



CITY OF ORANGE

CITY MANAGER

The City of Orange is seeking a strong leader and experienced manager to provide effective leadership while coordinating the activities of a municipal organization. The ideal candidate will be a strategic visionary with an innovative mindset who can take a creative approach to solving problems and managing the long-term goals of the City. The City is looking for a positive change agent adept at motivating, developing, and evaluating across the organization and committed to enhancing a city-wide culture of teamwork, trust, and cooperation. The incoming City Manager will be someone willing to make a long-term, professional, and personal commitment to the community. This opportunity presents itself due to the retirement of Mr. Rick Otto after 24 years of service with the City of Orange, the last six years as the City Manager.

ABOUT THE CITY OF ORANGE

Incorporated in 1888, the City of Orange has more than 140,000 residents living within the 27 square miles that make up the City of Orange today.

The City of Orange's planning area is 38 square miles, with a "Sphere of Influence" area of 55 square miles. The City's regionally strategic location makes it easy and efficient to move people and products throughout the Southern California marketplace. The City has a healthy mix of prime office, residential, and industrial space, and its prime location, offers direct access to five major freeways, a commuter rail network, its two major malls, and ample public transportation. Orange is conveniently located to half a dozen major airports, ports, and harbors and at least ten more major shopping malls.

Orange is home to four historic districts. Old Towne Orange, the largest historic district on the West Coast, was established in the 1870's. Today, hundreds of commercial and residential buildings from the late 1800's and early 1900's still exist and have been meticulously restored. The center of the historic district is the Orange Plaza, a thriving community gathering point that is home to numerous restaurants, shops, office space, and residential units. The City also has three mid-century Eichler residential tract historic districts where many of the homes from the early 1960's have been preserved and restored.

The City is fortunate to have a history of being fiscally, organizationally, and politically stable. The City is also known for having a very positive organizational culture.

CITY GOVERNMENT

The City of Orange operates under a Council-Manager form of government, and recently transitioned to district-based elections and a seven-member City Council. The City Council is elected by district for four-year overlapping terms with a two-term limit. The Mayor is elected at-large for a two-year term with a three-term limit. As the presiding officer of the Council, the Mayor is the official head of the City for all ceremonial functions.

Orange provides a full range of services for the community through the Police, Fire, Public Works, Community Development, Finance, Community Services, Library Services, Human Resources, Information Technology, City Clerk's Office, City Attorney's Office, and City Manager's Office. The City's annual budget is approximately \$250 Million and there are approximately 750 City staff members.

The City of Orange is committed to excellent service through teamwork. This is reflected in a cohesive Executive Management Team that works collaboratively and supports each other to ensure the entire organization is successful. The City of Orange prides itself on its well-trained, well-educated, and performance-based workforce.

CITY MANAGER

ABOUT THE POSITION

Under policy direction, the City Manager plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City's operations.

KEY PRIORITIES AND PROJECTS

Community and Economic Development – Due to its advantageous location and high quality of life, the City of Orange is a sought-after location for prospective developers and residents alike. The new City Manager must balance the needs for future development, the goal of expanding and diversifying of the City's tax base, and preservation of neighborhood characteristics. In addition, the new City Manager must lead the facilitation of the updated Specific Plan for Chapman University.

Infrastructure Planning and Implementation – The new City Manager will work with the City Council to prioritize infrastructure needs to support the operations of the City. High priority projects include the construction of a new Fire Headquarters and Fire Station No. 1 project, rehabilitation of the Police Headquarters Lobby, rehabilitation of several City parks and the extension of the Santiago Creek Trail, and continued improvement of street and roadway infrastructure.

Citizen Engagement – The new City Manager will lead efforts to develop and implement a proactive City communications plan to keep residents informed, increase transparency, and promote community engagement.

Fiscal Stewardship – The incoming City Manager will be expected to possess strong financial acumen and balance fiscal stewardship with the overall needs of the community, employing strategies that support the City's ability to continue delivering high-quality municipal services while ensuring long-term fiscal stability.

Historic Preservation – As the four historic districts evolve, the new City Manager must foster a work environment where historic preservation is respected and is a top priority.

