



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources
(415) 289-4130 FAX (415) 289-4167
spaterson@ci.sausalito.ca.us

BUSINESS MANAGER **(\$5,401/month)**

Full-time Position in the Administration Department
Application Deadline: July 22, 2016.

JOB DUTIES

The City of Sausalito seeks a highly-motivated person to support and assist in the management of City owned property in Sausalito. The primary focus is the MLK campus located at 100 Ebbtide Avenue/610 Coloma Street, several cell tower locations on City-owned property, and the Old City Hall. The Business Manager is involved in all aspects of day-to-day operations of the property, including tenant relations, collection of rent, support in maintenance and repair, security, refuse services, landscape maintenance, securing new tenants and responding to inquiries, etc. The Business Manager handles tenant complaints and service requests, is familiar with and prepares Tenant Lease Agreements, Amendments and sees that the overall financial performance and operation of the property runs smoothly. Other duties include assisting with City communications, website content updates, project research, analysis, and performing related work as required.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointment will be based upon experience and overall qualifications.

REQUIREMENTS

- Bachelor's Degree from four-year College or University with minimum of three (3) years' experience working with customers and/or tenants, managing accounts or leases, and/or supervising operations in a professional environment. Prefer experience with commercial leasing and/or cell tower leases, and/or city planning.
- A valid California Driver's License is required.

THE ADMINISTRATION DEPARTMENT

The City's Administration Department includes the City Manager, City Clerk, and the Finance, Human Resources, and Information Technology functions. Property Management is part of the Finance function. The Administrative Services Director/ Treasurer leads the Finance, Human Resources, and Information Technology divisions. The Administration offices are located at City Hall, 420 Litho Street, Sausalito, CA 94965

BENEFITS

Cafeteria Benefit Plan: City contributes to a Cafeteria Benefit Plan in the amount for which an employee qualifies: \$809.78 per month for single employee; \$1,477.59 for employee + 1 dependent; \$1,878.29 for an employee + 2 or more dependents. The employee may choose among plan options for medical, dental, vision, life insurance, and long-term disability. All City employees are members of the CalPERS retirement plan.

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. The AE will work a 5-40 work schedule and be entitled to 10 paid holidays and 16 hours of "floating holiday" time each year.

This is a miscellaneous, non-exempt position considered Confidential and not included in a labor union.

APPLICATION PROCEDURE:

Applications are available on our City website <http://ci.sausalito.ca.us>, Human Resources.

Submit the following materials by mail or personal delivery to the City of Sausalito, Attn: Human Resources Manager, Susan Paterson, 420 Litho Street, Sausalito, CA 94965-1933.

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the position
- City Employment Application completed and signed; Applicant Tracking Form must be submitted. Please note that unsigned applications will not be considered.
- Resume
- A list of at least three professional and three personal references

THE COMMUNITY: Sausalito is a beautiful Bay front city of 7,400 residents within 2.2 square miles with a visitor population that may be several times the size of the year round population. It has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Fire, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

ADA / EOE