



City of
HIGHLAND
California

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 Highland is seeking an accomplished executive to serve as its next City Manager. The current City Manager, Joseph Hughes, is retiring after serving the City for 35 years, with 17 years in the role of 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, and community planning is of high importance to the City Council.

The Community

Highland's modern history began in the late 1850's when the Cram brothers settled in what is now known as Highland. The Cram's discovered that the soil produced excellent oranges and planted many of the groves that are still in existence today.

A small community called Messina began forming at Base Line and Palm Avenue in the 1870's, but the town name was changed to Highland in 1883 when a settlement was begun at Palm Avenue and Pacific Street. When the Santa Fe Railroad put in a depot at Palm and Pacific in 1891, the area became firmly entrenched as the town's center and its buildings and houses remain largely intact today. The original town site has been called one of the best-preserved examples of a citrus town in California.

Highland became a well-known citrus region and remained so until the 1930's when the railroad ceased operation and the citrus industry was hit with a recession. The citrus industry never fully recovered in the area, and the community grew slowly over the next 20-30 years.

The next big change came in the early 1980's when Mobil Oil's master planned community of East Highlands Ranch began construction. East Highlands Ranch contains more than 1,760 acres with an eventual dwelling built out of 2,760 units. Many areas outside of East Highlands Ranch have housing options offering opportunities for the first-time home buyer to the upscale buyer. The rural atmosphere and proximity to the mountains have made Highland an attractive location in which to live.





Governing Structure

The City of Highland was incorporated on November 24, 1987, and is located at the foothills of the San Bernardino Mountains in the heart of the Inland Empire. Highland has a current population of 55,984 people and is approximately 18 square miles.

Highland is a general law City and operates under the council-manager form of government. The City Council consists of five members. The Mayor and Mayor Pro-Tem are selected annually by the City Council. In November 2016, Highland transitioned to districts. Districts 2 and 4 had elections in November 2018 & 2022 and Districts 1, 3, and 5 had elections in 2020 and are up again in November 2024.

The City Council also has an additional role as Board Members for the Successor Agency to the Redevelopment Agency (SA or SARDA), the Highland Public Financing Authority (HPFA) and the Highland Housing Authority (HA). As SARDA Board Members, they direct all the activity within the project area of the former Redevelopment Agency, as the former RDA is dissolved.

For more information about the City of Highland, please visit their website at www.cityofhighland.org.

THE CITY OF HIGHLAND MISSION AND VALUES

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of the City of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

This Mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland.

RESPONSIBILITY

Everyone in the community has rights and is responsible for their own actions.

NEIGHBORHOOD STABILITY

Neighborhood stability and a sense of ownership are to be encouraged and strengthened.

SERVICE

Volunteer service is a valued community resource.

VISION

The community has a vision of the future and how it will get there.

ACCOUNTABILITY

Public resources and finances are to be stewarded carefully and conservatively-we live within our means and will not place huge debts on future generations.

FAMILY

Families are the basic unit of society and the essence of what makes our community. All values should be encouraged at this family level.

CREATIVITY

Creative solutions are the norm, not the exception.

Organizational Overview

The City of Highland provides a full range of services. These services include, but are not limited to police protection, fire suppression, animal control, maintenance of streets and infrastructure, planning and zoning, building and safety, engineering and inspection. Other services that are within the City boundaries are provided by: San Bernardino County, San Bernardino Valley Water Conservation, San Bernardino Unified School District, Redlands Unified School District, the YMCA of the East Valley, American Medical Response, and East Valley Water District.

The biennial budget serves as the foundation for the City's financial planning and control. As part of each budget year, goals and objectives of the City Council are incorporated into departmental goals and objectives for staff. This process is referred to as the Work Program. The main purpose of the Work Program is to identify goals, programs, and projects to be completed. The Work Program is then used when preparing the budget so these projects can be funded.

The City of Highland is a financially stable city that has proven resilient in economic downturns, and its entrepreneurial spirit ensures that it takes maximum advantage of economic opportunities. City services are delivered with the assistance of over 38 full-time staff and a General Fund budget of \$39.6 million for FY 2023-2024. The City's Capital Improvement Program budget of \$50.2 million is allocated for improvements of streets, storm drains, parks, and facilities.

The City currently follows a 9/80 schedule with offices closed every Friday.

The City of Highland contracts for a wide range of municipal services including police services which are contracted with San Bernardino County; engineering, construction management, and building inspection services and animal control. Fire protection services are provided by the California Department of Forestry.

In addition to the City Manager's Office, the City has the following departments:

- ◆ Administrative Services
- ◆ Public Works
- ◆ Community Development
- ◆ Public Safety (contract)

The City of Highland is a well-balanced contract City and prides itself on having a responsive municipal government to match its strong sense of community. City employees work as a team in delivering high quality customer service to its citizens, and hands-on involvement from supervisors and managers ensure excellence for its residents and businesses.

To view the City's Organization Chart, click [here](#).



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;
- ◆ 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.

The Ideal Candidate *continued*

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 Highland 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 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 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 City Council will offer a highly competitive salary and benefits package to its next City Manager which considers the candidate's qualifications and track record of career success. The salary for the previous City Manager was \$249,500 annually. The City also offers an attractive benefits package including:

- ◆ **Retirement:** CalPERS retirement plan for Classic members is 2% @ 55 with the City paying both the employee and employer contribution. PEPRA members participate in a 2% @ 62 plan with the employee contributing the 8.25% employee portion. Benefits for PEPRA members is based on the final 3 years of compensation.
- ◆ **Health Benefits:** Choice of HMO, HSA, EPO or PPO medical plans through Kaiser or Anthem PACE with \$1,500 monthly cafeteria allowance.
- ◆ **Management Leave:** 80 hours per calendar year.
- ◆ **Vacation Leave:** 80 hours per year to start and incrementally increasing to a max accrual of 160 hours per year.
- ◆ **Life Insurance:** City paid term life insurance to a max of \$150,000; additional life insurance purchase option.
- ◆ **Holidays:** Twelve observed holidays and 9 hours of floating leave annually.
- ◆ **Vehicle Allowance:** \$700 per month.

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 **Friday, December 8, 2023**. 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 Highland is an Equal Opportunity Employer.



www.cityofhighland.org