



City of Carpinteria

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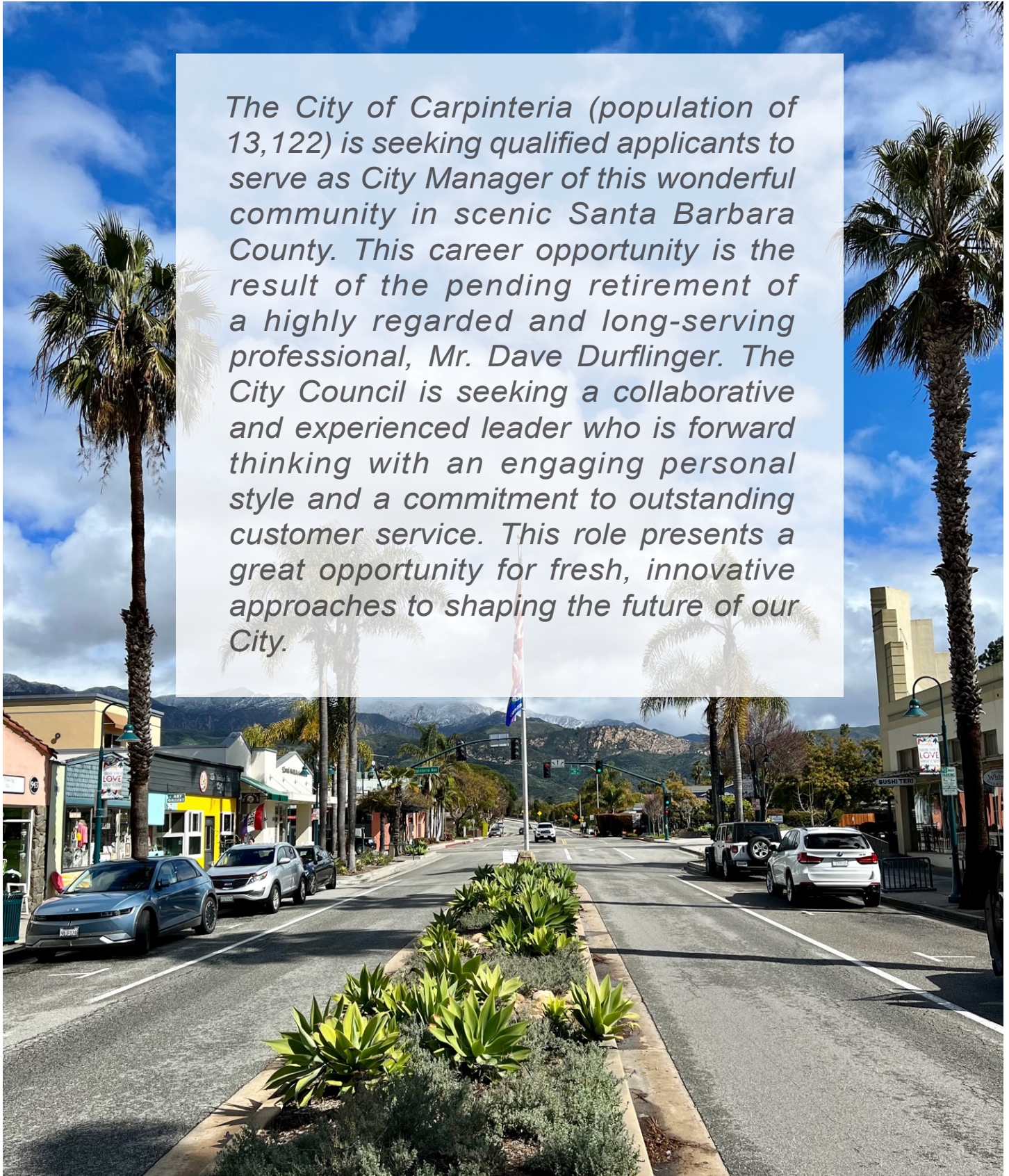
City Manager



Recruitment Services Provided by Ralph Andersen & Associates

AN EXCEPTIONAL CAREER OPPORTUNITY!

