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**PECKHAM
&
MCKENNEY**
EXECUTIVE SEARCH

City Manager
CITY OF AZUSA, CALIFORNIA

THE COMMUNITY

With the rugged San Gabriel Mountains as a striking backdrop, the City of Azusa is a vibrant, diverse, suburban community known for its natural beauty, key location and livability. Founded in 1887, Azusa is situated in the County of Los Angeles just 27 miles northeast of the City of Los Angeles. Azusa is bounded by the San Gabriel Mountains to the north, the cities of Irwindale and Duarte to the west, Covina to the south, and Glendora to the east. Nicknamed “The Canyon City” because of its proximity to the beautiful San Gabriel Canyon and its abundant outdoor activities, the City encompasses 9.13 miles and has a population of 49,628.

The City is strategically located off the 210 Freeway within a 30-minute drive to Pasadena, Orange County, Inland Empire, and the Ontario International Airport. In addition to its convenient freeway access, Azusa offers several major traffic corridors including the renowned U.S. Route 66 (Foothill Boulevard) that runs east to west through the community. California State Route 39 runs north to the newly designated San Gabriel Mountains National Monument and south to the beach. The City also is home to two Metro Gold light rail stations that are part of the Foothill Gold Line Rail from Pasadena to Azusa. One is in the heart of downtown while the other is adjacent to Azusa Pacific University and Citrus College.

Azusa boasts a thriving economic base and is proud of its blend of small businesses, support services, and manufacturers. Its major employers are in the sectors of education, aerospace, retail and light manufacturing, and will soon include the Lagunitas Brewing Company, which is expected to open in 2018.

With a range of natural and cultural attractions, Azusa offers numerous amenities to its residents as well as visitors seeking a day trip, dining, shopping, and more. The City has 10 public parks with over 52 acres of open space and recreational facilities. The City also offers youth and adult sports leagues, specialty instructional classes, and annual community events such as the Golden Days Celebration.

Azusa is a close-knit City with a strong sense of family and history. Its fabric of schools, churches, civic groups, and diverse neighborhoods provides a caring and wholesome community. Its citizens are engaged and charting a new vision for the City, with Azusa serving as a model of an older suburban community undergoing exciting renewal.

Azusa is served by the Azusa Unified School District. Its educational facilities include 9 public elementary and middle schools, and 2 public high schools. Azusa also is home to the prestigious private university, Azusa Pacific University, which was recently rated as one of the Nation’s Best Colleges by U.S News & World Report.

To learn more about the City of Azusa, please visit: <http://www.ci.azusa.ca.us>.



THE ORGANIZATION

Incorporated in December 1898, Azusa is a General Law City that operates under the Council-Manager form of government. Four City Council members are elected at large for four-year terms with elections staggered at two-year intervals. The Mayor is elected at large for a two-year term. The Council appoints the City Manager to oversee the day-to-day operations of the City, which include:

- Enforcing City ordinances
- Implementing all policies adopted by the City Council
- Overseeing all City contracts and personnel
- Preparing the City’s annual budget and five-year capital improvement program.

Through approximately 267 full-time employees, Azusa offers a full range of municipal services, including community development, library, police, public works, recreation and family services, and general administration. Fire services are contracted with Los Angeles County Fire Department. The City owns and operates an electric public utility providing electric services to customers within the City limits. The City also owns and operates a water system whose service territory includes Azusa and adjoining portions of neighboring cities, as well as unincorporated areas of Los Angeles County.

Azusa’s diverse local economy and City revenues are less dependent on single source or cyclical revenues than most of the surrounding cities in the region. The General Fund budget for Fiscal Year 2017/18 is \$40.7 million, and the total budget is \$153.6 million.

THE POSITION

The City Manager serves as the Chief Administrative Officer, ensuring that the policies of the City Council are executed effectively and efficiently. Specific areas of responsibility include oversight of ten operating departments, public information and public engagement, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget.

