



# Assistant City Manager

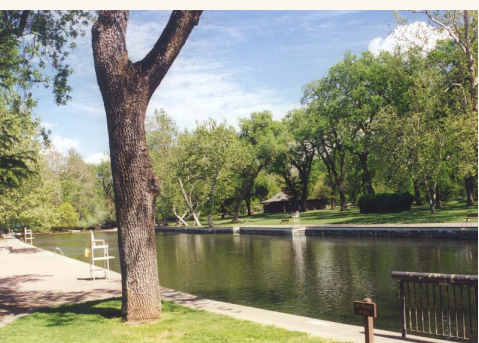
Chico, California

**Recruitment Closing: Sunday, August 3, 2025**



CITY of CHICO





## The Community

The City of Chico is ideally located in the Northern Sacramento Valley, approximately ninety miles north of Sacramento. The City has grown to over 34 square miles with a population of nearly 114,000. Chico is a host to medical, retail, financial, and agricultural services for the North State. Chico is known as a well-managed city that values quality infrastructure and services, and maintains a special sense of community and small-town living. Chico is also known as a vibrant regional center for business, recreation and cultural activities. Residents pride themselves on preserving local heritage and natural resources, with emphasis on sustainability. There are many recreational opportunities in Chico, including Bidwell Park. The park is one of the largest municipally owned parks in the country (3,670 acres), is the focal point of the City's park system, and offers numerous trails for hiking, biking and equestrian use. Other recreational and scenic opportunities easily accessible from Chico include the Sacramento River; lakes Oroville, Almanor, and Shasta; the Sierra Nevada Mountains; Lassen Volcanic National Park; Mount Shasta; and various ski areas. The City is conveniently located within three hours driving to the San Francisco Bay Area and Lake Tahoe regions. Chico's historic downtown provides many age groups with choices for entertainment, shopping and dining.

## City Government

The City of Chico is a Charter City and operates under the council-manager form of government. The Council is composed of seven Council Members elected at-large for four-year staggered terms. After each biennial November election, the Council selects a Mayor and Vice-Mayor to serve two-year terms. The City of Chico is a full service city, including police and fire.

## The Position

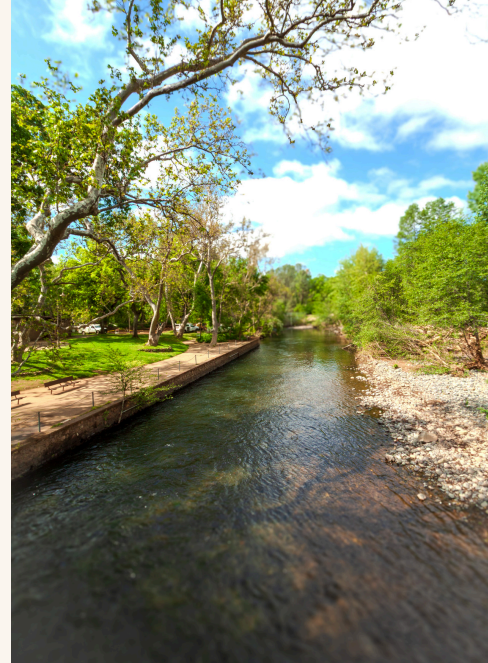
Under limited direction from the City Manager, performs advanced research, planning, analysis, negotiation, and coordination necessary to administer various City programs, projects and functions; conducts specific and comprehensive studies and analysis of a wide range of municipal policies, programs, organizational structures, procedures, and services, including assuming lead responsibility as assigned. May serve as liaison between the City Manager's Office and the general public, City departments, City staff, appointed boards and committees, community organizations, and other governmental agencies seeking interaction with the City Manager and/or City Council. Performs other related work as required.



# The Ideal Candidate

The Assistant City Manager oversees, directs, and participates in all activities of the City Manager's Department including short- and long-term planning as well as development and administration of municipal policies, programs, organizational structures, procedures, and services. The Assistant City Manager provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities.

