

Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$109,127—\$132,644 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPPRA including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month.
- Administrative Leave: 64 hours awarded on July 1 of each fiscal year.
- Paid Holidays: 14 holidays per year.

The Recruitment Process

To apply for this exciting career opportunity, please send your resume, cover letter and City of Sonoma employment application electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule

Application/Resume filing deadline..... 5:00pm, Friday, May 3, 2024

First interview date will be the week of May 20th

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax
www.sonomacity.org



City of Sonoma California



Cemeteries Manager City Manager's Office

~Apply Immediately~

Application deadline is 5:00 p.m., Friday, May 3, 2024

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its new Cemetery Manager position. This is a new management position in the City Manager's Office that will provide high level management, administration, and technical oversight of the day-to-day operations of the City's three cemeteries (Mountain Cemetery, Valley Cemetery, and Veterans' Cemetery). Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions. .



The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community events and drawing the community together year round.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a community with robust non-profits, many providing traditional public services. The City of Sonoma has a staff of 45 full-time employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning, Cemetery Services, Public Works (Administration, Streets, Parks, and Water). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire District— both of these relationships are active partners within the City's leadership team. Water is provided wholesale from the Sonoma County Water Agency (and City of Sonoma wells). Sanitary sewer collection and treatment is provided by the Sonoma Valley County Sanitation District.

The Position

The Cemeteries Manager is responsible for the management, administration, and technical oversight of the day-to-day operations of the City's three cemeteries (Mountain Cemetery, Valley Cemetery, and Veterans' Cemetery); to provide analysis of municipal policies including procedures, finance, budget, and services: to complete marketing materials, manage burial operations, and coordinate with outsourced partners.

This is a professional level position expected to direct, lead and coordinate resources to ensure all aspects of cemetery operations are maintained at a high standard including grounds maintenance, records management and compliance, historic preservation best practices, promotion and stewardship of volunteer and fund-raising programs, and excellence in customer service. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. This highly responsible position serves as liaison between the City Manager's Office and other departments and reports directly to the City Manager.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The Ideal Candidate

The Cemeteries Manager will need to have a thorough understanding and broad management experience with municipal administration, organization and service delivery. The Cemeteries Manager will organize, plan, schedule and implement operations; conduct analytical and administrative projects related to cemetery operations and coordinate among the public and/or commissions, and serve as a liaison between the City Manager's Office and other departments. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

The ideal candidate will have experience managing complex projects both internally and externally. In order to be successful, we are looking for a candidate with these attributes:

Leadership / Management / Analytical / Strategic Problem Solver

- Proven track record illustrating successful project management experience with significant accountability and stakeholder interaction.
- Excellent analytical, research and problem solving skills.
- Ability to think strategically, identifies key issues in complex situations, evaluates options, and initiates roads forward for resolution.
- Leadership skills and ability to bring teams together to determine solutions and opportunities.
- Experience working effectively with Department Heads, City Manager, City Council and staff as well as community members.

Customer Service / Commitment to Serve / Integrity

- Exhibits a passion for his/her profession and conveys a genuine pride for public service with a commitment to honesty and integrity.
- Approachable and strives to foster healthy relationships throughout the organization and community.
- Fosters an environment that ensures superior customer experiences, a high degree of responsiveness and innovative problem solving.
- Ability to embrace opportunities for change and implement improvements, while respecting the importance of history and tradition.

Communication / Collaboration / Teamwork

- Highly collaborative and proactively identifies opportunities to assist and collaborate with internal and external partners/customers.
- Exhibits a strong team orientation as Sonoma's Management Team works closely together to address organizational as well as community challenges and opportunities.
- Exemplifies excellent communication (written and verbal) and interpersonal skills including public presentations.

Find the complete Job Description on the City's website, scan the QR code or visit: www.sonomacity.org/current-job-recruitments/



Minimum Qualifications

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

EDUCATION:

A bachelor's degree from an accredited college or university with major course work in Business Administration or a related field.

EXPERIENCE:

Three (3) years industry experience in the applicable discipline with progressively increased responsibilities
Two (2) years of experience in project management and/or public administration.
Budgeting and expense control experience strongly preferred.

LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License.
license and proof of automobile liability insurance as required by the position.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.

Veteran's Preference – View the City of Sonoma's Veteran's Preference Policy at:

www.sonomacity.org/documents/veterans-preference-policy/

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.