



# CITY OF SANTA ANA

*Invites your interest in the position of*

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# ASSISTANT CITY MANAGER



## THE CITY VISION

The City of Santa Ana is a full-service City with a diverse population of approximately 335,000. The City's vision is to become "The dynamic urban center of Orange County acclaimed for our investment in children, neighborhood pride, enriching cultural experience, appreciation of diversity, thriving economic climate, quality government services, and leadership among California's cities."

## CITY GOVERNMENT

Incorporated in 1886, Santa Ana, a Charter City, established a Council-Manager form of government in 1952. The City Council is composed of seven members; the Mayor and six Council members, who appoint the City Manager, City Attorney and Clerk of the Council. The City Manager is ultimately responsible for the appointment of all other employees of the City, and personally appoints the Executive Directors of the City's agencies. The City's eleven agencies provide the traditional municipal services, as well as water utility, library system, 20 acre zoo, and 512-bed City Jail. The City's fiscal year 2019-20 budget is \$646 million and there are 1,224 authorized full-time positions.

## THE COMMUNITY

The City of Santa Ana is located 10 miles inland from the Pacific Ocean, 33 miles southeast of Los Angeles, and 90 miles north of San Diego. The City, which is the county seat of Orange County, encompasses an area of approximately 27 square miles and is the 11th largest by population in California with a population of approximately 341,000.

Santa Ana is truly a great place in which to live, work, and play. Proud of its rich history and cultural diversity, the City boasts an active arts and cultural community, including theaters, concert halls, a municipal zoo, the Artists Village, the Discovery Science Center, and the Bowers Museum of Art. Additionally world-famous amusement parks and beaches are just minutes away.

The City is a place for business,, the world headquarters for global players, the site of business centers serving southern California, and the small business capital of Orange County. Santa Ana is a place with a soul. This is where diversity brings people together, combining individual strengths to achieve a community in balance with economic vitality and livability.



*...We value the creation of an environment which focuses on solving problems through teamwork, participation, cooperation, and enthusiasm fostered by decisive, professional leaders who support creativity and innovation.*



## THE POSITION

The Assistant City Manager assists with the overall management of City operations and serves as principal advisor to the City Manager regarding operational, administrative, and budgetary matters in all City agencies. The ACM confers with the City Manager, City Council, and department heads concerning the priorities, programs, and issues of various City departments and the development or modification of programs and policies. They advise various departmental directors on administrative matters, issues, problems, and political considerations related to the planning, programming, staffing and organization of their departments.

- Assists departments in developing and refining strategic plans in line with the City's vision and goals, and ensures that directors work together to support the philosophies of the City Manager and City Council.
- Reviews and approves proposed departmental budgets.
- Evaluates department directors' performance and determines their performance-based awards.
- Reviews and approves proposed ordinances and resolutions affecting City operations.
- Confers with the representatives of County, State and Federal agencies on matters pertaining to the activities of City government.
- Confers with the public and civic groups on important matters or complaints and the interpretation of City policies and practices.
- Represents the City Manager at meetings, grievance hearings, and on other occasions in their absence or when otherwise directed.



## THE IDEAL CANDIDATE

### *Experience, Education and Training*

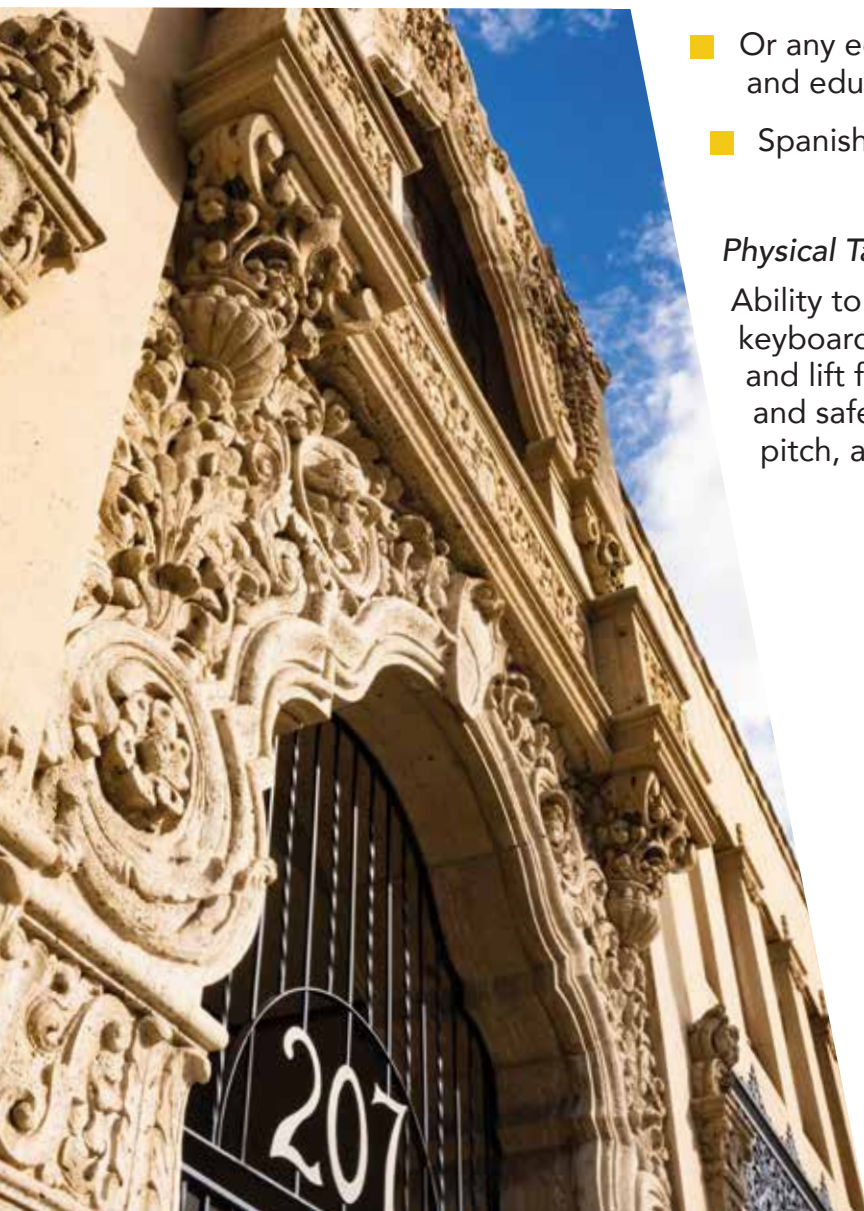
The ideal candidate will have the highest level of integrity and strong work ethic. Dedication to both the organization and community is of the utmost importance. They must have a proven track record of successful professional leadership and be able to effectively cultivate and maintain cooperative working relationships within the organization and the community. In addition, they must be willing to work with the City Manager and City staff to find innovative and creative solutions in a challenging fiscal environment. They must be able to inspire staff to be responsive to the needs of citizens while maintaining a high quality of service and work product. The ideal candidate must also have outstanding oral and written communications skills.



