



Town of Paradise
15555 Skyway

Town Manager

The Community

The Town of Paradise, a general law city, nestled in the Sierra Nevada foothills, is located in Butte County, California. The area offers breathtaking views, hiking, biking, fishing, and many opportunities for the outdoor adventurer. Residents enjoy cooler summertime temperatures, occasional winter snowfalls, and an engaging environment. Rich in history, natural beauty, and friendly people, Paradise is a welcoming rural community and is a fantastic place to raise a family.

On November 8, 2018, the Camp Fire wildfire destroyed much of the Town of Paradise. As a result, Paradise lost close to 12,000 dwelling units, with about 1,400 surviving the disaster. Thanks to a coordinated response by Town leadership, staff, volunteers and the community, rebuilding efforts are well underway and are exceeding all expectations.

The first building permits were issued five months after the fire. Now, four and a half years later, there continues to be a steady surge in rebuild applications. As of February 2023, 3,467 rebuild applications have been submitted, 2,965 permits have been issued, and 2,165 single and multi family homes have been completely rebuilt. Currently we estimate about 9,000 individuals living in Town, but the numbers are growing as the Town of Paradise continues to experience a "boomtown" effect due to our robust rebuilding efforts.

In the PG&E Settlement agreement, PG&E committed to pay \$13.5 billion to Camp Fire survivors, with about \$220 million going directly to the Town of Paradise to maintain operations and fund critical services. This funding will ensure the Town's financial stability for many years.

While the Town of Paradise has faced challenges due to the Camp Fire, the Town remains resilient and determined. Our leadership has set the course and laid a solid platform for a new Town Manager to successfully lead the team into the future.

The Organization

Founded in November 1979, the Town of Paradise is a municipality offering police protection, fire prevention, suppression and medical aid; community development, planning, and building safety; public works, capital improvements, and street maintenance; and housing and business development programs.

The Town Council of the Town of Paradise is the chief policy-making body comprised of five members elected at large by the community to four-year staggered terms of office. The Town Manager leads staff in executing the vision and priorities established by the Town Council.

The executive team, comprised of nine departmental directors, is a solid and experienced team with an average of 9 years of service with the Town of Paradise.

The Ideal Candidate

The Ideal Candidate will possess valuable leadership skills, with the ability to inspire and communicate effectively. The candidate will be an experienced administrator, preferably with a record of successfully guiding a local government under a Council and will have the ability to demonstrate sound management theory and practices. The candidate will have the skillset to work through a variety of complex issues and projects.

The ideal candidate will be capable of formulating and administering economic development policies and practices and will have the skills and acumen necessary to ensure the long-term financial stability of the Town.

The ideal candidate will be an energetic individual with exceptional interpersonal and public communication skills. The ideal candidate should be a proactive collaborator who can think analytically and act strategically. The ideal candidate will be honest, self-aware, and committed to the mission.



The Position

This Position offers a unique and rewarding opportunity for the right candidate to be part of the rebuilding of the Town of Paradise.

The Town Manager supervises and directs the administration of the various departments; presents recommendations and information to enable the Town Council to make decisions on matters of policy; coordinates the Town of Paradise's working relationship with external agencies and organizations; oversees the planning and funding of major Town projects; serves as a liaison to improve communications between the Town Administration, community organizations and citizens; and works to maximize efficiency and customer satisfaction with Town services.

The Town Manager also directs, manages, and oversees all of the activities and operations of the Town of Paradise including its operating departments, public safety contracts and provides complex administrative support to the Town Council.

In the event of an emergency, the Town Manager also acts as the Emergency Operations Center (EOC) Director. The EOC Director determines the level of staffing and resources necessary to manage an appropriate emergency response.

Other essential responsibilities and duties include:

- Responsible for and manages all Town departments, including Police, Fire, Finance, Human Resources and Risk Management, Information Systems, Public Safety, Building, Code Enforcement, Animal Control, Engineering and Public Works.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Town Council and the Town as appropriate; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the Town; authorizes directly or through staff, budget transfers, expenditures, and purchases;
- provides information regarding the financial condition and needs to the Town Council.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to Town Council.
- Advises the Town Council on legal, social, and economic issues, programs, and financial status; prepares and recommends long- and short-term plans for Town service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future Town needs.
- Represents the Town and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the Town government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the Town; has responsibility for enforcement of all Town codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of Town staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Directs the maintenance of working and official Town files. Monitors changes in laws, regulations, and technology that may affect Town operations; implements policy and procedural changes as required.

Minimum Qualifications

Qualified candidates will possess education equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, public policy, finance or a related field and ten (10) years of management or administrative experience in a public agency comparable to a Town Manager, Assistant Town Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation.

Benefits

Benefits provided by the Town of Paradise will be pursuant to the Management Group MOU for this position. Outlined below is a summary as at the time of recruitment.

PERS retirement plan (2% @ 60 for classic members, 2% @ 62 for new members)

Retiree Medical Equal to active EE contribution

Admin. Leave 120 hours/year

Longevity 5% @ 10 years, up to 7.5% @ 15 years

Sick leave 96 hours/year

Vacation Leave 0-4 years = 120 hours/year
5-9 years = 135 hours/year
10-14 years = 176 hours/year
15 & over = 200 hours/year

Holidays 12 days/year & 16 hours floating

Medical Plans* PERS Medical Plan**
MetLife Dental
Superior Vision

*Some employee costs apply to health plans.

**Deferred compensation in lieu of medical is an option.

Short-Term & Long-Term Disability Plan

Life Insurance \$150,000

Gym Reimbursement Up to \$120/quarter

The salary for this position is:
Up to \$199,451 annually,
depending on experience

Important Application Information

- For a complete job description please visit www.townofparadise.com/hr
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) to the following address:
Town of Paradise – Human Resources Department
Attn: Town Manager
5555 Skyway
Paradise, CA 95969 or email to: salvies@townofparadise.com
- Application packets must include the following:
[Town of Paradise Employment Application](#)
Resume and Cover Letter

Final Filing Date

Thursday, April 6, 2023 @ 5:00 p.m.

Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board interview process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer