



# CAREER OPPORTUNITY

## CITY MANAGER

**CITY OF COLFAX, CA ANNUAL SALARY: \$146,000–\$172,000 DOE/DOQ**

**T**HE CITY OF COLFAX, CALIFORNIA, IS SEEKING A CITY MANAGER with strong project management abilities and a background in public works, city planning, and/or community development. This position will oversee a dedicated staff of 15 and an approximate budget of \$9 million. The successful candidate will be an engaging team leader who is eager to take ownership of the role and provide hands-on direction for the City's future. They will manage the operations and administration of the City government, demonstrating an understanding of core municipal services including finance, human resources, grant management, economic development, utilities, and wastewater. Most essentially, the City Manager will have an in-depth understanding of planning and development. This position will support public works and engineering staff members in addition to enacting the vital operational duties of the City. *Join us in the heart of the Sierra Foothills and contribute to the growth and prosperity of the City of Colfax!*





# THE CITY

**SITUATED AT THE CROSSING** of Interstate 80 and State Route 174, Colfax is a transportation focal point, hosting recreation-seekers as they venture to nearby Rollins Lake; widely popular local hiking trails; Lake Tahoe for skiing, camping, boating, and mountain biking; or to Reno, Nevada, for its entertainment, food, and cultural attractions. Colfax has a unique climate that is ideal for outdoor enthusiasts who enjoy the changing of the seasons. The city receives a moderate amount of snowfall in the winter and enjoys warm summers. Located in the foothills of Northeastern California and part of the greater Placer County unincorporated area, Colfax features charming historic storefronts with a backdrop of towering pine trees. Colfax was a historic railroad settlement that now hosts an Amtrak stop, with service West to San Francisco and East to Chicago and beyond. It offers a tranquil escape from the hustle and bustle of urban life while remaining conveniently accessible, just 40 minutes away from downtown Sacramento. The city serves as a hub not only for its 2,000–3,000 residents but also the larger surrounding population of 10,000–15,000 people.

*Explore the charm of Colfax:*

[COLFAX PROMO VIDEO](#)





# THE CITY GOVERNMENT

**T**HE CITY MANAGER WORKS WITH AN ENGAGED **FIVE-MEMBER CITY COUNCIL**, carrying out the direction of Council to conduct the business of the City. The Council is responsible for approving budgets for City operations, approving major projects, and providing guidance for actions which affect the quality of life in the City.

[CLICK LINK](#)

The City of Colfax manages an approximate annual budget of \$9 million. The City is comprised of six departments that provide essential services, including: Building and Planning, City Administration, City Clerk, Engineering, Finance, and Public Works. The City is also served by several special districts, including water service provided by Placer County Water Agency and fire protection from CalFIRE. The City employs 12–15 staff including Public Works operational field staff; a Wastewater Plant Operator and operational staff; City Clerk; and an Administrative staff to handle public counter, including permits, accounts payable, and utility billing. The City also has contract staff including a City Planner, City Engineer, Finance Director, and IT support.

[2022–2024 ADOPTED BUDGET](#)

[LEARN MORE HERE](#)

CLICK  
BUTTONS 



# THE JOB & IDEAL CANDIDATE

THE CITY IS IN PURSUIT OF A CANDIDATE who possesses a desire to integrate into the community and envisions a future as a dedicated, long-serving City Manager. If you are an excellent project manager with a background in public works or community development, this role is ideal for you. This is a working City Manager position, and the successful candidate will be deeply involved in all current and future City initiatives. The City Council is looking for an organized, friendly, and collaborative manager, who can roll up their sleeves and actively participate in projects while ensuring effective oversight of the City's operations. The successful candidate will have a direct impact on economic development, grant funding, and overall city governance.

