



## EMPLOYMENT OPPORTUNITY

### PROGRAM MANAGER

Monthly Salary \$7,974 - \$9,692 DOQ

The City of Rio Vista is currently accepting applications for the position of **Program Manager**.

Under direction, plans, organizes, and administers specialized department programs and projects; directs and coordinates the work of assigned professional and support staff; performs related work as assigned. Works very closely with the Director of Public Works and represents the Director in meetings and in the Director's absence. The **Program Manager** is senior level supervisory classification responsible for day-to-day administration of specialized programs, projects, and activities. The incumbent plans, organizes, and administers one or more specialized department programs, projects and activities. In addition, prepares policy development and program planning and implementation with department and citywide implications, prepares council and technical reports, prepares Public Works bidding documents and contracts, and grant administration.

#### **Education and/or Experience:**

Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration, finance, economics, planning, project management or the field of the program to which assigned, or a closely related field and two (2) years of lead or supervisory experience involving program or project management. Must be willing to attend meetings outside of normal working hours. Possession of, or the ability to obtain, a valid class C California driver's license.

#### **Compensation & Benefits:**

The City of Rio Vista provides an excellent total compensation and benefits package with a 9/80 work schedule. Benefits for this position according to its representation unit, OPEIU, Local 29 Mid-Management Employee, listed below:

- ♦ **Monthly Base Salary:** \$7,974 – \$9,692
- ♦ **Health/Medical Benefits:** Medical through CalPERS, 90% employer paid, employee contributes 10% of the monthly cost of their selected medical plan.
- ♦ **Dental, Vision & Life:** City paid dental, vision and life insurance plans.
- ♦ **Retirement:** The City contracts with California Public Employees' Retirement System (CalPERS), Classic Member: 2% at 55 formula. New Pers Member (PEPRA) 2% at 62 as per AB 340. The City participates in Social Security.
- ♦ **Administrative Leave & Vacation:** 60 hours per year of administrative leave. 12 days paid vacation for the first three years of service, maximum 25 days annually after 20 years of service.
- ♦ **Holidays:** 13 paid holidays and 2 paid floating holidays per year.
- ♦ **Sick Leave:** Accrued at the rate of 8 hours per month.

Detailed benefits information is available on the City's website at [www.riovistacity.com](http://www.riovistacity.com) under the Human Resources Department menu.

**Final filing date:**

To be considered for the exciting opportunity, a completed Employment Application must be received by the City no later than **4 p.m. on Thursday, August 6, 2020**. A City of Rio Vista Application may be obtained online at <https://www.riovistacity.com/employment-opportunities/>. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION BUT MAY BE ATTACHED.

**Processing:**

All properly completed applications will be reviewed for minimum qualifications and only the most qualified individuals will be invited to continue in the selection process. The selection process may consist of the following components: practical exercise, oral interview and finalist interview. Prospective employee will undergo, and must successfully pass, a background reference check (including fingerprinting), physical examination and drug screen. Must show proof of United States (US) citizenship or authorization to work in the US.

The seal of the City of Rio Vista, California, is a circular emblem. It features a central bridge with two towers, a bundle of wheat, a gear, and a fish. The text "THE CITY OF RIO VISTA CALIFORNIA" is written around the top inner edge, and "INCORPORATED DEC. 30, 1893" is written around the bottom inner edge. The seal is overlaid with the text "THE CITY OF RIO VISTA IS AN EQUAL OPPORTUNITY EMPLOYER".

***THE CITY OF RIO VISTA IS AN EQUAL OPPORTUNITY EMPLOYER***

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.