



*City
Manager*



CITY OF

San Marino

CALIFORNIA



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The principles upon which the first City Council established San Marino in 1913 have been followed through the ensuing 100 years. The founders of this city wished it to be uniquely residential - single-family homes on large lots surrounded by beautiful gardens, with wide streets and well maintained parkways. There were to be no manufacturing districts, heavy business areas or any apartment houses or duplexes. To maintain these standards, the City Council has continued to pass and enforce strict zoning regulations.

San Marino Guiding Principles



THE COMMUNITY

Incorporated in 1913, the City of San Marino was designed by its founders to be uniquely residential with expansive properties surrounded by beautiful gardens, wide streets, and well maintained parkways. The City, which is located in Los Angeles County, California, has a population of approximately 13,425.

San Marino's residential housing is comprised of single-family residences; there are no apartment buildings, condominiums or townhomes in the City. With few exceptions, quick-serve and drive-through restaurants are limited, as are larger national restaurants and retailers.

The City of San Marino is home to many exclusive landmarks and historical sites. The Huntington Library and Gardens provide access to art collections, rare books and historical documents, which are housed in the library and in the Henry Huntington Neoclassical-Palladian mansion. These buildings and the surrounding botanical gardens are collectively known as "The Huntington Library, Art Collections and Botanical Gardens" or "The Huntington".

The Old Mill (El Molino Viejo), completed about 1816 as a grist mill for Mission San Gabriel Arcángel, is the oldest commercial building in Southern California. The Edwin Hubble House is a National Historic Landmark and was the residence of one of America's greatest 20th-century astronomers, Edwin Hubble, from 1925 to 1953.

One of San Marino's most notable residents was General George S. Patton who grew up in San Marino. His father was the City's first Mayor, and the first City Council Meeting was conducted in the Patton home.

San Marino has an outstanding public education system and has received numerous awards for academic excellence as exemplified by the fact that the 2016 California Assessment of Student Performance and Progress report ranked the San Marino Unified School District the top performing unified school district in California. Each of its public primary schools have also been honored as a California Distinguished School and a National Blue Ribbon School.

CITY GOVERNMENT

The City of San Marino utilizes a council-manager system of local government. Five Council Members are elected in November of odd calendar years, serving four-year terms. The City Council has taken steps to consolidate its elections with statewide elections and will be moving to even year elections in 2022. The five Council Members serve without any financial compensation, and each year the City Council elects one member to serve as Mayor.

The City's 2016-2017 adopted budget reflects general fund revenues of \$26.6 million and expenditures of \$25.3 million (which includes \$900,000 in capital expenses).



THE POSITION

The City Manager is the Chief Executive Officer of the City, responsible for planning, directing, and managing its activities and operations, and 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 oversees the operations of the City's seven departments, and is responsible for a wide range of activities including managing and directing budget and operations, facilities and asset management; public safety; economic and land use development initiatives; legislative analysis; intergovernmental relations; employee relations; and strategic planning.

San Marino is a centrally located, full-service City with a diverse community. It is expected that the new City Manager will work closely with the City Council and staff to promote a culture of collaboration and communication that ensures Council Members, City employees, and residents are well informed, while providing a high level of transparency and confidence in local government.

Current Priorities and Opportunities:

- Assess staffing needs for gaps, effectiveness, and efficiencies. Currently, the City is transitioning from interim contract services in the areas of Finance and Human Resources/Risk Management to an employee-based staffing structure, and to a five-day work week. It will be a priority to implement best practices, develop structure, and build a cohesive team-oriented work environment.
- Assess and monitor pension liability and make recommendations to the City Council; and work with a newly formed Council/community-based Ad Hoc Committee focused on the City's financial planning efforts.
- Evaluate aging infrastructure; and address funding and financial needs to support capital improvements.
- Make recommendations to the City Council to determine land use, seismic and ADA requirements, maintenance costs, and other funding needs for the Stoneman School project, an historic building serving as the primary location for the community's Recreation Services.

- Engage with various community groups in order to create strategies and develop plans for City improvements and preservation.
- Cultivate community and staff relations, confidence, and trust.

THE IDEAL CANDIDATE

The ideal candidate will be a strong and collaborative leader, possessing excellent administrative, managerial, communication and interpersonal skills with a focus on effective customer service, talent evaluation and improvement. The candidate should also have the ability to create positive working relationships with community leaders and partners, City employees, and the City Council. Additionally, the successful candidate will demonstrate strong technical and business acumen and understand the need to provide efficient public service by being a role model. Development of a supportive and responsive City staff, and having the expertise to embrace the opportunities and challenges of a vibrant, affluent, and involved community are also desired candidate attributes. The ideal candidate will have a solid track record for leading and successfully managing municipal service initiatives in the areas of urban planning, pension liability, financial and fiscal management, public works, agency administration, and staff development.



KEY ATTRIBUTES AND COMPETENCIES

The ideal candidate will possess the following strengths and abilities:

- A strong, seasoned leader with the highest integrity, character, and ethics.
- Honest, with the ability to build and maintain trust and to actively listen.
- Approachable and friendly; highly visible in the community.
- An enthusiastic, inspiring, and engaged communicator.
- A forward-thinking leader with the willingness to make difficult decisions based on what is right and enforce not only the letter of the law, but the spirit of the law.
- A dynamic leader who shares the vision of the Council and community, and can advocate, articulate, and implement that vision.
- A 'bridge-builder' who is able to create and grow positive business relationships.
- A competent manager of both issues and staff; someone who can mentor and develop staff, build morale, and attract and retain top talent.

MINIMUM REQUIREMENTS

- Bachelor's Degree (BA/BS) from a four-year college or university in Public Administration, Business Administration, Government Communications or related field.
- Master's Degree (MA/MS) is highly desirable.
- Ten to fifteen years of related experience; or equivalent combination of education and experience.
- Demonstrated leadership success.

SALARY AND BENEFITS

The salary range for this position is \$180,000 to \$200,000, with the starting rate dependent on qualifications. Additionally, the City offers a \$600 monthly car allowance; a \$200 monthly technology allowance; and an attractive benefit package that includes:

Retirement – The retirement benefit formula for CalPERS "classic" members is 2% @ 60, and for CalPERS "new" members is 2% at 62.

Health and Dental Insurance – A benefit bank of \$1,200 per month.

Paid Holidays – 11 paid holidays per year.

Sick Leave – 12 days of sick leave per year.

Vacation – Accruals begin at 100 hours per year.

Administrative Leave – 80 hours per year.

Deferred Compensation – The City offers a Section 457(b) deferred compensation plan.

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is Monday, June 12, 2017. To be considered, please submit your cover letter with current salary, resume, and a list of six professional references (who will **not** be contacted in the early stages of the recruitment). Resumes should reflect years **and** months of positions held, as well as the size of staff you have managed. Forward your resume to Frank Rojas:



Frank Rojas
CPS HR CONSULTING
916.471.3111

E-mail: resumes@cpshr.us
Website: www.cpshr.us/search

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