The City of Carpinteria (population of 13,122) is seeking qualified applicants to serve as City Manager of this wonderful community in scenic Santa Barbara County. This career opportunity is the result of the pending retirement of a highly regarded and long-serving professional, Mr. Dave Durlinger. The City Council is seeking a collaborative and experienced leader who is forward thinking with an engaging personal style and a commitment to outstanding customer service. This role presents a great opportunity for fresh, innovative approaches to shaping the future of our City.



Carpinteria boasts a vibrant downtown with unique shops and restaurants serving locals and visitors.



One of the few harbor seal rookeries in Southern California is located on the Carpinteria coast.

ABOUT THE CITY OF CARPINTERIA

The City of Carpinteria is an inviting seaside community with an abundance of natural beauty and small-town charm. Located in Santa Barbara County adjacent to Highway 101, Carpinteria is 12 miles south of Santa Barbara, 12 miles north of Ventura and 80 miles north of Los Angeles. Situated between the mountains and the coast, residents and visitors enjoy over 275 days of sunshine a year and an average daytime temperature between 68 and 80 degrees.

Carpinteria is an outdoor enthusiast's playground with nearly three miles of accessible and beautiful coastline, and a reputation for having some of the best beaches in California for swimming, sunbathing, and fishing. The City's bathing beach offers convenient access to public parking, restrooms and downtown shopping and dining while the Carpinteria State Beach offers day use and overnight camping. Nearby attractions include Rincon Point, recognized as having some of the best and most consistent surf in the world, and the Los Padres National Forest, accessed by the scenic Franklin Trail.

The area is also popular with bicyclists, and abundant open space, parks, and trails provide outdoor activities for every interest. In the downtown, unique boutiques and shops line Linden Avenue along with dining, shopping, and several craft brewery options. The downtown area of Carpinteria covers a distance of five city blocks. The California Avocado Festival is held in Carpinteria each October, and residents and visitors enjoy the bounty of local farms at the weekly farmer's market. The Carpinteria Valley has a long and productive agricultural history, which is an integral part of a thriving, diverse economy rooted in locally owned, small businesses, and complemented by high-tech and light manufacturing companies such as LinkedIn, Agilent, NuSil, Procore, and BEGA.

Public schooling is provided by the Carpinteria Unified School District, which serves 2,300 students through six high-performing schools that boast small class sizes. Several renowned colleges and universities are located within just a few miles, including the Pacifica Graduate Institute, Westmont College, University of California Santa Barbara, California State University Channel Islands; and, nearby Santa Barbara City College, is one of the top ranked community colleges in the nation.

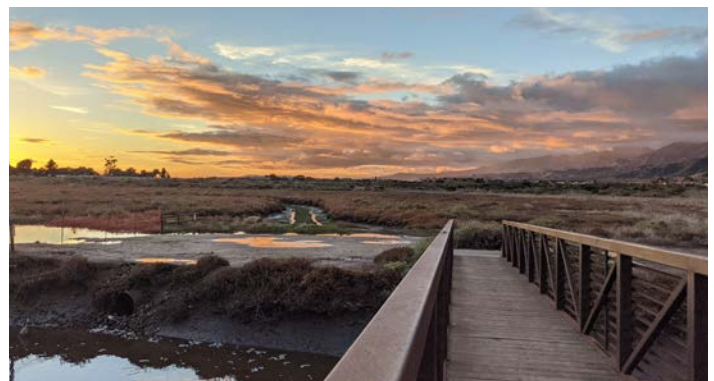
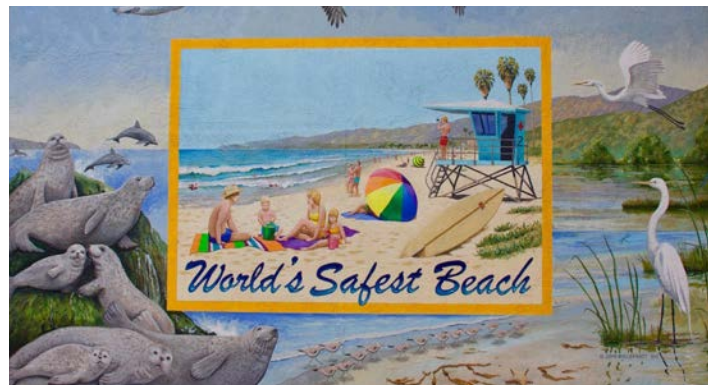
THE CITY ORGANIZATION

