



THE CITY OF LAGUNA BEACH

invites your interest in the position of

CITY MANAGER

A photograph of a building entrance with a tree in the foreground and a blue flower.

Welcome to Laguna Beach

The Opportunity

The City of Laguna Beach seeks qualified applicants to serve as City Manager of this unique community in scenic Orange County. Candidates are expected to have proven leadership, verbal and written communication skills, be a problem solver and mediator, and demonstrate a passion for public service. The chosen candidate will possess a managerial understanding of municipal finance, community development, capital improvement, and commitment to providing high standards of customer service to all members of the community.

The Community

The City of Laguna Beach, incorporated in 1927, is located on the coast of southern Orange County and is well-known as a unique beach community and artists' colony with seven miles of beautiful Pacific coastline. The City's 23,000 residents enjoy the ambience provided by its sandy beaches, canyons, and coastal hills. Visitors are drawn to the resort environment for its famous beaches, art festivals, and the annual "Pageant of the Masters" show. Since the late 1800s, Laguna Beach has been known as a travel destination and an artistic center as well as an environmentally sustainable community. Galleries, boutiques, and museums strive to stay true to that heritage. Laguna's downtown village shopping district, bluff-top walkways, and summer trolley system create a pedestrian environment and scale that is unique in southern California. The City's wide-ranging dining options can be found downtown and other commercial areas, and public art installations delight the wanderer. Traditional architecture both downtown and in residential neighborhoods blend with the natural beauty of the area, and the City retains a small-town feel while welcoming six million visitors annually. Year-round beachgoers engage in surfing some of the best waves in southern California, skim-boarding, and general enjoyment of the sunny weather. More adventurous types can dive in and explore Laguna Beach's underwater world. If a resident or visitor ever tires of the beach, the 16,000 acres of open space that surround the City and almost 10,000 acres of State, City, and regional parks provide abundant alternatives for outdoor recreation. Laguna Beach enjoys a mild climate with a range of temperatures from the 50's in December to the high 70's in August.



The Organization

The City provides a full range of services, including police, fire, paramedic, and marine safety protection; maintenance of streets, parks, sewer system, and parking facilities; solid waste; animal services; transit operations; community development; recreational activities and cultural events; and administrative services. The City employs more than 285 full-time employees and an additional 300 part-time employees during the peak summer months with a current annual budget of \$137.2 million and a General Fund budget of \$88.6 million. The City operates under the council-manager form of government; policy-making and legislative authority are vested in a City Council consisting of the mayor and four other council members. The City Council is responsible, among other things, for setting priorities and policies by passing ordinances and resolutions, adopting the budget, appointing committees, and hiring both the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and priorities of the City Council; for overseeing the day-to-day operations of the City; and for appointing the heads of the various departments, except for the City Clerk and the City Treasurer, who are directly elected. The Council is elected on a non-partisan basis. Council members serve four-year staggered terms, with new council members elected every two years. The mayor is elected by the council members on an annual basis.

To view the City's 2023-24 Organization Chart click [here](#).

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

To view the City Council Priorities, click [here](#).



CITY OF LAGUNA BEACH EMPLOYEES MISSION, VISION & VALUES

Our Mission

By providing dedicated public service to our diverse community, we passionately care for, protect and enhance our unique environment and artistic heritage.

Our Vision

To create the most liveable City through leadership, innovation, and commitment to people, the environment, and the arts and our unique history.

