

Town of Tiburon

Invites Application for the Position of
Town Manager



The Community

Tiburon is located just a few miles north of the Golden Gate Bridge in southern Marin County along an unspoiled peninsula jutting towards Angel Island. The exceptional views of Mt. Tamalpais, the Golden Gate, San Francisco and the Bay; the exceptionally high quality of schools; serene lifestyle; low crime rates; and a high level of public service are among the predominate reasons why 8,800 residents call Tiburon home. Tiburon is certainly one of the most desirable places to live within Marin County, which in itself is one of the most desired locales in the nation.

The residents treasure the Town's rich heritage. The Town is steeped in railroad history. Tiburon was originally founded as a Northern Pacific Railroad depot connecting to San Francisco via ferry service across the bay. In the 1960's, the railroad left Tiburon, leaving the Town with what is today a pristine waterfront community.

The Town has a number of assets that make it an ideal place to live and do business. Many Town residents take advantage of the Blue & Gold Ferry for their daily commute to San Francisco. In addition, the ferry service brings a number of visitors each year from San Francisco who take advantage of its fine restaurants, recreational amenities, and unique shopping. Tiburon is also the launching point for Angel Island, a California State Park, which is within the Town limits.

Open space is highly cherished by the Town. Over the years, the residents have approved a number of open space bond issues to acquire and preserve much of the open space found in and around the Tiburon peninsula.

Tiburon prizes its historic village character while enjoying easy access to San Francisco and other employment centers. This combination has made Tiburon one of the most prestigious addresses in Northern California. With such affluence comes the expectation for a high level of public services on the part of the residents and the business community. The Town strives to meet that expectation.

The Organization

Tiburon was incorporated in 1964 as a General Law city (only later becoming a "town") and operates under the Council-Manager form of government. The five members of the Town Council are elected to four-year overlapping terms, with the Mayor selected among his/her peers to serve a one-year term. The Town Council appoints the Town Manager, who in turn, serves as chief executive of the Town organization. The Town also utilizes a number of standing volunteer commissions including Planning, Design Review, Parks and Open Space, and Heritage and Arts. Typically, the Town will rely upon these commissions, as well as ad-hoc committees to work through community issues.

The Town has a total 2005-2006 budget of \$21.3 million (\$7.5 operating budget), and a staff of 44. The Town is financially stable with over \$8 million in reserves. The Town has four operating Departments: Administration, Community Development, Police, and Public Works.

The Town has partnered with its neighbor, the City of Belvedere, to provide recreation and library services. Fire services are provided by the Southern Marin Fire District as well as the Tiburon Fire Protection District. Utilities in the Town are provided by Pacific Gas & Electric, SBC, Comcast, and the Marin Municipal Water District. Sewer and sanitation are provided by the Richardson Bay Sanitary District as well as the Marin County Sanitary Districts (#2 and #5) with refuse service provided by Mill Valley Refuse Service.

The Town Manager's Office

The Town Manager directs, coordinates, and manages the overall administrative activities and operation of the Town, and advises and assists the Town Council, while exercising significant independent judgment and initiative. The Town Manager is appointed by the Town Council and serves at its pleasure. The Manager administers the annual budget of \$21.3 million and oversees department heads and a staff of 44 FTEs. The most recent Town Manager was Alex McIntyre who served the Town for five and one-half years before recently joining Marin County.

A brief summary of key responsibilities of the Town Manager are to:

- Ensure top quality administration of the Town and all related matters;
- Advise the Town Council on an array of activities;
- Provide outstanding customer service to an active and involved community;
- Recommend measures and ordinances in the best interests of the residents;
- Prepare the proposed annual budget and salary plan for Council approval;
- Advise the Town Council of financial conditions and needs of the Town;
- Provide outstanding municipal services to the community;
- Interact with local, state and regional officials and agency boards; and
- Provide strong leadership and direction to staff.

The Ideal Candidate

The Town Council is seeking a creative and innovative individual to employ a team approach to problem solving and be proactive in addressing issues that impact the Town Council and the community. The Town Manager will also have a hands-on approach to management and have frequent interaction with department heads and staff, foster-



ing an open dialogue between staff and Council. The Town Council desires a Manager who also enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from the community. Successful candidates will also promote the use of new and emerging technology in their approach to town management, and be comfortable in an environment that promotes state of the art methods of delivery of services to the public.

The Town Manager should be a person who can successfully address a variety of issues at the highest levels using sound judgment. The Manager should be self-motivated and able to work independently in a professional, fast-paced environment involving diverse municipal issues. The Town Manager should have unquestioned personal integrity, display honesty and have strong ethics. The Manager should also have excellent communication and interpersonal skills combined with strong negotiating skills to address issues with a problem solving approach rather than a regulatory manner.

