

## Compensation and Benefits

The City of Selma offers a competitive compensation and benefits program. The salary range for this position is \$135,000 to \$164,094, depending on qualifications. The benefits include:

- **Retirement:** The City is a member of the California Public Employees' Retirement System. Employees hired on or prior to December 31, 2012 currently contribute 8% of the "employee's share" for the 2.7% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013 who are considered a new member of CalPERS per PEPR regulations, will contribute 50% of the "total cost" for the 2% @ 62 Retirement Plan (integrated with Social Security). Participation is mandatory.
- **Social Security:** Employer/Employees pay into the Social Security system through payroll deduction.
- **Deferred Compensation Plan:** The Deputy City Manager may voluntarily participate in a tax-deferred retirement plan, which allows employees to defer a part of their wages and at the same time, lower their state and federal income taxes. City contributions may be provided for the Deputy City Manager up to \$2,100.
- **Holidays:** The City normally observes twelve (12) holidays a year and employees receive an additional floating holiday for their birthday each year.
- **Vacation:** Vacation is accumulated at the rate of one day for each month worked. Beginning with the sixth year of service, additional vacation is accumulated for longevity up to a maximum of 24 days a year.
- **Administrative Leave:** The Deputy City Manager receives 40 hours of administrative leave per fiscal year.
- **Sick Leave:** Sick leave is accumulated at the rate of one workday a month.
- **Group Insurance:** The Deputy City Manager may participate in health, dental, vision and group life insurance programs. The City pays approximately 90% of these premiums for the employee and eligible dependents.
- **Stipends:** A cell phone stipend and car allowance are provided for the Deputy City Manager.

## The Process

To apply for this exceptional career opportunity, please submit your cover letter, resume, and contact information including email addresses for five work-related references (who will not be called until mutual interest is established and you have approved the contact) to:

Christina Arias  
Human Resources Manager  
City of Selma  
1710 Tucker Street  
Selma, CA 93662  
E-mail: [ChristinaA@cityofselma.com](mailto:ChristinaA@cityofselma.com)  
(559) 891-2200 x3100



This position will remain open until filled, with the first review of applications by City staff occurring March 25, 2022. If you have any questions regarding this position, please contact the HR department.



The City of Selma  
invites your interest for the position of  
**Deputy City Manager of  
Administrative Services**



## The Community

Selma is a rapidly growing community of almost 25,000 residents, located in the central San Joaquin Valley. Selma is widely known for its small town charm as well as its big city development. Team Selma, an economic development partnership comprised of public and private entities, spreads the welcome mat for potential business owners and developers with phenomenal results. Selma's location, at the crossroads of State Routes 99 and 43, makes it a regional hub for southeast Fresno County as well as neighboring Tulare and Kings Counties. Selma is within convenient traveling distance to California's two largest market areas, Los Angeles and San Francisco. It is neighbored by recreational areas of the Sierra Nevada Mountains and California's Coastal Region. Selma has industrial space available for most any type of business, and industrial land is readily available for development.



Both new and long-time residents are discovering and rediscovering the joys of living in this delightful community. Selma provides an ideal location for shopping in its beautiful downtown and other shopping centers. Countless events offered through the City, the Chamber of Commerce, schools, churches and other community groups make Selma a great place to live, work and play. The Raisin Festival and a car show are held annually. The Selma Arts Center designed by renowned architect, Arthur Dyson, is a performing and visual arts center serving as the focal point and destination for Downtown Selma. Selma is a progressive, growing community that strives to retain small town qualities and lifestyle. Selma's quaint Central Business District has continued to thrive and the City's five other shopping areas provide a complete shopping experience for the wide range of ethnic and cultural backgrounds that make Selma an All-American city.

Top quality educational facilities abound in or near Selma. Selma has eleven schools, with an enrollment of about 6,000 (including High School, Middle School, Elementary, and Alternative Schools). Selma also has several private school facilities, from pre-school to sixth grade levels. California State University at Fresno, Fresno Pacific College, Reedley Community College, Fresno City College, and several vocational schools are nearby.

Selma is home to several major health care facilities including Adventist Medical Center, Kaiser Permanente Medical Clinic, Central Valley Family Health, Selma Convalescent Home, and Eye-Q Vision Center.

## City Government

The City of Selma is a General Law city, operating with a Council-Manager form of government. The City Council is comprised of four council member districts and a mayor elected at-large. Council members are elected to alternating four-year terms with elections held in even-numbered years. The mayor is elected every two years. City government operates under the direction of the City Manager, who oversees city operations through seven departments including the City Manager's Office, Administrative Services, Police, Fire, Public Works, Community Development, Finance/Treasurer, and Recreation/Community Services. The City Manager and the City Attorney are appointed by the City Council. The City Manager appoints and directs all department heads.

## The Position and Ideal Candidate Profile

Within this the setting, the City Manager is responsible for administering all city functions and operations. Organizationally, all City departments and operations are organized under two functional divisions of the City Manager's Office. These divisions include the Administrative Services Division and the Development Division. Each division is headed by a Deputy City Manager responsible for planning, directing, and managing City functions and operations through the respective department heads or unit managers/staff. In addition, incumbents of the Deputy City Manager classifications are considered exempt employees and serve at the will and pleasure of the City Manager.

The Administrative Services Division includes the following departmental or functional operations:

- Finance/Treasurer
- Human Resources/Benefits Administration
- Labor Relations
- Risk Management
- Information Technology
- Purchasing
- Contract Management

In addition to the administrative duties and responsibilities listed above, the incumbent of the Deputy City Manager – Administrative Services classification is responsible for assisting the City Manager ensure the efficient and effective operation of the city functions assigned to the Administrative Services Division. The incumbent provides expert advice and assistance to the City Manager, department heads, and senior managers within the scope of their operational assignments and with respect to the administrative operations of the City. Furthermore, the incumbent may be designated as Acting City Manager when the City Manager is out of state or otherwise unavailable to administer the operations of the City. Therefore, due to the sensitive nature of this classification and its relationship to the City Manager, the incumbent is expected to develop and maintain a close professional working relationship with and demonstrate active loyalty to the City Manager.

## Minimum Qualifications

**Education:** Possession of a bachelor's degree that is acceptable with the United States' accredited college or university system in Public Administration, Business Administration, Human Resources, Finance, or a closely related discipline.

Possession of a master's degree that is acceptable within the United States' accredited college or university system, in any of the disciplines listed above, or a closely related discipline, may substitute for one (1) of the five (5) years of the required work experience.

**Experience:** Minimum five (5) years of full-time, paid governmental work experience in a managerial or higher-level capacity involving management of one or more of the following functions/programs: human resources, public sector labor relations, benefits administration, purchasing and contract management, information technology, and budget planning and development.

A full job description and application details can be found at:

[www.cityofselma.com/job\\_detail\\_T3\\_R60.php](http://www.cityofselma.com/job_detail_T3_R60.php)

