



*City of Exeter*  
*California*  
*Citrus Capital of the World*

*Invites your interest*  
*for the position of:*

# *City Administrator*





## **THE POSITION AND THE IDEAL CANDIDATE**

Longtime City Administrator Adam Ennis, who has dedicated just over six years of service to the City, is now retiring. We are conducting a nationwide search for a qualified candidate who will be a strong fit for the Exeter community. The new City Administrator will assist the City Council in addressing issues relating to mutually agreed upon policies and projects, particularly budget and revenue strategies. It is expected that the City Administrator will proactively assess City operations and, with a fresh perspective, identify creative opportunities for budgetary and operational efficiencies. The successful candidate will have the opportunity to lead and build their management team. The City of Exeter has a long history as a stable and well-run community.

The ideal candidate for this position has been described as an experienced public administration professional with strong and diverse experience in a municipality. The City Administrator is expected to be very visible in the community and must be able to build strong working relationships with a variety of individuals and organizations. They must have excellent written and verbal communication skills, and not only represent the Council and City organization but reflect the values of the community. The most effective small cities are excellent collaborators, and the City Administrator must have a collaborative style and a creative approach to problems. The ideal candidate will be approachable and affable and have demonstrated ability to resolve conflicts and face challenges with confidence and transparency. The community is focused on preserving, protecting, and promoting the small town charm that Exeter is known for, and the City Administrator plays a key role in communicating and implementing that philosophy. The City Administrator must be comfortable interacting with, and making presentations to, a variety of groups, and must interact easily and effectively with the media.

The City Administrator will plan, develop, implement, organize, manage, continuously improve, supervise, direct, and evaluate key City operations, with a focus on the City Council's mission for the organization, goals and objectives, and priorities. This position has primary responsibility for the administrative and leadership of the organization. The ideal candidate will have a proven track record of developing and implementing municipal budgets, policies, procedures, ordinances, and resolutions. Excellent communication skills, strong interpersonal skills, and willingness to continuously improve the City of Exeter organization is a must. Proven, successful local government management, finance, planning, and public safety experience is critical.

Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects, programs and processes in a variety of areas related to municipal administration.

The City Council will select and appoint the City Administrator. The successful candidate should have 5 or more years of experience in a public agency, preferably in a supervisory, management, or executive role in a municipality, with three years in a senior position such as City Manager, Assistant City Manager, Deputy City Manager, or a Department Head position. The ideal candidate will have demonstrated experience in preparing and administering budgets in a public agency setting and excellent written and verbal communication skills. The successful candidate will possess a Bachelor's Degree in Public or Business Administration, Finance, Economics, Civil Engineering, or a related field. A Masters Degree is preferred but not required.

## **RECRUITMENT SCHEDULE (Tentative)**

Application Filing Deadline .....9:00 AM on Monday, March 24, 2025  
Application Review .....Week of March 24, 2025  
First Interview Process..... Week of April 7, 2025



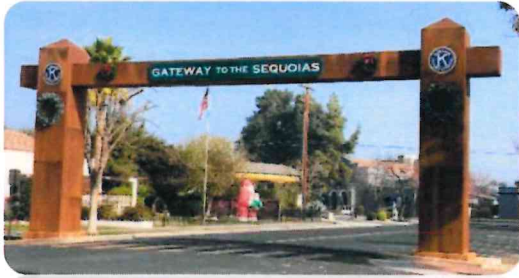


## SMALL TOWN AMERICA

The City of Exeter is a unique small-town community with a population of 10,321, situated in the Central San Joaquin Valley at the base of the foothill corridor to the Sequoia National Park, just 55 miles southeast of Fresno and 68 miles north of Bakersfield. Our proximity to the endless adventures of the world-renowned Sierra Nevada Mountains to the east, the relaxing shores of the California coastline to the west, and major cities such as San Francisco and Los Angeles – all within a few hours' drive - make Exeter a great place to visit or reside.

The citizens enjoy a pace of life that allows families to enjoy spending quality time together in the four distinct seasons, picking locally grown fruit in the spring, camping and boating at the nearby Lake Kaweah in the summer, mountain biking and maneuvering local county corn mazes in the fall, and cross-country skiing in the winter.

