

City of Upland



invites your interest in the position of

City Manager

Recruitment Services Provided by Ralph Andersen & Associates

An Incredible Opportunity!

Renowned for its outstanding quality of life and family-friendly small-town feel, the City of Upland is seeking an accomplished executive to serve as its next City Manager.

The City Council is looking for a candidate who would be a good fit for the community, a strong leader for City staff, and a successful partner with City Council. This top professional is expected to have exceptional leadership skills, effective interpersonal and communication skills, and a strong passion for public service. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations. A thorough understanding of municipal finance, budgeting, community planning, public works, and policing is of high importance to the City Council.



The Community

Incorporated in 1906, the City of Upland is located in the western-most part of San Bernardino County, approximately 35 miles east of Los Angeles, at the base of the San Gabriel Mountains. The City is bordered by Rancho Cucamonga to the east, La Verne and Claremont to the west, and Montclair and Ontario to the south. Upland is well-positioned in the Southern California region with access to the Metrolink commuter rail system, nearby Ontario International Airport, and major highways.

Since its incorporation as a city, this quaint farm town, known for its prized lemons and orange fields, grew into an all-American California city. Many remnants from its past have been preserved and stand as a testament to this town's perseverance and character, such as Historic Downtown Upland and the Cooper Regional History Museum where local and indigenous history is on display. The majority of the buildings from the 1920s and 1930s within the commercial and citrus industrial districts of Downtown Upland still stand. Most of Upland's packing houses have been converted to alternative uses, such as light industry and manufacturing. In spite of the loss of its encircling groves and the citrus economy, which once kept its packing houses operational, the old citrus town of Upland still retains a remarkable sense of time and place. The founding fathers' ambitious dreams have laid the foundation for the Upland of today. Their four principles reflected an early vision of Upland that planted the seeds for the spirit of self-reliance, innovation, education, culture, economy, health, and community that remain in Upland today, giving it its proud nickname as the "City of Gracious Living."

Today, some of Upland's significant current employers include the San Antonio Regional Hospital, which recently underwent a \$160 million expansion project to better provide for the healthcare needs of the growing populations of San Bernardino and Riverside Counties; the privately owned Cable Airport, situated just two miles northwest of Upland's central business district; and the family-owned Holliday Rock Company, founded in 1937, which is one of the biggest independent producers of construction materials.

Vision Statement: Fundamental to the City's vision for its future is the preservation and enhancement of the "small town" community character. Upland possesses a quaint, hometown quality typically found in smaller communities. This "small town" quality is one that evokes a sense of place of those who live, work, and play in Upland.

Governing Structure and Organizational Overview

The City of Upland is a General Law City and operates under the Council/Manager form of government.

General Municipal elections are consolidated with San Bernardino County in November of even-numbered years to elect Mayor, members of the City Council, and Treasurer.

The offices of Mayor and City Treasurer are elected at-large and, since 2018, Councilmembers are elected by district. The terms of the offices are for four years. The Mayor and City Council terms are staggered, with the Mayor and one Councilmember elected at one election and three Councilmembers elected at the next election. The City Treasurer is elected at the same election as the Mayor.

The City Council appoints the City Manager, who in turn, serves as chief executive of the municipal organization. The City of Upland is a full-service city with a total 2021 - 2022 budget of \$179 million (\$135 million operating budget) and \$44 million FY 21/22 CIP. Current staffing includes 202 benefited FTEs and 53 part-time non-benefited FTEs. The City currently follows a 4/10 schedule with offices closed every Friday. The City has its own Police Department and contracts for fire services with San Bernardino County. Notably, the City is financially stable with over \$15 million in General Fund reserves and \$10 million in Section 115 Pension and OPEB Trusts.



The Ideal Candidate

The City Council is seeking a creative and innovative individual to utilize a team approach to problem-solving and be proactive in addressing issues of concern to the City Council and the community. Additionally, the City Manager will be able to develop and promote strategic initiatives for the Council's discussion and consideration, while also incorporating best practices in local government.

The next City Manager will:

- Have a collaborative approach with the City Council, department directors, and staff fostering an open dialog;
- Truly enjoy working in the public sector; elected officials and residents alike have high expectations of the City Manager including involvement in civic, business, community-wide social gatherings, and inter-governmental activities on a local and regional basis;
- Be an experienced decision-maker committed to organizational effectiveness, fiscal accountability, and continuous improvement of a municipal organization;
- Promote the use of technology and best practices in his/her approach to guiding and leading an organization;
- Be comfortable in an environment that constantly strives for high quality work product, strategic planning, financial acumen, exceptional customer service, and timely responses to public inquiries;
- Have unquestioned personal integrity, honesty, and impeccable ethics paired with excellent communication skills; and
- Possess strong interpersonal skills, including being an excellent listener and open to new and different ideas.