Carpinteria was incorporated in 1965 as a General Law city with a Council-Manager form of government. The City is led by a five-member City Council, with members elected by district to overlapping four-year terms. The Mayor and Vice Mayor are selected by their fellow Council Members and customarily serve two-year terms. The Council works to establish a vision for the City of Carpinteria and appoints the City Manager, who is responsible for overseeing the daily operations of the City. David Durlinger has served as Carpinteria's City Manager since 2001.

The City operates a community pool, Veterans Hall and library, as well as an extensive network of public parks, trails, beaches, and open spaces. City departments include Administrative Services, Community Development, Parks, Recreation & Community Services, Public Works & Facilities, and General Government. Policing services are provided through contract with the County of Santa Barbara Sheriff's Office. Legal services are provided through contract. Sanitary sewer, water, and fire protection services are provided by independent special districts.

City operations are assisted by 41 full-time staff and approximately 70 part-time seasonal staff and is supported by a FY 2023/24 total budget of \$28.6 million. The City's major revenue sources include property tax, sales tax, and transient occupancy tax. Carpinteria's robust and unwavering volunteer core serves the community with an unyielding passion. The City Council deeply values inclusiveness and is committed to promoting Diversity, Equity, and Inclusion through various programs and in every aspect of city life.

To view the City's Adopted Budget for Fiscal Year 2023/24, click [here](#). To view the City Manager's 2023 Annual Work Plan, click [here](#).



Clockwise from top left: The Carpinteria Community Library, World's Safest Beach Mural by John Wullbrandt, Carpinteria Community Pool, and the Carpinteria Salt Marsh.



Carpinteria City Hall in spring.

THE CITY MANAGER'S OFFICE

The City Manager is the chief administrative officer of the City, reporting directly to the City Council, and is responsible for the overall administration of City business. As chief administrative officer, the City Manager provides executive leadership, direction, review, and coordination of all City departments and operations.

A high-level overview of the responsibilities and authority of the City Manager include:

- Overseeing all City departments and staff;
- Enforcing all laws and ordinances of the City;
- Offering professional advice on all aspects of the City's operations including oversight of strategy, staffing, and contractual agreements;
- Reviewing all City Council agenda material for content and the appropriateness of Departmental recommendations;
- Regional government coordination and leadership;
- Economic development and capital investment/maintenance of public infrastructure;
- Public and community relations; and
- Importantly, continuously monitoring and directing the City's financial position and needs.

The City Manager is directly supported in general government endeavors by an Assistant City Manager.

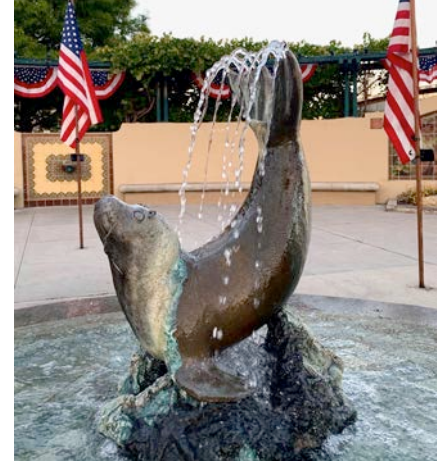
IDEAL CANDIDATE



The City of Carpinteria functions as a lean organization with an engaged community that has achieved notable results in the past due to a committed and involved City Council. The City Council is looking for a City Manager who will thrive in this environment and provide effective leadership to the organization and fit with the positive and productive culture that is valued highly at City Hall.