Essential duties include:

- Enforces and administers the provisions, laws, and ordinances governing the City.
- Establishes general administrative goals and objectives for the City and directs the preparation of related plans and procedures.
- Responds to City Council inquiries regarding matters related to the City and ensures that Council directives are carried out.
- Plans, coordinates, and directs the work of the City departments.
- Meets with and advises the City Council in the determination of policies and reports on financial status and general conditions of the City; recommends legislation and policies required in the public interest.
- Prepares and proposes the annual budget, providing for a balancing of revenues and expenditures.
- Represents the City in a variety of meetings and public functions; confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having interest or potential interest in City affairs; coordinates the general activities of the City government with other governmental and private agencies.



- Responsible for the disposition of a number of properties previously held by the Redevelopment Agency now under the control of the Successor Agency. These include both commercial and residential properties, some of which are currently under construction.
- Investigates complaints regarding the management of City departments; conducts or directs investigation into complaints, problems, and service levels; resolves public complaints.
- Selects, supervises, trains and evaluates staff.

The success of the new City Manager will be a result of proven leadership experience in a local government agency, an effective and forthright communication style, and the ability to lead a team of quality professionals toward accomplishing exciting and ongoing projects for the community.

Effective communication is critical. The City Manager will communicate regularly with the Mayor and City Council, providing timely project updates as well as information on current and future issues and challenges. The City Manager will provide the Mayor and City Council with factual recommendations, treat all Council members equally, and will be respectful and responsive in implementing Council policy.

The new City Manager will be fortunate to work with a highly skilled and dynamic leadership team. An inclusive and collaborative leader, the City Manager will trust and develop staff, provide opportunities to grow, and empower the team to get the job done. The City Manager will foster a culture of transparency, innovation, and entrepreneurialism. The new City Manager will effectively articulate Council policy and confidently lead the organization forward. The ideal candidate will bring proven experience in succession planning as well as labor relations.

The City Manager will take the time to become familiar with Azusa; is willing to make a long-term commitment to the community; and will be accessible, involved, and visible in the community. The selected candidate will believe in local government transparency, providing opportunities to engage with the community through various communication formats as well as attendance at various events.

The ideal candidate brings proven, hands-on leadership experience in a local government setting. Familiarity with and/or knowledge of municipal finance/budgeting, revenue generation, economic development and capital improvements are desirable, but candidates with generalist experience are strongly encouraged to apply. A Bachelor’s degree from an accredited college or university with major coursework in public administration, business administration, or a related field is required. A Master’s degree is strongly desired.

THE COMPENSATION

The annual salary will be based on the qualifications and experience of the selected candidate. In addition, the following benefits are provided.



RETIREMENT – California Public Employees’ Retirement System 2.0 % @ 55 formula for Classic Employees (Azusa does not have a second tier for Classic Employees) and 2.0% @ 62 for employees who entered the PERS system after December 31, 2012; Employee pays 7% share of the PERS cost. The City does not participate in Social Security.

DEFERRED COMPENSATION – City contributes to deferred compensation.

VACATION – 160 hours per fiscal year to a maximum of 300 hours.

SICK LEAVE – Accrued at the rate of 10 days per calendar year to a maximum of 1,040 hours.

ADMINISTRATIVE LEAVE – 80 hours per year (40 hours cashable).

HOLIDAYS – 10 paid holidays plus 2 floating days per year.

SPECIAL LEAVE PLAN – Allows employees to convert leave bank hours above caps into a 401a deferred compensation plan.

FLEXIBLE BENEFITS PROGRAM – \$1,100 monthly benefit allowance

including health, dental, and medical/dependent care flexible spending accounts. Employee may be eligible for \$600 a month in lieu of City paid medical insurance if employee has other medical insurance.

WORK WEEK – 4/10 work schedule.

LONG-TERM DISABILITY AND LIFE INSURANCE – Long-term disability insurance; life and AD&D insurance at employee’s annual salary plus \$50,000.

HEALTH RETIREMENT ACCOUNT – \$2,000 initial contribution to Health Retirement Account (HRA) plus \$1,000 for each year of service.

CELL PHONE – A cell phone allowance is provided.

VEHICLE ALLOWANCE – \$500 per month vehicle allowance.



SEARCH SCHEDULE

Filing DeadlineNovember 29, 2017

Preliminary InterviewsDecember 6-8, 2017

Recommendation of CandidatesDecember 14, 2017

Finalist Interview Process..... Week of January 8, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com