



**THE CITY OF ORLAND**

# **INVITES APPLICATIONS FOR CITY MANAGER**

**Filing Deadline**  
June 10, 2025

**QUESTIONS?**



530-865-1603



<https://www.cityoforland.com>



## The Community

Orland is one of the fastest growing cities on Interstate 5, with an ever-growing population of 8,537 (Dept. of Finance 2024). It has tree-lined streets, a safe and quiet environment and approximately 55 acres dedicated to public parks. In one of these parks, there is the best swimming pool in the region with swim lessons for all ages, aqua aerobics, lap swim, family swim and host to the Orland Otters swim team. Other parks feature a splash pad, basketball courts, pickleball and tennis courts, disc golf course, play structures, group picnic areas, a bicycle pump track and a dog park. If you need additional outdoor activities such as windsurfing, camping, hiking, fishing, water skiing, boating, bird watching or sail boating, Black Butte Lake is located eight miles to the west.

The close-knit sense of community in Orland is evident during the volunteer firemen's spaghetti fund raiser in February and their annual Ball in March. The county fair is held in May, the annual 4<sup>th</sup> of July picnic and parade brings local organizations together, sponsored in part by the Orland Historical Society. In December The Avenue of Lights, a spectacular one-mile Christmas wonderland illuminated by thousands of twinkling lights—all enjoyed from the comfort of your vehicle brings people from all around.

## City Government

Orland operates under a Council-Manager form of government. The Council is comprised of five Council members elected at large, which selects the mayor from among its members. The management team is comprised of the City Manager and the city's department directors organized into the following departments: Administration, Police, Fire, Community Development Services, Finance, Library, Public Works, Parks and Recreation. The city has 45 full-time employees and a \$11 million budget including \$6 million for the General Fund. The full-time Fire Chief oversees an all-volunteer department and serves as chief to the surrounding rural district. Traditionally, Orland has served as a public service center for residents of the City and northern Glenn County. Facilities are concentrated in the downtown area, including City Hall, Police Department, Fire Department and Library. Some county services are located in Glenn Success Center on Walker Street.

## The Position

Under policy direction of the City Council, the City Manager serves as chief executive officer of the City, and assumes full responsibility for planning, administering, directing, overseeing and evaluating the activities and operations for the City of Orland; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends and administers policies and procedures; acts as the City's chief emergency services officer in any local disaster. Serves as the City's Personnel Director; directs the development and implementation of the City's goals, objectives, policies and priorities; establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly; oversees the development and administration of the City budget; approves the forecast of revenues needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary. Selects, motivates and evaluates personnel, resolves personnel concerns and issues; maintains the city's labor relations program; responds to and resolves difficult, complex, and sensitive citizen inquiries and complaints; contacts departments involved; provides direction and delegates authority as necessary to correct issues; explains, justifies and defends City programs, policies and activities, negotiates and



## The Position Cont.

resolves sensitive and controversial issues; represents the City to all departments and outside agencies and organizations; participates in community organizations to seek feedback and to ensure access to City services by all citizens; plans, directs, manages, and oversees all City activities and operations including business development, City Clerk, building inspections, facility maintenance, community development, finance, human resources, police, public works department, functions, programs and activities.

## The Ideal Candidate

The ideal candidate will be a visionary, team oriented and resourceful City Manager who has exceptional financial management skills. In addition, the candidate should possess good leadership, management, and customer service skills, with proven ability to oversee teams of executive, managerial, and professional staff. The candidate should also have the ability to oversee teams of executive, managerial, and professional staff. The candidate should also have the ability to implement and administer goals, objectives, and procedures for providing effective City services. The selected candidate should demonstrate a proven competency in identifying and responding to community and City Council issues, concerns and needs, and in establishing and maintaining positive public relations.



The successful candidate will be an excellent communicator, effective listener, able and willing to communicate effectively with culturally diverse employees, community organizations, and individual citizens, serve as a positive role model for customer service and dispute resolution, be ethical, forthright and an example of courage in pressure situations.

## Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: a bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field. Seven years of progressively responsible administration or staff experience in municipal government with five years as a department director, three years as an Assistant City Manager, or one year as a City Manager. A master's degree in a related field is desirable.

License or Certificate:

Possession of or ability to obtain an appropriate valid driver's license.

## Compensation and Benefits

The salary for the City Manager position is negotiable. The annual salary for the long-tenured previous City Manager was \$173,000. The successful candidate's salary will be determined based on the experience and qualifications that they bring to the city of Orland.

The incumbent will be a member of the California Public Employee Retirement System (CalPERS) with a pension formula based on the CA Public Employees' Pension Reform Act of 2013. The City participates in Social Security and Medicare.

**Benefits:** Medical, dental and vision care for employee and eligible dependents; Life Insurance, \$50,000 term life policy; Holidays: 13 paid holidays each calendar year; Vacation accrual of 80 hours annually during the first four years of service; Sick leave, eight hours accrual per month; Administrative leave, 80 hours annually; (Negotiable: vehicle allowance and cell phone allowance.)

## The Selection Procedure

The position is open until filled. Interested candidates should submit a cover letter, resume and references to:

City of Orland  
Attention: Janet Wackerman, Interim City Manager  
815 Fourth Street  
Orland, CA 95963  
jwackerman@cityoforland.com  
530-865-1603

Depending upon the number of qualified applicants, a screening committee will review the applications and select the most highly qualified candidates to proceed to the next step of the selection process, which will consist of an oral panel interview. The oral panel will recommend one or more candidates for a final interview with the city Council. The successful candidate must successfully pass a medical examination, criminal and financial background checks, employment reference checks, and proof of a valid California Driver's License with appropriate insurance.



The City of Orland is an equal opportunity employer