The next City Manager will be experienced, well-qualified, will be a proven leader with a passion for public service and an ability to work with the City Council to help achieve the goals of the community, and will possess the following capabilities and attributes that will be essential to success:

- The new City Manager will thrive in a community where actively involved interests often contribute to the policies and decisions made by City officials. The successful candidate will value and respect community engagement, be a good listener, and create goodwill and connect on a personal level with a wide variety of stakeholders.
- Importantly, the individual must be someone who can establish trust quickly with diverse people and groups with a proven track record of achievement, including identifying commonalities and developing creative solutions to problems.
- The selected candidate will need to demonstrate strong interpersonal communication skills, responsiveness, and follow-through in a fast-paced environment.
- The new City Manager will have high ethical standards, integrity, and transparency to serve as a role model for the rest of the City organization.
- The City Manager will also lead a well-run organization with an engaging leadership style that displays caring, empathy, and compassion for the contributions and efforts of city staff, encouraging high morale and mentoring future leaders.

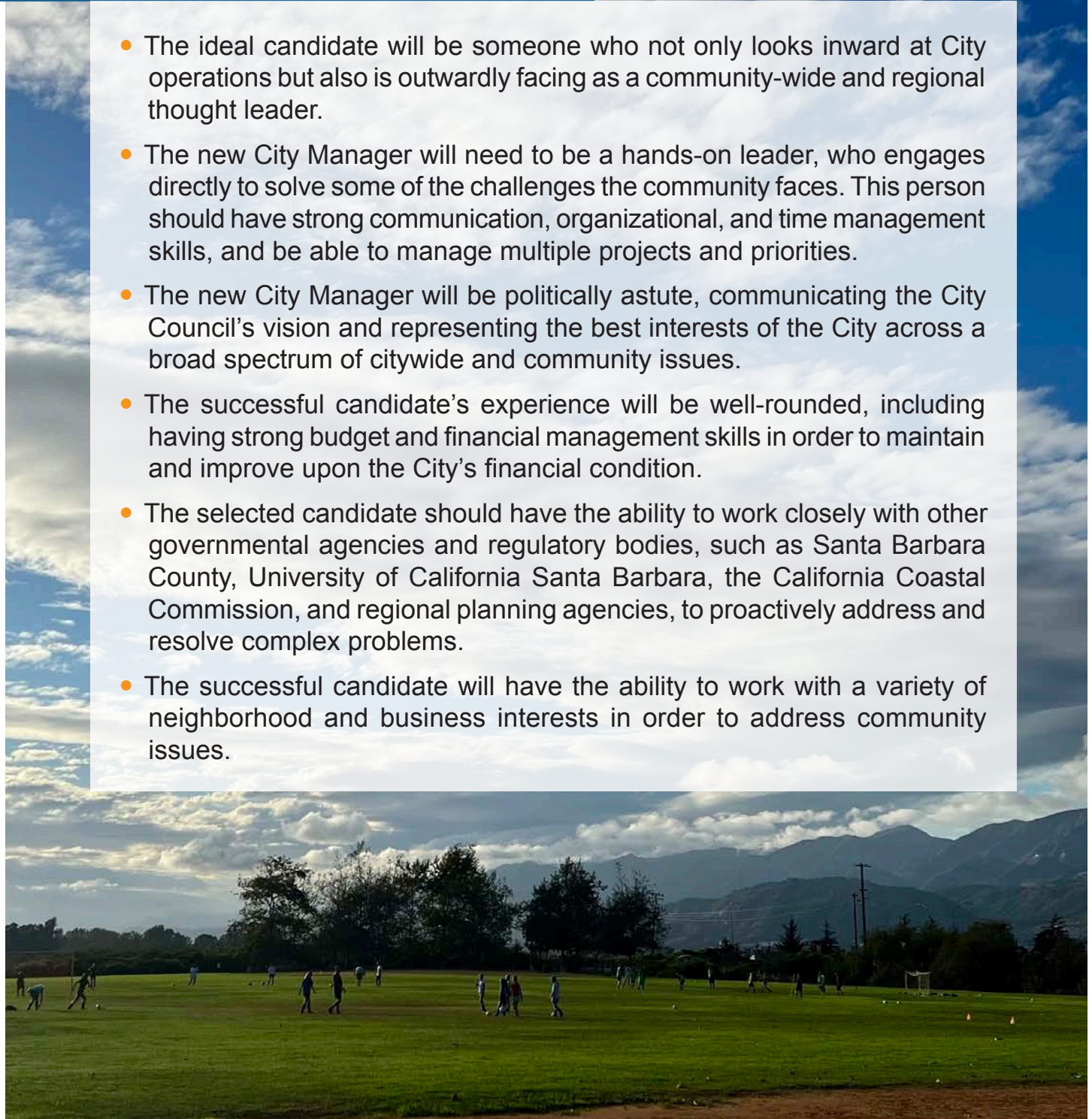


Photos from top: HOST Program volunteers prepare to greet visitors, Linden Avenue Seal Fountain, Carpinteria agriculture, Junior Lifeguards Program.

IDEAL CANDIDATE

CONTINUED

- The ideal candidate will be someone who not only looks inward at City operations but also is outwardly facing as a community-wide and regional thought leader.
- The new City Manager will need to be a hands-on leader, who engages directly to solve some of the challenges the community faces. This person should have strong communication, organizational, and time management skills, and be able to manage multiple projects and priorities.
- The new City Manager will be politically astute, communicating the City Council's vision and representing the best interests of the City across a broad spectrum of citywide and community issues.
- The successful candidate's experience will be well-rounded, including having strong budget and financial management skills in order to maintain and improve upon the City's financial condition.
