

# *City Manager*



## THE COMMUNITY

The City of Carson was incorporated in 1968 and is the youngest municipality in the South Bay region of Metropolitan Los Angeles. The City spans approximately 20 square miles and has vast City-owned open space ripe with opportunity growth and new development. With a population of approximately 100,000, Carson has grown from an agricultural and industrial area to a bustling, vibrant, diverse city. With close proximity to major freeways, Long Beach and Los Angeles airports, the Port of Long Beach, and major universities including Cal State Dominguez Hills in the Carson-city limits, the community is regionally significant. Carson is a leading destination for locals and travelers alike with attractions like the Goodyear Blimp, the Stub Hub Sports Center which features exciting sporting events, the new Porsche Driving Experience Center with its own museum Four-Star restaurant. The Rancho Dominguez Adobe features historical re-enactments for history buffs. The City of Carson is business friendly with the motto of "Future Unlimited". The community looks forward to its new 46-acre high-end fashion mall and other projects which will move Carson to become a first class, 21st century community - a destination where residents can live, work, and play.



## THE ORGANIZATION

The City of Carson has a Council-City Manager form of government. Carson has a directly elected Mayor, who serves a four year term and four Councilmembers, who are elected at large. Councilmember terms are staggered, with elections every two years.

The City Council appoints a City Manager to serve as the chief administrative officer of the City. The City Manager acts as the chief advisor to the City Council; implements City Council decisions; acts as liaison between City Council and other agencies; and directs and coordinates the City resources and workgroups. The City's resources are administered by the City Manager and have been organized around eight departments: City Manager, Public Works, Finance, Human Resources, Community Development, Community Services, City Clerk and City Treasurer.

## THE POSITION

The City Manager is the Chief Executive Officer of the City, responsible for planning, directing, and managing all activities and operations of the City of Carson, ensuring that all public services are delivered in an efficient and effective manner. The City Manager is responsible for coordinating City activities with other agencies and organizations; facilitating the development and implementation of City goals and objectives; implementing policy decisions made by the City Council; and providing highly complex administrative support to the City Council.

The Office of the City Manager is responsible for a wide range of activities, including managing and directing budget and operations, facilities and asset management,

public safety, economic development initiatives, legislative analysis, intergovernmental relations, grant administration, employee relations and strategic planning.

## OPPORTUNITIES AND PRIORTIES

- » Enhance opportunities for private development and economic growth by working collaboratively with City Council and other departments to review planning and zoning regulations, assessing commercial, business and housing opportunities as well as economic development projects.
- » Utilize technology to improve community access and customer service while improving business processes, practices and communication.
- » Pursue grants and other revenue to improve infrastructure and create fiscal stability and financial health.
- » Promote a culture of learning and communication to promote the City's image of positive diversity and culture, a solid workforce, an ideal location and opportunity for future investment into the community.
- » Continue to enhance team building, interdepartmental collaboration and a positive, high-performing working environment.
- » Finalize the General Plan.

## THE IDEAL CANDIDATE

The ideal candidate will be a visionary, strategic and high-energy leader who can work with city council, staff, and key stakeholders to achieve economic growth and improve quality of life for the community. The successful candidate will have well-rounded skills in all facets of public sector governance, a proven track record in successful community development, and a solid financial acumen. The ideal candidate

leads by setting a positive example of being proactive and organized; provides clear and consistent direction and can assess talent, mentor and develop a team-oriented working environment. Excellent communication and interpersonal skills are required to manage the City as it moves to improve its infrastructure, promote new and upscale business ventures, and build and maintain effective and collaborative relationships with regional and national business partners.

## KEY ATTRIBUTES AND CHARACTERISTICS

- » An individual with the highest personal and professional integrity.
- » The ability to deliver information and comprehensive research to City Council in a balanced and unbiased manner. Provide options and solutions with different sides to an issue with strengths, weaknesses, opportunities and risks for each alternative.
- » Must be politically astute, while remaining apolitical.
- » An entrepreneurial mindset with the ability to work effectively with business leaders, developers and elected officials.
- » A strong leader able to use sound judgement, wisdom and maintain flexibility.
- » A solid, optimistic leader and role model with a positive presence; demonstrate initiative, be action-oriented, treat others with respect, be collaborative and approachable.
- » A demonstrated record of accomplishment in the development and maintenance of strong customer service in the delivery of public services.
- » A listener.
- » A good sense of humor.



