

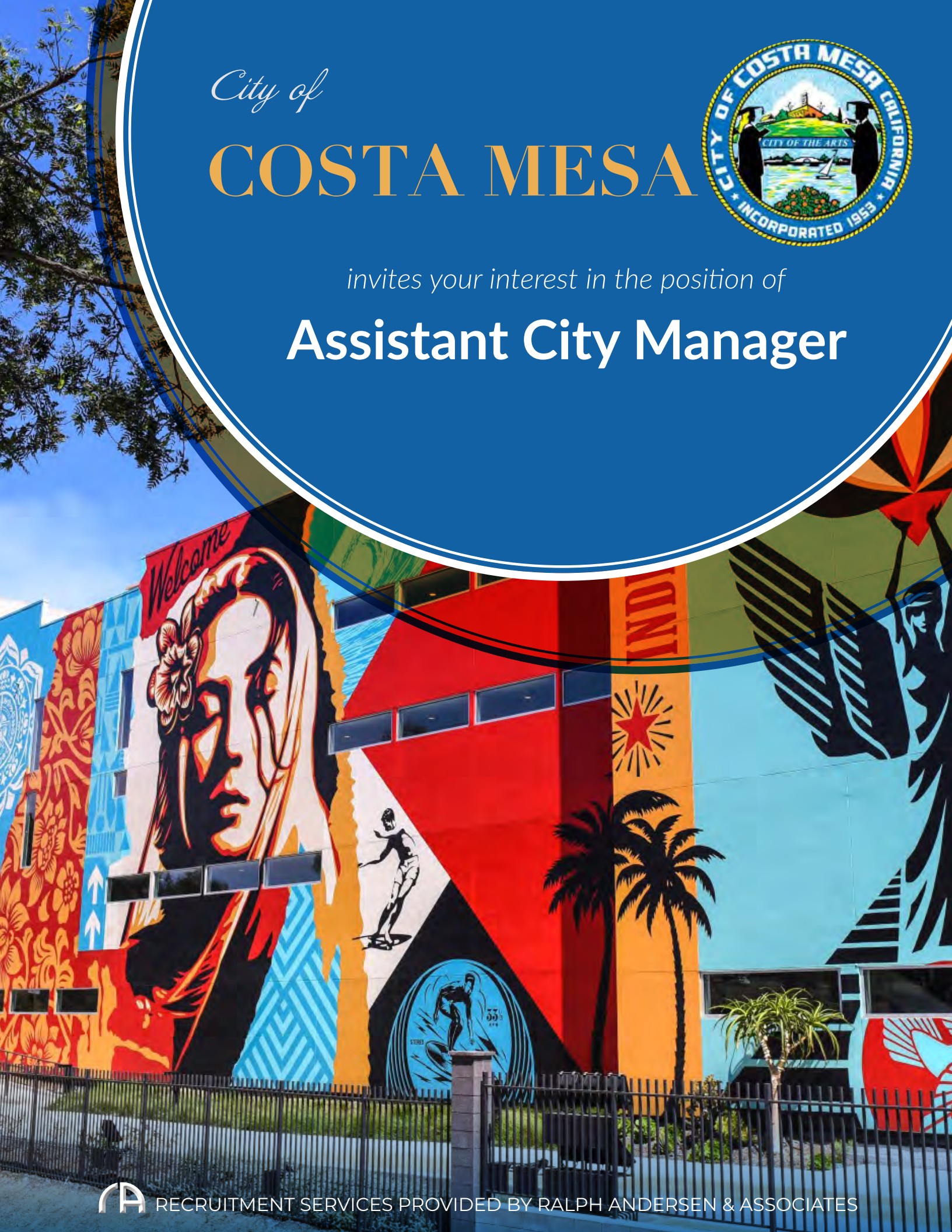
City of

COSTA MESA



invites your interest in the position of

Assistant City Manager



RECRUITMENT SERVICES PROVIDED BY RALPH ANDERSEN & ASSOCIATES

The Opportunity

The City of Costa Mesa is recruiting nationally for a talented and accomplished candidate with a highly successful track record of inclusive and transparent leadership to serve as the Assistant City Manager (ACM), who will build on the City's momentum, capitalize on the City's continued growth, and set dynamic strategies to support opportunities for the City and its vision to become the City of the Arts. Serving at the pleasure of the City Manager, the ACM will work with a strong leadership team and together oversee a capable staff of approximately 588 employees with a General Fund budget of approximately \$180.3 million.