- The selected candidate should have the ability to work closely with other governmental agencies and regulatory bodies, such as Santa Barbara County, University of California Santa Barbara, the California Coastal Commission, and regional planning agencies, to proactively address and resolve complex problems.
- The successful candidate will have the ability to work with a variety of neighborhood and business interests in order to address community issues.



Viola Fields on the Carpinteria Bluffs gives soccer players mountain and ocean views.

EDUCATION AND EXPERIENCE

Candidates should have a Bachelor's degree from an accredited college or university. A Master's degree in public or business administration or an applicable field of study is preferred.

Hands-on experience as a city manager or assistant manager is strongly desired by the City Council. Experience in California is highly regarded. Demonstrated expertise in financial and personnel management will be highly regarded. All highly qualified candidates are strongly invited to submit credentials and career history for consideration by the City Council.

The City Manager should also have the ability to:

- Exercise independent judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of multiple programs; and exercise judgment, decisiveness, and creativity required in critical or unexpected situations involving moderate risk to the organization.
- Predict and plan for future events impacting the organization as well as make strategic and tactical decisions at the highest organizational levels; analyze data and information in order to determine consequences and identify and select alternatives; decide time, place, and sequence of operations within an organizational framework as well as oversee their execution; and develop new policies and modify existing policies, strategies, and/or methods to meet unusual conditions within the context of existing management principles.
- Communicate effectively with staff, consultants, attorneys, elected and appointed officials, and the general public, both verbally and in writing; and make public presentations.
- Stay abreast of any changes in policy, methods, operations, and State and Federal laws as they pertain to City operations and activities.



Public trails on the Carpinteria Bluffs dazzle with wildflowers in spring.

COMPENSATION AND BENEFITS

The City of Carpinteria will offer a competitive salary in the region, consistent with recent pay practices for the City Manager. Additionally, the City may offer moving and relocation expenses with possible assistance on a low-interest loan or other housing subsidy. A mutually agreeable employment contract will be negotiated with the selected candidate.