## QUALIFICATIONS AND REQUIREMENTS

- » Bachelor's degree in public administration, business, or related subject. An advanced degree preferred.
- » A minimum of ten (10) years of administrative and executive experience in public sector employment. Some private sector business experience is ideal.
- » A minimum of five (5) years in a management or leadership capacity with a county or city government organization.
- » Demonstrated experience directing economic and community development, experience directing a budget, and other administrative functions in a public-sector environment.
- » Proven ability to effectively communicate with public officials, business representatives, civic groups, residents, and other stakeholders.

## COMPENSATION AND BENEFITS

The incumbent is at **\$240,000**, compensation would be DOQ (dependent upon qualifications).

The City also offers a highly competitive benefit package including:

- » **Retirement** – 2%@55 Formula – Classic; 2%@62 Formula – New Members hired on or after January 1, 2013.
- » **Other** – Employees pay the full Employee Member Contribution on a pre-tax basis; 1959 Survivors Program – level 4.
- » **Medical** – City contracts with CalPERS and offers choice of various HMO's and PPO's; City pays \$1,594 monthly medical allowance toward the premium for employee and eligible dependents; Employees may elect to discontinue or not enroll in the health insurance program upon proof of equal coverage and shall receive 75% of lowest 2-party premium to be deposited into the employee's City-sponsored deferred compensation account.
- » **Dental** – Principal Financial, with EPO and PPO providers available; City pays \$87 monthly premium; Employees may elect to discontinue or not enroll in the insurance program upon proof of equal coverage and shall receive 75% of the dental premium to be deposited into the employee's City-sponsored deferred compensation account.
- » **Vision** – Optional vision care (Superior Vision) may be purchased through payroll deduction from wages and/or with monies remaining from the sum provided for health insurance.



- » **Life Insurance** – City pays \$200,000 for basic group term life insurance coverage with evidence of insurability (subject to approval). Additional supplemental life insurance can be purchased.
- » **Long Term Care** – Employees may purchase through payroll deduction from wages and/or with monies remaining from the sum provided for health insurance.
- » **Deferred Compensation** – VOYA; City match up to \$6,000 per calendar year.
- » **Short-Term Disability/Long-Term Disability** – City pays premium; Short-Term Disability – 66.67% of total monthly earnings, maximum weekly benefit of \$1,154, maximum benefit period 13 weeks; Long-Term Disability – 66.67% of total monthly earnings, maximum monthly benefit is \$5,000, maximum benefit period depends on age and disability.
- » **Vacation** – Employees accrue 10 hours per month upon appointment.
- » **Sick Leave** – 10 hours accrued per month; ½ of balance paid at separation; 1,040 maximum accrual hours.
- » **Holiday Leave** – 13 paid holidays per calendar year.
- » **Administrative Leave** – 8.33 hours per month; 100 maximum accrual hours.
- » **Floating Holiday** – 30 hours accrued each fiscal year.
- » **Leave Redemption** – Employee may redeem up to 80 hours of any accumulated leave each fiscal year; sick leave paid at a rate of 1 hour of pay for each 2 hours of sick leave redeemed; all other leave paid at the rate of 1 hour of pay for each hour of leave redeemed.
- » **Service Organization Membership** – City pays \$350 per calendar year.
- » **Auto Allowance** – City pays \$500 per month (benefit based on employment contract).
- » **Professional Development Allowance** – City pays up to \$800 annually within the first quarter of each fiscal year.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is **January 22, 2018**. To be considered for this exceptional career opportunity, please submit your cover letter, resume, and six work-related references (will **not** be contacted in the early stages of the recruitment.) Resumes should reflect years **and** months of employment, positions held.

Forward to:

<https://secure.cpshr.us/escandidate/JobDetail?!ID=375>



Frank Rojas  
CPS HR Consulting  
Tel: 916- 471-3111  
Website: [www.cpshr.us/search](http://www.cpshr.us/search)

Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City of Carson will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Frank Rojas.

