



# Montebello City Manager



Recruitment services provided by Ralph Andersen & Associates

## The Opportunity

The City Council of Montebello, in Los Angeles County, is seeking an energetic and enthusiastic professional to join this organization. This talented professional will be an effective hands-on manager for a staff of 556 full-time employees and 100 part-time employees with a budget of \$208 million. 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.

## The Community

The City of Montebello is located about nine miles to the southeast of Downtown Los Angeles. Founded at the turn of the twentieth century and incorporated in 1920, Montebello is one of several municipalities in Southeast Los Angeles County that are collectively known as the Gateway Cities, so named because they are equidistant between the urban centers of Los Angeles, Long Beach, and Santa Ana. Compared to other cities in Los Angeles County, Montebello is moderate in size, with a footprint of 8.4 square miles and a population of approximately 63,000. It is bounded by the adjacent cities of Monterey Park and Rosemead on the north, the City of Commerce on the south and west, and Pico Rivera on the east. Much of Montebello's western city limit abuts unincorporated East Los Angeles. Two prominent natural features near Montebello have influenced patterns of development since the community's inception. Along its northern city limit is an outcropping of chapparal-studded hills that were historically called the La Merced Hills and are now known as the Montebello Hills. Along the site of productive oil wells, the hills create a discernible geographic division between Montebello and the San Gabriel Valley. Montebello's eastern city limit abuts the Rio Hondo, a channelized tributary of the Los Angeles River. The Rio Hondo separates Montebello from Pico Rivera. The northeast corner of the city is adjacent to the Whittier Narrows Dam, which restricts the flow of the Rio Hondo and the San Gabriel River.

Montebello is a municipality well known for being community-centered and multi-cultural because of its desirable location and first-class amenities. With a population of just over 62,000, it is a balance of quiet residential neighborhoods and industrial and commercial centers. The city offers family style neighborhoods, a downtown area with thriving locally owned businesses, restaurants, award winning health care facilities such as Kaiser Permanente and a regional mall. The city owns and operates a golf course, two hotels, and provides opportunities for outdoor enthusiasts with parks, horse trails, and sports fields.

For more information about the City of Montebello, please visit their website at <https://www.montebelloca.gov/>.

# Governing Structure and Organization

The City of Montebello is a full-service General Law city with a Council/Manager form of government. The five City Council members are elected by districts to overlapping four-year terms. The Mayor is appointed to a one-year term by the other members of the Council. They also serve as the executive board of the City of Montebello Successor Agency. The City Council hires the City Manager who is responsible for managing the day-to-day operations of the city. Under the direction of the City Council, the City Manager will serve as the Chief Executive Officer for the City of Montebello and be the key staff advisor to the City Council. Their responsibilities will be to implement policies as directed by the City Council and enforce all municipal laws and regulations for the benefit of the community.

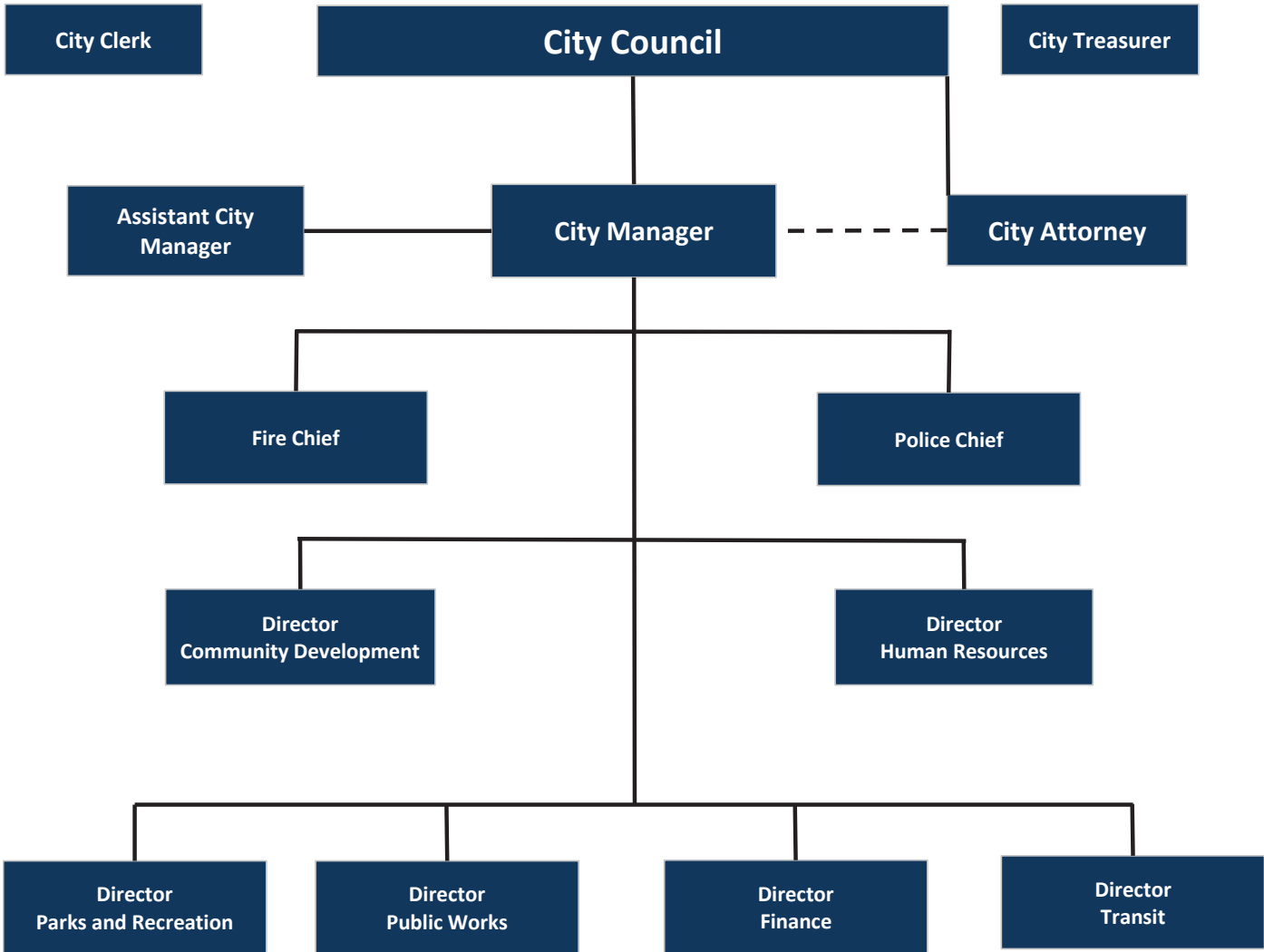
Montebello's total operating budget is \$208,909,686 and with a total of 556 approved full-time positions and 100 plus part time employees. The agency is comprised of nine departments: Police, Fire, Finance, Human Resources, Planning & Community Development, Public Works, Administration, Parks and Recreation, and Transportation. Montebello's transit system provides transportation services to residents of Montebello and neighboring cities. MBL is the third largest municipal bus system in Los Angeles County. With a fleet of 66 buses, MBL has served more than 7 million passengers over the past decade.