Our Core Values

- P** **Passionate and Professional**
We serve our mission with passion, professionalism and teamwork
- R** **Respectful and Responsive**
We are respectful and responsive to our environment, each other and those we serve
- I** **Integrity and Innovation**
We act with integrity by doing what's right with honesty and always seek innovative solutions
- D** **Dedicated and Diverse**
We are dedicated to working together toward our vision as we celebrate diversity and wellness
- E** **Enthusiasm and Excellence**
We serve with enthusiasm and excellence in mind

Serving Our Community With

PRIDE

PASSIONATE & PROFESSIONAL

RESPECTFUL & RESPONSIVE

INTEGRITY & INNOVATION

DEDICATED & DIVERSE

ENTHUSIASM & EXCELLENCE



The City Manager's Office

The City Manager is the chief administrative officer of the City and is responsible for the administration of all City business, and reports to the City Council. 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:

- Oversight of City departments and staff;
- Enforcement of City ordinances, regulations, and laws;
- Offers professional advice on all aspects of the City's operations including oversight of strategy, staffing, and contractual agreements;
- Reviews all City Council agenda material for content and the appropriateness of Departmental recommendations;
- Provides regional government coordination and leadership;
- Economic development and capital investment/maintenance of public infrastructure;
- Public and community relations; and
- Works with the City's Chief Financial Officer to monitor the City's finances.

The City Manager is directly supported in general government endeavors by an Assistant City Manager, a management-level Assistant to the City Manager, a Management Analyst, and an Executive Assistant.



Ideal Candidate

The City of Laguna Beach functions as a lean organization with an engaged community that has achieved notable results over the past several years due to a committed and involved City Council and a motivated and experienced group of department heads and staff. The City Council is looking for a City Manager who will thrive in this environment and provide effective leadership to the organization and will foster and promote a positive and productive culture that is valued highly at City Hall.

The next City Manager will be experienced, well-qualified, and possess the following personal attributes and traits that will be essential to success:

- Have high ethical standards, integrity, and dedication to transparency.
- Serve as a role model for Department heads, Supervisors, Managers, and City Staff.
- 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.
- The new City Manager will have an engaging leadership style that displays empathy, compassion, and recognition for the work of city staff.
- The new City Manager will be a hands-on leader, who engages directly to solve 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 apolitical yet 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 selected candidate should have the ability to work closely with other governmental agencies and regulatory bodies, such as Caltrans, the California Coastal Commission, and other regional planning and regulatory 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.
- The new City Manager must be someone who will thrive in a community in which residents and business interests contribute to the policies and decisions made by City officials. The successful candidate values community engagement, is a good listener, creates goodwill, and connects on a personal level with a wide variety of stakeholders.

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.

Experience as a city manager or assistant manager is strongly desired by the City Council. Experience in California is highly regarded. Coastal city experience desirable but not required. All highly qualified candidates are strongly invited to submit credentials and career history for consideration by the City Council.



Compensation and Benefits

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 \$297,432 annually. Additionally, the City may offer a housing assistance package to the selected candidate. The City offers an outstanding benefits package which includes:

- **Retirement:** CalPERS 2.5% @ 55 (single highest year) for "Classic" members and 2% @ 62 for new members (PEPRA). Employee pays the 8%-member contribution. The City does not participate in Social Security.
- **Deferred Compensation:** City-paid contribution of two percent (2%) of base salary into one of the City's two Deferred Compensation programs.
- **Medical Benefits:** 100% medical and dental coverage for employee and 90% coverage for dependents paid by the City.
- **Vacation Leave:** 17 to 22 days annually, based on full-time years of service in a public sector agency.
- **Sick Leave:** 80 hours per year; may be accumulated without limit and payout at 50% is available at any time.
- **Administrative Leave:** 10 days annually.
- **Holiday:** The City provides 11 paid holidays per year.
- **Car Allowance:** \$500 monthly allowance.
- **Cell phone stipend:** \$80 per month.
- **Life and long-term disability insurance.**
- **RHS-Retirement Health Savings:** \$100 monthly contribution.
- **Work Schedule:** City Hall is currently operating on a 9/80 work schedule.
- **Other Benefits:** Shoppers Parking Permit and Conference and training expense reimbursement.

To Be Considered

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**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include compelling cover letter, comprehensive resume, and five professional references. Confidential inquiries are welcomed to Mr. Fred Wilson at (916) 630-4900.

The City of Laguna Beach is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or protected rights exercised.

Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.



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