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

- **Retirement** – The City participates in the California Public Employees Retirement System (CalPERS) providing retirement benefits to eligible miscellaneous Classic employees (employees hired before 1/1/13) with a 2% @ 55 formula and PEPPRA Employees (employees hired after 12/31/12) with at 2% @ 62 formula. Employee cost share for Classic Employees is 8% and 7.25% for PEPPRA employees. The City does not participate in Social Security.
- **Deferred Compensation** – The City participates in deferred compensation through the ICMA 457 program.
- **Flexible Benefit Program Wellness Allowance** – An annual allowance, currently \$1,309.68, is provided by the City and increases by 2% each calendar year.
- **Health Insurance** – The City provides the majority of the health insurance annual premium under the CalPERS program for eligible employees and their eligible dependents. Employee monthly contribution on health insurance premium contribution in an amount equal to 0.029% of their annual salary times the percentage change in insurance premium with a minimum annual increase of 5%, and a maximum 30% for employees who elect the HMO plan. For employees who elect a PPO plan, their monthly cost share equals HMO formula plus the difference between the total cost of PPO and HMO premiums (if the PPO premium is greater).
- **Dental Insurance** – The City provides a dental plan with 100% of the premium paid by the City for employees and their eligible dependents.



From left, Carpinteria Independence Parade, third-grade field trip to the Carpinteria Bluffs.

COMPENSATION AND BENEFITS

CONTINUED

- **Flexible Spending Account** – The City provides a Flexible Spending Account to employees with the City contributing \$2,500 per year to the FSA on Employee's behalf.
- **Leave Accrual** – Annual leave is accrued based on years of service. In place of separate leave accrual for vacation, sick leave, floating holidays, and administrative leave, each employee is granted an all-inclusive comprehensive leave bank that includes all leave benefits. Employees have the option to cash out up to 80 hours of unused leave at the beginning of the fiscal year, provided the employee retains an accrued leave balance of 40 hours in their leave bank.
- **City Paid Holidays** – The City observes twelve paid legal holidays each year.
- **Short-Term/Long Term Disability Program** – The City provides employees, at the City's sole expense, with additional short-term disability benefits coverage to integrate with SDI.
- **Flexible Schedule Hours** – City employees have the option of flexible scheduling which allows them to work a 9/80 schedule with a designated Monday or Friday off in each two-week work period subject to operational needs.



The City of Carpinteria is 2-square-miles tucked between the Pacific Ocean and the Santa Ynez Mountains.

COMPENSATION AND BENEFITS

CONTINUED



The Carpinteria coastline boasts stellar views of the California Channel Islands.

- **Fitness Program** – The City will reimburse regular full-time employees up to \$600 per fiscal year for their health fitness club membership.
- **Employee Assistance Program (EAP)** – The City provides a comprehensive Employee Assistance Program for confidential counseling and services to City employees and their immediate families.
- **Life Insurance** – The City provides full-time employees with a Life and Accidental Death and Dismemberment (AD&D) Insurance policy. The coverage of the life insurance policy for each regular full-time employee is \$50,000. The coverage for management employees is \$100,000. Employees have the option to purchase additional Voluntary Supplemental Life Insurance coverage for themselves and their eligible dependents.
- **Vehicle Allowance** – The City provides the City Manager with a vehicle allowance.
- **Housing Assistance Program** – The City may provide the City Manager with a housing allowance.

To APPLY

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. Candidates are encouraged to ***apply immediately, with the first review of resumes to begin following the application deadline of Tuesday, September 12, 2023.*** Electronic submittals are strongly preferred to Ralph Andersen & Associates at apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five professional references.

Only the most highly qualified candidates will be invited for an interview. The desired starting date for the newly selected City Manager is November 2023. Confidential inquiries are welcomed to Mr. Fred Wilson at (916) 630-4900.

*The City of Carpinteria is an
Equal Opportunity Employer*



Cafes, shops and restaurants, mostly locally owned, enhance the charm of downtown Carpinteria.

www.carpinteriaca.gov