal capital improvements program and overseeing the completion of several water, wastewater, parks, trails, streets and roads projects as funds become available from local, State and Federal sources.
- Pursuing grant opportunities and developing alternative revenue sources.
- Securing of funding and continued improvements to the City's facilities, including; Prash Hall roof and gym floor replacement, replacement of Public Works office facilities, upgrades for outdoor parks and installation of a City-server based email system.
- Continuing to create and develop systems of better access to City documents, forms and information resources.
- Maintaining a strong, cohesive sense of teamwork among City employees and within the community, and further strengthening the City's relationships with service contractors and local, regional, State, and Federal agencies and officials.





## THE IDEAL CANDIDATE

With our current City Manager entering retirement, Blue Lake is seeking a new City Manager to provide professional management and vision to the City. This exceptional professional opportunity will require that the new City Manager be able to lead with inspiration and by example. Through consensus building and cooperation among City staff, and with the support of community members, the Manager-Council-Community team will continue to define the priorities that guide a shared sense of direction and purpose for the City of Blue Lake. The new Manager will continue to be a “steadying force” that helps maintain a strong foundation of community trust and confidence.

With a management style that is responsive to the City Council, the community, and the City staff, the ideal candidate will also have a clear understanding of municipal finance, planning, infrastructure and economic development; relevant public works project experience, disaster preparedness knowledge, a proven track record delivering results, and the ability to strike a balance between the practical and the creative. A flexible “can-do” attitude, accountability, the ability to “connect the dots”, and a good sense of humor will also go a long way in ensuring the new City Manager’s, and the community’s success.

In order to accomplish the above, the ideal candidate should have a history of inclusive team management with success in community collaboration and organizational leadership. In addition, they should also be able to perform with a high level of personal and professional integrity, and demonstrate excellent oral and written communication skills. And, as is typical in a small City, they should have the ability to feel comfortable and thrive in a hands-on, multi-tasking environment.

## EDUCATION AND EXPERIENCE

Requirements include Bachelor’s Degree in Public Administration or a related field (Master’s Degree desirable), and at least ten years successful city management

experience in municipal government or other government agencies. Equivalent combinations of education and applicable work experience will be considered.

## COMPENSATION

- Competitive Salary of \$80,000-\$90,000 DOQ
- California PERS Retirement – 2.5% at 55 (Classic) or 2% at 62 (PEPRA)
- Family Medical, Dental and Vision Coverage
- Vacation leave of 10 days per year
- 12 holidays per year
- Administrative leave of 5 days per year
- Sick Leave 12 days per year
- Business mileage reimbursement program
- City-paid ICMA Membership
- Such other provisions as may be negotiated in an Employment Agreement

## APPLICATION AND SELECTION PROCESS

Your completed application consisting of a cover letter, résumé, salary history, and a list of five professional references with contact information, should be received by the City no later than the close of business on Friday October 2, 2015. The address for mailing is:

City Manager Search  
Blue Lake City Hall  
P.O. Box 458  
Blue Lake, CA 95525-0458

Your résumé should reflect the nature, size and scope of responsibilities (staff, budget, etc.), key accomplishments, and the specific years and months of service for each position held including the beginning and ending dates for each.

Following the October 2<sup>nd</sup> deadline, selected candidates will be invited to participate further in the selection process. If you have any questions, please e-mail [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov) or call Blue Lake City Hall at 707-668-5655.

You can also visit our website, [www.bluelake.ca.gov](http://www.bluelake.ca.gov) or the Blue Lake Chamber of Commerce website, [www.sunnybluelake.com](http://www.sunnybluelake.com) for more information about Blue Lake.