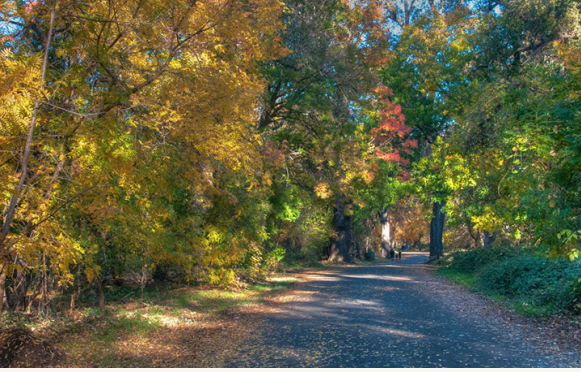
Typical duties for the Assistant City Manager include assisting in the development of overall City goals, policies and priorities; assisting in developing and implementing strategic planning efforts; overseeing preparation of the Capital Improvement Program, and Annual Budget; meeting with departments during the budget preparation cycle and thereafter relating to budgetary issues; planning, directing and coordinating the activities of City programs relating to economic development community development, housing, public works, airport, GIS and other City enterprises; researching, analyzing, and preparing recommendations in relation to a wide variety of technical, complex, and or controversial issues, typically utilizing statistical and financial projections and organizational analysis; providing administrative guidance and support to departments regarding various programs, projects and activities; promoting innovation, critical thinking and creativity in developing approaches and solutions to City needs; attending a variety of staff, Council, board, and commission meetings; representing the City at various public and community meetings and gatherings; keeping the City Manager informed about projects and issues of importance to Council and the Community; providing the City Manager with accurate and timely information to support decision-making and policy direction; providing staff support to committees or commissions; conducting management studies and systems & procedure analysis regarding various City operations, including the organization and staffing of City offices and departments.



Chico...

A safe place to raise a family,  
an ideal location for business, and  
a premier place to live.





## Desired Qualifications

**Knowledge of:** Principles and practices of municipal organizations, budgeting and administration; principles and techniques of systems and procedures analysis; supervision, training and performance evaluation; applicable Federal, State and local laws, rules and regulations pertaining to local government operations in assigned areas of operation.

**Ability to:** Effectively manage assigned functions, programs, projects and studies; perform highly complex administrative and analytical work with speed and accuracy; plan administer and evaluate work programs; interpret and analyze information; interpret and apply established City policies, procedures and codes; interpret and apply federal and state legislation and court rulings; draw valid conclusions; make sound policy and procedural recommendations; plan and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines, and make sound decisions; coordinate a variety of complex tasks simultaneously; interpret and apply federal, state and local laws regulations policies and codes; establish and maintain accurate records; maintain a level of knowledge required for satisfactory job performance; communicate effectively, both orally and in writing; maintain confidential relationships and information; plan, direct and coordinate the work of others; establish and maintain effective working relationships with City staff, elected and appointed officials, the public, private industry, and the media; supervise, train, and evaluate assigned staff.

**Experience:** Five years of progressively responsible public management experience in a variety of municipal administrative areas.

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university with a major course of study in public administration or related field.

**Licenses and Certifications:** Possession of a valid California Driver License

## Web Links

Official City of Chico Website - [www.chicoca.gov](http://www.chicoca.gov)

California State University, Chico - [www.csuchico.edu](http://www.csuchico.edu)

Chico Chamber of Commerce - [www.chicochamber.com](http://www.chicochamber.com)

Downtown Chico Business Association - [www.downtownchico.com](http://www.downtownchico.com)



# Compensation and Benefits

**Maximum Salary:** \$208,650.00 (no minimum)

**Retirement:** CalPERS 3% @ 60 (w/ highest 1 year comp) or 2% @62 (w/ highest 3 year average), depending on prior service

**Vacation/Holidays:** 10-24 days of paid vacation per year, depending on length of City service. 11 paid holidays and 1 additional floating holiday per year.

**Sick Leave:** 8 hours of sick leave earned per month with unlimited accumulation, and retirement credit for hours unused.

**Management Leave:** 96 hours of leave per year

**Health, Dental and Vision Insurance:** Major medical and dental benefits are provided to employee and dependents. Employee cost varies by the medical insurance plan selected. A vision plan is also provided for the employee and for dependents at a minimal cost.

**Long Term Disability Insurance:** Voluntary program, the cost of which is shared by the City and the employee, which employees become eligible for after six months of employment.

**Life Insurance:** An employee policy rounded to the nearest \$1,000 of annual salary and a dependent policy of \$1,500 are provided by the City. Supplemental coverage is available at an additional cost to the employee.

## To Apply

Visit us online at [www.chicoca.gov](http://www.chicoca.gov), click on the “Jobs” link or visit [www.governmentjobs.com/careers/chico](http://www.governmentjobs.com/careers/chico) Complete the online application and supplemental questionnaire and include a resume and three professional letters of reference.

If you are interested in this exciting career opportunity, but prefer not to apply on-line, please submit a City of Chico Application for Employment form, resume, supplemental questionnaire, and three professional letters of reference to:

**City of Chico  
Human Resources Office  
411 Main Street  
P.O. Box 3420  
Chico, Ca 95927**

Applications must contain original signature or be submitted through GovernmentJobs.com. Postmarked materials are not accepted. Following the closing date, applications will be screened against the criteria outlined in this announcement. The most qualified candidates will be invited to an oral interview.

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