Costa Mesa is a financially stable community experiencing strong growth projected to continue in the years ahead. Strong and successful planning by City leaders, coupled with an involved community, have made Costa Mesa a desirable place to work and live, creating an ideal environment for a top-quality Assistant City Manager.

The Community

Known as the "City of the Arts" and regarded as Orange County's "capital of cool" by the OC Register. Costa Mesa is one of California's most eclectic and vibrant cities. Costa Mesa prides itself on its unique mix of traditional and up and coming neighborhoods, preeminent shopping centers, and trend-setting restaurants and destinations.

Just one mile from the Pacific Ocean in the heart of Orange County, the City is home to a diverse population of over 114,000 residents. Costa Mesa offers 32 neighborhood and community parks, two municipal golf courses, a skate park, a community center, 25 public schools, and 3 libraries. Fairview Park, a 209-acre natural habitat and wetlands is a popular destination and a perfect place for biking and walking along its inviting trails.

Costa Mesa also serves as home to some of the finest restaurants anywhere. South Coast Plaza offers world-class shopping and is considered one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year.

The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space, and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complimented by an array of art galleries.

The City also hosts and is the epicenter of the action sports industry as the birthplace for VANS, Volcom, RVCA, and other action sports businesses, a title befitting its world-class cultural venues. Vanguard University and Orange Coast College support a vibrant college student population within the community.

Seasonal activities and special events help create the small-town feel treasured by Costa Mesa residents. The Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie. Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings.

Mission Statement

The City of Costa Mesa serves its residents, businesses, and visitors while promoting a safe, inclusive, and vibrant community.

City Council Goals

- Strengthen the public's safety and improve the quality of life.
- Achieve long-term fiscal sustainability.
- Recruit and retain high quality staff.
- Diversify, stabilize, and increase housing to reflect community needs.
- Advance environmental sustainability and climate resiliency.

City Government

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at-large. The City Council appoints the City Manager.

Costa Mesa is a full-service city supported by approximately 588 full-time staff and a FY 2023-24 operating budget of \$180.3 million. The Annual Capital Improvement Program for FY 2023-24 is approximately \$31.1 million.



The Position

Under the direction of the City Manager, the ACM will build and maintain strategic partnerships with key stakeholders to effectively carry out the vision for the City. The City Manager's Office promotes strong working relationships with residents, elected officials, and key stakeholders to develop and implement programs and strategies that revitalize, enhance, and create broad opportunities within the City's communities.

The successful candidates will be both politically and policy savvy, data-driven, and effective at creating and implementing programs and strategic initiatives. The ACM will seamlessly navigate the needs of residents, small and large businesses, and regional partners to preserve and grow a strong business community and the neighborhoods that are the foundation of this thriving city.

This position will work closely with the City departments that are vital to a vibrant business community and provide a high level of administrative support to community and economic development issues citywide. This position is a highly responsible executive staff-level professional, providing close strategic consultation to the City Manager on a wide range of issues.

The ACM position plans, organizes, and provides staff direction, mentoring, and oversight for these key City functions and activities, as well as policy guidance and program evaluation and program management. The ACM will foster cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursue appropriate avenues of economic and community development; and perform related work and special projects as required.

Key Functions include but are not limited to the following:

- Serve as a liaison in Community Development, with the business community, government agencies, Chamber of Commerce, and other representatives to facilitate business expansion and development opportunities.
- Develop programs and activities to attract and retain businesses for the City; negotiate and develop business agreements; assist new businesses with development process; provide information on City policies and procedures.
- Assist the City Manager and the City Council in establishing the City's short- and long-range goals, and anticipate and resolve organizational issues, concerns, and opportunities.
- Provide strategies in collaboration with the City Manager, department heads, and other City management staff in accomplishing the City's goals, and in addressing a wide variety of complex daily operational challenges.
- Provide direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and other parties.
- Analyze contracts, reports, and similar items; direct high profile community studies, regional programs, organizational and departmental assessments, and surveys; develop and present recommendations for the City Manager's Office on a wide variety of subjects.

- Participate as a member of the City's executive management team and engage in decision-making.
- Represent the City Manager in a variety of internal, intergovernmental, and community activities; respond to and resolve difficult and sensitive citizen inquiries and complaints; promote and maintain responsive community relations.
- Direct a comprehensive program through assigned department heads that support the efficient and effective delivery of services to the Community that advances the community vision.
- Effectively and successfully manage highly sensitive, complex, and potentially controversial issues and projects or organizational and community wide significance.
- Monitor city and departmental objectives and provide administrative guidance to ensure effectiveness of assigned programs and projects.
- Provide strategic advice to the City Manager on a wide range of initiatives, both within and outside assigned service areas.
- Represent the City Manager in a wide range of employee forums and community forums, including with City Council and City Boards and Commissions, and may serve as Acting City Manager in the City Manager's absence.