Community and Regional Partnerships – Orange's City Manager will build upon and strengthen existing relationships with community and regional partners (i.e., County of Orange, North Orange County Service Planning Area, Chamber of Commerce, Old Towne Preservation Association, etc.) to meet the evolving needs of residents and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City Council and the City; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends long and short-term plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures that the Council is kept informed of City functions, activities, and financial status, and of legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

THE IDEAL CANDIDATE

The ideal candidate is someone who values the City's hardworking team of employees, understands the financial condition of the City, and sees a vision of hope for the future. Additionally, the new City Manager will be an individual who:

- Has the highest ethical standard and level of integrity; takes responsibility for actions, is honest, forthright, and open.
- Values excellence, customer service, organizational flexibility, and collaborative teamwork.
- Is proactive, takes initiative, and resolves conflicts in an equitable and responsible manner.
- Can establish trust and positive relationships with the City Council, staff, and other colleagues.
- Can manage a number of different projects and services simultaneously while being able to recognize the importance of shifting priorities when needed.
- Is proactive, effective, honest, and transparent communicator.
- Can lead with courage and conviction, exhibit decisiveness, and advance the collective direction of the Council.
- Has a track record of fostering a culture of learning, mentorship, recognition, accountability, and professional growth.
- Is someone who can provide and articulate the City's vision, be forward-thinking, and anticipate potential issues.
- Is a leader who values business principles for management and operations while also understanding how to successfully navigate and achieve in a public sector setting.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a related field. A Master's degree in Public or Business Administration is highly desired.

Experience: Ten years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related managerial capacity involving responsibility for planning, organization, and implementation of City Council goals.

COMPENSATION AND BENEFITS

The salary range for the position of City Manager is **up to \$290,000 depending upon qualifications**. The City contributes an additional 3% on top of salary which can be taken as cash or placed into a 401A Money Purchase Retirement Plan. Employees with Master's degrees or higher are eligible to receive \$500 per month of Education Pay which is reported to the California Public Employees' Retirement System (CalPERS) as pensionable compensation.

The City offers an outstanding benefits package including retirement benefits provided by CalPERS. The City of Orange is one of few cities in Orange County in which an employee who is a Classic Member of CalPERS (or other reciprocal retirement system), will be enrolled in the CalPERS 2.7% @ 55 benefit formula with one-year final compensation. Classic Member employees contribute 8.0% of pension reportable salary on a pre-tax basis for this retirement benefit.

Employees who are new CalPERS members (those obtaining initial membership on or after January 1, 2013), will be enrolled in the CalPERS 2% @ 62 benefit formula with three-year final compensation in accordance with PEPRA. New member employees contribute 6.75% of pension reportable salary on a pre-tax basis for this retirement benefit.

In addition, the City offers a comprehensive benefits package including:

Work Schedule: This position is subject to a "9/80" alternate work schedule with City Hall closures every other Friday.

Cafeteria Benefits Plan: The City pays \$2,115 per month which can be applied towards medical, dental, and/or vision insurances. This amount is scheduled to increase to \$2,190 effective January 1, 2022.

Life Insurance: The City provides a term life insurance policy of \$150,000.

Retirement Health Savings Plan: The cash value of certain leave balances will be contributed on a tax-deferred basis to be used for employee medical expenses upon retirement.

Vacation: Executive Directors earn 144 hours of vacation during the first year of service, increasing annually up to 264 hours per year after 30 years of service.

Holidays: The City observes 9½ paid 9-hour fixed holidays and provides 22.5 hours of floating holiday pay annually.

Administrative Leave: The City Manager receives 80 hours of administrative leave annually.

Sick Leave: Sick leave is accrued at a rate of 96 hours per year. Employees are eligible to convert unused sick leave to vacation on an annual basis. A partial payment (up to 50%) for accumulated unused sick leave is available to City employees who retire from the City.

Social Security: Employees do not pay into Social Security.

Other Benefits: Long-Term Disability, an Employee Assistance Program, Educational Assistance (up to \$1,500/fiscal year), Wellness Reimbursement, Technology Stipend, Trip Reduction Program incentives, optional Deferred Compensation programs, and Credit Union membership are a few of the additional benefits provided or available to employees.

TO BE CONSIDERED

This recruitment will close once a sufficiently strong pool of candidates has been established. Interested candidates should apply immediately to Ralph Andersen & Associates by sending a compelling cover letter and a comprehensive résumé to apply@ralphandersen.com. Confidential inquiries are welcomed to Mr. Greg Nelson at (916) 630-4900. Prior to interviews, candidates will be required to sign a release form to authorize verifications to be conducted including employment history, degrees obtained, and other certifications.

The City of Orange is an Equal Opportunity Employer