The ideal candidate will also be/possess a:

- Genuine concern for preserving the quality of life presently offered to residents of Tiburon with an appreciation for the natural beauty of the area and a high regard for the importance of environment and open space to local residents.
- Results driven approach to the successful management of an organization including a key understanding of municipal finance, public safety and all aspects of municipal service delivery.
- Effective communicator, with strong interpersonal skills, with the ability to clearly explain complex issues. Able to establish trust with the Town Council, department heads, staff and the public.
- Confident style that will promote candid discussions and encourage diversity of thought by providing an environment that emphasizes the review of options and alternatives for the Town Council's consideration.
- Strong management skills with ability to function effectively in a highly professional organization that has come to expect an extensive amount of community involvement combined with responsive and top quality service delivery.
- Able to build strong relationships with the business community and the public; become a visible part of the Tiburon community.
- Proven track record of dealing effectively with a variety of regional issues, including taking a leadership role at the local, state and federal levels including legislative monitoring.
- Able to provide leadership to both the Town Council and staff with the ability to set goals and objectives, and be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance.
- Highly disciplined and organized professional; a self-starter that is able to anticipate and deal with a wide-array of operational needs.



- Strategic thinker with a proactive and innovative approach to problem solving. Also able to anticipate the political ramifications of management decisions.

The Town Council is involved in a broad range of issues and policy setting and looks to the Town Manager to manage and lead the organization which is supported by an energetic and well-functioning staff. The Council's expectation is that the new Manager will continue to strive for excellence in service delivery, inspire and mentor staff, and be an active and visible leader in this unique community. In summary, the Town Council is seeking an administrator to function as the executive of a well-run municipal organization.

Challenges and Opportunities

With its unique location on the Peninsula, Tiburon faces a variety of challenges including having an active and involved community that is concerned about service delivery, quality of life issues and preservation of open space. As a result, the Town Manager will undertake a leadership role in advising the Town Council on a wide variety of projects including the following:

- Build a vision for Tiburon that balances the community's needs.
- Deal with on-going planning, zoning and open space issues.
- Attract competent developers for well-planned mixed-use projects including Below Market Rate (BMR) housing options.
- Continue intergovernmental relationships with local agencies and boards.
- Explore options for the creation of a "community center" and determine viable options.
- Enhance relationships with the Blue and Gold Ferry Service and Water Transit Agency to maintain and possibly expand the current level of service to the Peninsula; address fiscal concerns and potential subsidy requirements.
- Oversee and implement pavement management system strategy and other traffic issues including improvement of traffic circulation improvements to Tiburon Boulevard.
- Review and potentially revise the Town's policy for the creation of under-grounding districts including bidding process and financing options.
 - Further address the ongoing needs and interests of daily visitors; blend this with the desires of local residents.
- Continue discussions and finalize a *Paradise Drive Strategy* with the County of Marin about the possible annexation of Paradise Drive for Tiburon and address infrastructure needs and improvements.
- Review opportunities to streamline the major development application process including addressing the need for continued community participation in EIR process.



- Review use of commissions, committees and boards for functionality and recommend potential restructuring to improve effectiveness, including a review of the potential merging of Parks & Open Space commission functions with those of the Bicycle Pedestrian Advisory Committee.
- Identify level of disaster preparedness through the Belvedere-Tiburon Joint Disaster Council and determine the appropriate level for the Tiburon Peninsula.
- Explore with the Town Council the development of a policy for “green building standards”.
- Reach out and work with the property owners and merchants to engage in further enhancement of the downtown area with expanded retail and/or restaurants.

Qualifying Experience and Education

Review of Qualifying Experience and Education – A Sub-Committee of the Town Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education. It will be up to each candidate to present his/her own career history and credentials to highlight their accomplishments and ability to lead this organization.

Experience – This position requires a minimum of eight years of progressively responsible experience in an administrative, managerial or staff capacity in a comparable organization with similar complexities. California municipal experience is highly regarded by the Town Council.

Education - Ideally, candidates will have a Master’s Degree from an accredited college or university with major course work in planning, public or business administration or a closely related field. In lieu of the desired education, the Town Council may consider a candidate’s overall professional career history.



Compensation

The Town Council is prepared to offer a highly competitive salary and benefits including PERS (2%@55) plus relocation and housing assistance program for the selected candidate. Further details can be obtained through discussions with Ralph Andersen & Associates.

To Be Considered

Interested candidates can apply for the position immediately on-line at www.ralphandersen.com using the Resume Submittal™ feature or send a comprehensive resume, compelling cover letter, current salary and five work-related references to apply@ralphandersen.com. **Electronic submittals are strongly encouraged.** Candidates may also mail or fax to:

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
FAX (916) 630-4911

Closing date for this position is June 15, 2006. Review and evaluation of candidates will be done upon receipt of information from applicants.

Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschler. References will not be contacted until mutual interest has been established. Additionally, candidates may be asked to submit written work samples.

Ralph Andersen & Associates and a Sub-Committee of the Town Council will conduct initial screening of candidates after the closing date. A series of on-site interviews will be conducted with the full Town Council and may include involvement of key staff in the final stages. The Town Council anticipates that the new Town Manager will join the Town of Tiburon during the month of August 2006 (or sooner).