The primary duties of the Colfax City Manager will include oversight of the wastewater treatment plant; supervising the public works team as they provide streets and road services; ensuring that planning and development are carried out according to project guidelines; interfacing with the City's contract staff members; pursuing and managing grants and outside funding sources, and supervising and supporting City employees at all levels in their respective roles. As this is a small (but mighty!) City, interdepartmental collaboration and communication are imperative to the success of this position. The City Manager will maximize the impact of the City's staff and work as a hands-on manager to ensure that everyone feels respected and recognized in their role.

The City Council is eager to support a new City Manager and ensure their lasting success. Council members are excited to welcome a leader who is committed to Colfax's economic development and growth. An ideal candidate will be an organized leader with an ability to manage the details while thinking long-term and supporting staff in the development of the City's downtown revitalization and plan for safe and effective traffic flow. The future City Manager will be a motivated, forward-thinking professional with a passion for community development—who is ready to make an impact in a unique and historic small city.



## *The ideal candidate will also have...*

- ▶ Experience in a rural municipal organization of similar size.
- ▶ An engaging communication style and enthusiasm for interacting with staff, contractors, and the public.
- ▶ A foundational understanding of municipal financial reporting.
- ▶ A demonstrated ability to bring people together and encourage positive collaboration.



## EMPLOYMENT STANDARDS

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying, however a typical way of obtaining these are:

- ▶ **EDUCATION:** Bachelor's degree in business or public administration.  
*Substitution: The City will consider work experience in-lieu of a degree on a case-by-case basis.*
- ▶ **EXPERIENCE:** At least five years of City or other public agency administrative experience including responsibility for management of staff and programs.
- ▶ **DRIVER'S LICENSE:** Possession of a current driver's license. Must be bondable.

## FUTURE PROJECTS, CHALLENGES, & OPPORTUNITIES

**INFRASTRUCTURE PROJECTS.** The City has received \$25 million in grants for transportation and sewer infrastructure projects. Amtrak will be adding a westbound rail platform to the Colfax Depot.

**FIRESAFE COMMUNITY.** The City Manager will oversee the implementation of a large FEMA Hazards grant for defensible space and home hardening for fire preparedness.

**COMMERCIAL DEVELOPMENT.** City leadership will supervise the buildout of various commercial developments in the southern part of the city and revitalization of the downtown area.

**SHADY GLEN ANNEXATION PROJECT.** There will be an examination of the feasibility of adding land to the North of the city to provide sewer service for an existing disadvantaged unincorporated community in the County.

**RESIDENTIAL DEVELOPMENT.** There will be further development of the Village Oaks subdivision, redevelopment of the Colfax Hotel for long term/short-term residential use and several small infill residential projects.





# SALARY & BENEFITS

The salary range is **\$146,000–\$172,000 DOE/DOQ annually**, plus a generous benefits package which includes:

**HEALTH/DENTAL/VISION.** The City provides a contribution to medical, dental, and vision benefits. For those who do not select our medical plan, there is a \$400.00 cash-in-lieu of benefit.

**RETIREMENT.** The City participates in the California Public Employees' Retirement System (CalPERS) with a 2% at 60 formula for Classic Employees. For employees covered under PEPR, the retirement formula is 2% at 62.

**VACATION.** 10 days per year.

**HOLIDAY.** 13 days per year.

**SICK LEAVE.** 13 days per year.

**CAFETERIA PLAN.** \$1,875 per month (effective January 1st, 2023).

**PHONE REIMBURSEMENT.** City will reimburse or provide cell phone.

**PERFORMANCE PAY.** City will work with the candidate to develop a pay-for-performance package with the chosen candidate over a mutually agreeable period of time.

\*Relocation package may be available depending on qualifications and experience.



## HOW TO APPLY

For first consideration, apply **OCTOBER 16** at:

WBCP JOB BOARD



**SAVE THE DATES.** Round one interviews will be virtual and held on **OCTOBER 30**. Finalists will move forward to in-person interviews on **NOVEMBER 9**. Candidates must be available for both dates.

Please contact the **Interim City Manager, Mike Luken**, with any questions: **916.997.2760**  
[city.manager@colfax-ca.gov](mailto:city.manager@colfax-ca.gov)