The Ideal Candidate

The ideal candidate will be an honest, motivated, working manager with a record of professional accomplishments that demonstrates the ability to effectively lead a diverse public organization. A proven record as an effective and collaborative leader — possessing confidence, excellent communication and interpersonal skills, strong technical and business acumen, and sound fiscal management skills are essential. This ACM position requires a strong leader committed to quality improvement, customer service, staff engagement and inclusiveness, and performance management. The qualified candidate will be able to negotiate challenging political waters, while remaining focused on organizational goals and working with a passionate and involved City Council. The successful candidate will be a visionary, strategic leader and planner who can work with City Council, staff, property owners and developers, the business community, and other key stakeholders to achieve economic growth and improve the quality of life for all City residents. The ideal candidate will have focused experience in the areas of Community Development, including a background in economic development and planning with awareness of environmental regulations and laws affecting community development. Excellent interpersonal abilities are necessary to build and maintain solid relationships with elected officials, regional and national business partners, surrounding cities, governmental agencies, staff, and the community through open and respectful dialogue.

Key Attributes and Characteristics:

- A strong leader who shares the vision of the Council, City Manager, and community, and who can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity; someone who can think outside the box and can creatively help continue to support the City in a positive direction.
- A professional who upholds the values of the City of Costa Mesa while building positive employee working relations and respecting the richness of cultures and diversity.
- A friendly, approachable leader who is actively engaged in the community to ensure quality customer service.
- A communicative leader with the highest integrity, character, and ethics.
- A manager who values and openly demonstrates an appreciation for and connection with staff and has the ability to maintain and build trust and actively listen.

Qualifications and Experience

Qualified candidates will possess a Bachelor's degree from an accredited college or university in Business or Public Administration or a related field and a minimum of ten (10) years of extensive management experience, including familiarity with a wide range of municipal services experience in areas and functions which have provided the requisite operational program and organizational process knowledge base; expertise in economic development and community development is desirable; a Master's degree in Business or Public Administration or a related field is preferred; an equivalent combination of training, certification, and experience may be considered.



Compensation & Benefits

The salary range for the ACM is \$199,908 to \$267,888 annually; placement in this range is dependent on qualifications and experience. The City also offers an attractive benefits package including:

- Medical – Flexible benefit contribution of \$2,940 per month from which health, dental, and LTD premiums are paid. Any remaining funds are distributed as after-tax cash.
- Life Insurance – Life and Accidental Death & Dismemberment (AD&D) Insurance \$50,000.
- Flexible Spending – Access to the City's flexible spending (IRS Section 125 account for medical and dependent care reimbursements).
- Retirement – "CLASSIC" CalPERS members: 2% @ 60 plan or "NEW" CalPERS members: 2% @ 62 plan based on eligibility. Employees currently contribute 9% of their salary on a pre-tax basis.
- Deferred Compensation – In addition to the voluntary 457 deferred compensation plan, a \$15,000 annual contribution towards the executive 401(a) deferred compensation plan.
- Vacation Leave – Annual accrual of up to 212 hours, based on years of service.
- Sick Leave – Twelve (12) sick leave days per year.
- Holiday Leave – Thirteen (13) paid holidays per year, which includes sixteen (16) floating holiday hours.
- Executive Leave – 40 hours of Executive Leave per year; 60 additional hours are available upon approval of the City Manager.
- Automobile Allowance – This position is eligible for a monthly automobile allowance of \$575.
- Technology Allowance – \$75 per month.
- Professional Development – The City agrees to reimburse Department Directors up to \$2,000 per fiscal year for conferences, materials, equipment, or fees that will aid in their individual professional development.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

This position is open until filled. Interested candidates should **apply immediately** by submitting a compelling cover letter, comprehensive resume, and five professional references via email to apply@ralphandersen.com. Ralph Andersen & Associates will conduct preliminary interviews as applications are received. First review of resumes will be presented to the City by **August 7, 2023**. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900 or (714) 421-3258.

www.costamesaca.gov

The City of Costa Mesa is an Equal Opportunity Employer/Drug Free Workplace.