



# CITY OF VALLEJO

INVITES YOUR INTEREST IN THE POSITION OF

## **COMMUNITY OPERATIONS MANAGER**

***WORKING TITLE: COMMUNITY ENGAGEMENT MANAGER***

HR.RECRUITMENT@cityofvallejo.net  
CITYOFVALLEJO.NET

555 SANTA CLARA ST  
VALLEJO, CA 94590



# Summary:

The incumbent in this position will oversee, direct, and participate in the marketing, communications, community engagement, and public affairs functions and activities in the City Manager's Office, including short- and long-term planning as well as the development and administration of divisional policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent would be accountable for accomplishing divisional planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

## **Community Operations Manager**

***Working Title: Community Engagement Manager***

**Annual Salary: \$132,723.14 – \$161,325.63**

**Closing Date: May 1st, 2023 – 5 P.M.**

**Regular Full Time**

**Department: City Manager's Office**



## The Department:

The City Manager's Office oversees City departments in the implementation of policies adopted by the City Council. The City Manager's Office day-to-day tasks include providing general administrative direction, leadership, and coordination of all City operations. This dynamic office includes a variety of functions and critical tasks ranging from Participatory Budgeting, Community and Volunteer Coordination, Vallejo Youth Engagement, Annual Budget Preparation, Homelessness, Citywide Grants, Special Projects, Public Information, and Community Engagement.



## EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

### Experience:

Seven (7) years of increasingly responsible management and/or administrative experience in the development and coordination of public affairs and community outreach programs, or a related field, including five (5) years of management experience.

### Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public relations, communications, marketing, journalism, or a related field. Master's degree preferred.

# EXAMPLES OF DUTIES:



The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Full management responsibility for all marketing, communications, and public affairs functions and activities in the City Manager's Office including public affairs, community engagement, marketing, advertising, outreach, and media relations programs and activities.

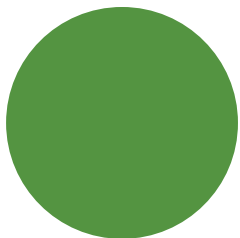
Develop, direct, and coordinate the implementation of goals, objectives, policies, procedures, and work standards; establish, within City policy, appropriate budget, service, and staffing levels.

Manage and participate in the development and administration of the division's budget; direct the forecast of additional funds needed for staffing, equipment, and supplies; direct the monitoring of and approve expenditures; direct and implement budgetary adjustments as necessary.

Select, train, motivate, and direct division personnel; evaluate and review work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures; respond to staff questions and concerns.

Direct the management and design of the City's website and social media platforms to ensure compliance and consistency with design standards and guidelines.

Conduct a variety of organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate.





Oversee the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluate proposals and recommends project award; coordinate with legal counsel to determine City needs and requirements for contractual services; negotiate contracts and agreements and administers same after award.

Contribute to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.

Monitor legal, regulatory, technology, and societal changes and court decisions that may affect the work of the division; determine equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.

May conduct customer service training; research and prepare training materials; identify and engage trainers; schedule training and evaluate to determine its impact on staff performance.

Develop and manage the City's image and brand, including review of materials developed for public distribution, and marketing programs, projects, and issues of importance to the City.

Coordinate assigned programs and services with other City departments to establish marketing and communication processes and procedures reflective of City goals.

Develop, propose, and take proactive steps to build positive relationships with City staff, business, civic, and community leaders, and with members of the media.

Represent the division to other City departments, elected officials, and outside agencies; explain and interpret programs, policies, and activities of the division; negotiate and resolve significant and controversial issues.





# City of Vallejo:

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of San Francisco and Sacramento. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.





## Benefits

**Retirement:** The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPRA, the retirement formula is 2% at 62, with an employee contribution of 7%

**Deferred Compensation:** The City offers voluntary 457b plan and a 401a plan matching up to 1% of the employee's annual pay rate with the employee 457 contributions

**Health Insurance:** The City participates in the CalPERS Health Benefits Program

**Dental:** Delta Dental Plan of California (City pays premium)

**Vision:** Vision Service Plan –VSP (City pays premium)

**Vacation:** 10 working days (0-3 years of service); 15 working days (3-9 years of service); 20 working days (9-15 years of service); 25 working days (15+ years of service)

**Admin leave:** 80 hours per calendar year (pro-rated for new hires)

**Paid Holidays:** 12 paid holidays per year

**Sick Leave:** 1 day for each full month of employment (8 hour day)

**Life Insurance:** The City offers 2x the annual salary to \$250k at no-cost to the employee and a voluntary supplemental life and AD&D insurance plan

**Flexible Spending Account (FSA)** - Offered to employee and eligible family members.

\*This position is eligible for a hybrid work schedule

\*\* The City of Vallejo is a Social Security participant

## Application Process

**If you are interested in applying for this exciting opportunity, or for more information, please visit our website at: [www.governmentjobs.com/careers/vallejo](http://www.governmentjobs.com/careers/vallejo)**



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