Exeter offers short and pleasant commutes to work and a reasonable cost of living, with a typical 3-bedroom, 2-bathroom home averaging \$370,000, allowing families to capitalize on their earnings. A very desirable community to live in, Exeter homes hold their value well, and tend to be priced slightly above neighboring cities, though still a bargain as compared with much of California.



## EXCELLENT LOCAL GOVERNMENT

Exeter is a small Charter City with 58 employees in the departments of Administration, Finance, Recreation, Public Works, and Police. Revenue sources include property tax, a utility user's tax, local sales tax, and franchise tax. The City contracts for Planning, Engineering, City Attorney, and Solid waste services. Fire services are provided under contract by Tulare County Fire Department. Animal Control services are provided under contract by the City of Visalia. The City is governed by a five-member elected City Council that exhibits extraordinary teamwork, civility, and collaboration.

The City has a General Fund budget of \$5.8 million for FY 2024-25 and \$6.2 million for FY 2025-26, with a General Fund reserve of approximately \$4.7 million. Additionally, the City has recently adjusted utility rates to ensure financial stability and sustainability. Stability is a keystone of Exeter, with minimal historic turnover at the management level. Like many local government agencies, the City has recruited and appointed its leadership team with the goal of continuous improvement and the goal of excellence in local government.

Candidates are encouraged to visit the [City's website](#) at for a broader understanding of the City's organization and our community.

## MISSION STATEMENT

*Protecting. Preserving. and Promoting*

## THE APPLICATION PROCESS

To apply for this outstanding career opportunity, please complete and submit your application on the [City's website](#) by **9:00 AM on Monday, March 24, 2025**. If you have any questions regarding this position or process, please feel free to contact City Clerk/Human Resources Manager Francesca Quintana (559)592-9244 ext. 1001 or by email at [fquintana@exetercityhall.com](mailto:fquintana@exetercityhall.com).

## COMPENSATION

The salary range for this position is \$12,558 - \$14,832 per month or \$150,696 - \$177,984 per year, with a 4% salary increase approved, effective July 1, 2025. In addition, the City of Exeter offers an excellent comprehensive benefits package as outlined below.

## BENEFITS PACKAGE

**Retirement:** In accordance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City of Exeter offers the 2.0% @ 62 CalPERS plan to new PERS members (service beginning January 1, 2013.) Existing miscellaneous PERS members ("Classic" members) with no break in service participate in the CalPERS 3.0% @ 60 plan with highest annual average of 3 consecutive years. Employees contribute 3% of the City's PERS contribution.

**Deferred Compensation Program:** The City offers a voluntary retirement program and agrees to match employees' contribution in an amount up to \$50 per pay period.

**Retention Pay:** Based on complete years of City of Exeter full-time employment/service as a percentage of base wages as follows: 2.5% at each of 6, 10, and 15 years (up to a max of 7.5%).

**Insurance Benefits:** The City currently retains a health program (medical/dental/vision benefits) that currently covers each full-time employee, with employee contributions established by the City Council. Providing employee with dependent coverage for their family, such coverage is available to the employee at a cost as established by City Council. The City also offers Life Insurance coverage at \$100,000, as well as Short and Long-Term Disability Insurance.

### Leave/Holidays:

- Management Leave: 96 hours per year every July 1. If hired after December 31, leave is prorated.
- Sick Leave: 12 days per year.
- Vacation Leave: 16 days per year. Additional days based on service years.
- Holidays: Eleven 11 holidays and 1 half-day holiday observed annually.
- Additional Leave: Employees receive 1 birthday floating holiday.

**Other Allowances:** City-provided vehicle or vehicle allowance and Cell Phone Stipend of \$45 per month.

**Optional Benefits:** Additional Insurance Policies (AFLAC), Voluntary Deferred Compensation Program, and Flexible Benefit Program (IRS Section 125 Plan).

**CITY OF EXETER**  
137 N. F Street • Exeter, CA 93221