Additionally, the ideal candidate will possess the following personal characteristics and attributes:

- Have a genuine concern for preserving the quality of life presently offered to residents of Upland and a high regard for the importance of maintaining the quality of life to residents;
- Possess a result driven approach to the successful management of an organization;
- Possess a confident style that will promote candid discussions and encourage diversity of thought by providing an environment that emphasizes the review of options and alternatives for the City Council's consideration;
- Ability to provide leadership to staff with the ability to set goals and objectives, be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance; and
- Possess strategic thinking and problem-solving skills with the ability to anticipate the political ramifications of management decisions.

The Ideal Candidate *continued*

The new City Manager will provide strong leadership and be primarily involved in:

- Balancing an array of community needs including continuing the high-level of transparent, frequent, and open communications;
- Addressing ongoing infrastructure needs, service delivery, public safety, and overseeing overall enhancements through effective planning and community development;
- Establishing constructive relationships among the City Manager, staff, Council and the community; and
- Securing the City's long-term financial future will be of paramount importance for the next City Manager. The new City Manager will need to be a highly strategic thinker to help the City identify opportunities for generating new revenues including consideration of a sales tax measure while still delivering high quality services and tackling the long-term needs of the city.

Experience and Education

Education: A Bachelor's degree in public or business administration or other relevant discipline is required. A Master's degree is preferred.

Experience: A minimum of 5 years of experience in local government with executive management experience strongly preferred. Prior or current City Manager or Assistant City Manager experience in successfully leading an organization of comparable size and/or greater complexity will be expected.



Compensation

The annual salary range for the City Manager is \$211,499 to \$284,443; placement within this range will be dependent upon qualifications. The City also offers an attractive benefits package including:

- **Retirement:** CalPERS retirement plan for Classic members is 2.5% @ 55 with an employee contribution of 8% plus an additional 1.4% of the employer portion. Benefits for Classic members is based on single highest year of compensation. PEPRAs members participate in a 2% @ 62 plan with the employee contributing the 7.25% employee portion. Benefits for PEPRAs members is based on the final 3 years of compensation. The City does not participate in Social Security.
- **Health Benefits:** Choice of HMO, HSA, EPO or PPO medical plans through Kaiser or Anthem PACE with \$1,184 monthly cafeteria allowance.
- **457 Deferred Compensation plans:** City contributes 9% of employee's base monthly salary to a 457 deferred compensation plan. Any portion of this amount may optionally be applied toward the cost of Health Benefits not covered by the cafeteria allowance.
- **Executive Leave:** 80 hours per calendar year.
- **Vacation Leave:** 80 hours per year for initial 2 years. Each year in June, employee may cash out up to 80 hours of vacation leave. Each year in December, employee may be paid cash in lieu of unused vacation, sick leave, and/or executive leave for up to 80 hours.
- **Sick Leave:** Eight hours per month to a maximum of 1,250 hours.
- **Life Insurance:** City paid term life insurance at 100% of salary; additional life insurance purchase option.
- **Holidays:** Nine observed holidays and 40 hours of floating leave annually.
- **Vehicle Allowance:** \$350 per month.
- **Preventative Health Benefit:** \$225 annually for the purchase of items, classes, memberships or programs which contribute to physical fitness.

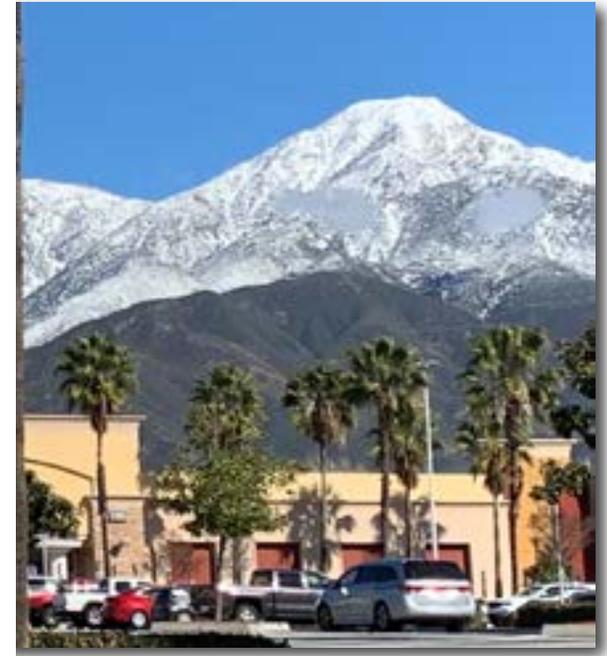
Further details can be obtained through discussions with Ralph Andersen & Associates.



To Be Considered

Interested candidates are encouraged to apply immediately, with the recruitment closing on **Monday, July 26, 2021**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter, comprehensive resume, and five professional references. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Top candidates will be invited for an on-site interview with the Mayor and City Council.

The City Council reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City Council and the organization. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.



The City of Upland is an Equal Opportunity employer.