# City of Montebello Citywide Organizational Chart FY 2023-24

**Montebello Residents**



# The Position

The City Manager will be strategic and innovative in order to lead a team and proactively address issues that impact the workforce and community. The City Manager will promote the vision and evolving needs of the community, the Mayor, and the City Council. The City Manager will have the skills to effectively lead a cohesive Executive Management Team and hold them accountable for their contributions to the mission of the City. The City Manager will demonstrate an approachable and strong communication style. The City Manager will have the ability to create positive working relationships with residents through community engagement. The City Manager must be proactive in working with the City Council, to keep them informed of significant issues within the organization and community in a timely manner. The City Manager will have the ability to engage in open dialogue with the City Council on a regular basis. The City Manager must demonstrate an energetic and enthusiastic approach to enhancing the quality of life in Montebello and will possess unquestionable ethics and integrity.

A critical aspect of this role is establishing rapport and a positive relationship with the entire City Council, community, and staff. An effective working relationship will be the result of proactive and regular communications with all constituents. It is expected that the individual selected will be a strategic and proactive thinker with the ability to articulate a vision and foster creativity. A proven ability to deliver successful projects, programs, and initiatives will be essential to success in this role. Montebello's City Manager will also need to be approachable and inclusive. It is expected that the City Manager will be excited to engage the community to participate in civic affairs and will enthusiastically reach out to local businesses.

The top candidate will be an outgoing leader with a hands-on management style who will actively involve the small team of Department Heads/Managers in support of the City Council's goals.

## **The ideal candidate will possess the following personal characteristics and attributes:**

- Keep the City Council informed of all matters pertinent to the City in a timely and accurate manner.
- Enforce all laws and ordinances of the City and see that all laws of the State pertaining to the City are observed.
- Prepare and provide written reports and presentations to the City Council, community groups, employee groups, and other stakeholder groups.
- Direct the day-to-day operations of the City through the Executive Team, managers, and staff.
- Engage in open and accessible discussions among staff, City Council, and Commissions.
- Balance an array of community needs including the continued level of transparency and frequent communication.
- Exercise general supervision over all public buildings, public parks, and all other public property which are under the control and jurisdiction of the City.
- Utilize decision making that is committed to the organization's success fiscal accountability, and continuous improvement of the organization.
- Able to provide an environment that constantly strives for high quality work, strategic planning, is fiscally responsible, and timely responses to public inquiries.
- Promotes the use of technology and best practices in the approach to guide and lead the organization.

# Experience and Education

The full City Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.

**Experience:** Candidates should possess at least eight to ten years of Executive Level experience in local government, preferably as a City Manager or Assistant City Manager or as a Department Director.

**Education:** A Bachelor’s degree from an accredited university or college in public administration, political science, economics, finance, urban planning, or a closely related field is required. An advanced degree is preferred.



# Compensation and Benefits



The City of Montebello provides a competitive salary and benefits program. The annual salary range for this position will be \$275,000 to \$300,000 (subject to negotiation).

**The City offers an excellent benefits program that includes the following:**

**Retirement:** CalPERS with classic members eligible for a 2.7% @ 55 formula. New members participate in a 2% @ 62 formula.

**Vacation:** Subject to negotiation.

**Sick Leave:** Subject to negotiation.

**Management Leave:** Subject to negotiation.

**Holidays:** 13 plus three additional floating holidays annually.

**Auto Allowance:** Subject to negotiation.

**Employee Health Plan:** City contributes to benefits including, Medical, Dental, Vision, Short-term and Long-term Disability.

**Deferred Compensation:** Subject to negotiation.

Other fringe benefits are negotiable. Further details on benefits can be obtained through discussions with Ralph Andersen & Associates.

## To Be Considered

Interested candidates are encouraged to apply immediately, with the recruitment closing on **Tuesday, September 5, 2023**. Electronic submittals are strongly preferred to [apply@ralphandersen.com](mailto: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 are welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.



***The City of Montebello is an equal opportunity employer.***

**[www.montebelloca.gov](http://www.montebelloca.gov)**