## QUALIFICATIONS:

This position requires extensive experience in work affording familiarity with a wide variety of problems involved in municipal administration, including five years of responsible administrative experience. Graduation from an accredited four-year university with major coursework in management, business or public administration, or a related field is required. A Master's degree in a related field is highly desirable. Additional qualifications include:

- Proven experience as an executive manager in a municipality, preferably a city with a population in excess of 100,000
- Experience working directly with city councils, boards or commissions and community/industry groups
- Extensive executive administrative experience of over five years at the department head or higher top management level
- Experience and expertise in most facets of municipal management including budget administration, city planning, economic development, executive staff supervision and automated management information systems
- Or any equivalent combination of experience and education.
- Spanish-Speaking (**highly desired**)



### *Physical Tasks and Environmental Conditions:*

Ability to sit, stand, walk, reach, operate a computer keyboard, read, bend, turn, twist, grasp, push, pull, carry and lift files and reports from desk tops or file drawers; and safely operate a motor vehicle. Exposure to vibration, pitch, and glare from a computer.





## COMPENSATION AND BENEFITS

The City has a comprehensive management compensation program. The specific features of the program include:

**Salary:** the salary range for this position is \$160,764 - \$227,196 commensurate with the successful candidate's experience and qualifications.

**Auto Allowance:** \$6,000/year

**Electronic Device Stipend:** \$100/month for business use of personal electronic device (phone and/or tablet)

**Vacation:** Three weeks (120 hours) per year, increasing to five weeks (200 hours) after 20 years of service

**Management Vacation Benefit:** 100 hours per year

**Holidays:** Twelve city-paid days including one floating holiday

**Work Schedule:** 9/80 plan

**Sick Leave:** Twelve days (96 hours) per year, with a maximum accumulation of 250 days (2000 hours)

**Retirement:** Membership in the California Public Employees' Retirement System (CalPERS).

*2.7% at 55 formula for Classic Employees with:*

- One-year final compensation period
- 8% Employee-Paid Membership Contributions (EPMC) paid to CalPERS and reported as special compensation
- Employees pay 8% toward the City's contribution as cost-sharing

*2% at 62 formula for New CalPERS Members with:*

- Three-year final compensation period
- Employees pay 5.5% member contribution

**Medical and Dental Insurance:** The City offers medical coverage (HMO & PPO) through CalPERS. Effective Jan. 1, 2020, The City pays \$1,750/month for family coverage; \$1,375/month for Employee +1; \$704/month for Single coverage. Cash-back is available if insurance is not provided by the City. The City offers dental coverage (HMO & PPO) and pays up to \$120/month.

**Vision:** Plan available at employee's expense

**Long Term Disability Insurance:** The City pays 100% of the plan cost

**Life Insurance:** Three times up to a maximum of \$300,000 Group Term Life Insurance paid for by the City.

**Tuition Reimbursement:** 100% up to \$3,500.00 per year

**Retirement Health Savings Account:** Account available to contribute designated pre-tax dollars to an individual fund to help pay for health related premiums and out-of-pocket costs in retirement.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**Filing Deadline is  
November 29, 2019**

To be considered for this opportunity, please submit a compelling cover letter, and resume that reflects your scope of responsibility and significant accomplishments to **[bob@bobhallandassociates.com](mailto:bob@bobhallandassociates.com)**.

If you have questions about the position or the recruitment process please contact Bob Hall at **714.309.9104**.

Application materials will be screened in relation to the criteria described in this brochure. Only the most qualified candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager.

Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

