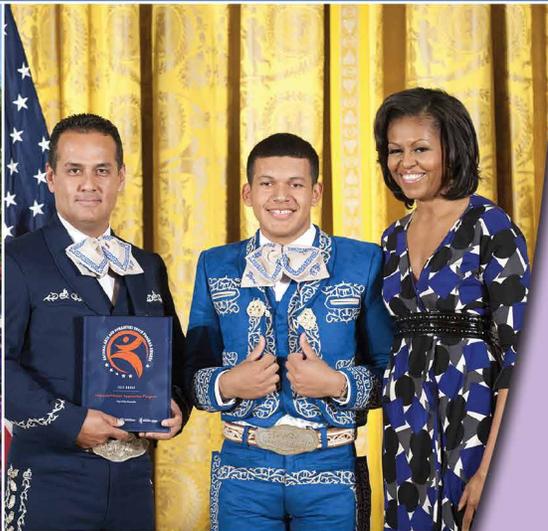




CITY OF SAN FERNANDO, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CITY MANAGER



San Fernando offers a small-town atmosphere and a well-planned blend of residential, commercial, and industrial development.

THE COMMUNITY

The City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000 and is a diverse, family-oriented community of about 2.4 miles. San Fernando offers a small-town atmosphere and a well-planned blend of residential, commercial, and industrial development.

San Fernando is surrounded by the City of Los Angeles, a result of the City maintaining its independence from Los Angeles while other communities in the Valley allowed themselves to be annexed in the 1910s. Today, the City of San Fernando is a community of attractive contrasts. What was once a land of farms and ranches adjoining the Mission de San Fernando Rey is now a vibrant center of manufacturing and commerce. San Fernando enjoys a sweeping view of the San Gabriel foothills, yet it maintains access to Los Angeles and other commercial centers.

San Fernando offers responsive City services, easy access to City government, a large labor pool, lower business tax than Los Angeles, and no utility tax. A warm, sunny climate and a variety of recreational activities add to the City's attraction. The City has a robust offering of parks and aquatic facilities, as well as programs for youth, seniors, adults, and activities that promote general health and wellness.

Public educational opportunities in San Fernando include eight elementary schools, three middle schools, one high school, and two adult schools. The City also has three charter schools. Los Angeles Mission College, Los Angeles Valley College, and California State University at Northridge are also within a 12-mile radius. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

THE ORGANIZATION

San Fernando is a full-service General Law City with an in-house Police Department (currently staffed with 26 sworn personnel with a goal of hiring 5 additional sworn personnel), a Public Works Department (including a Water Division), a



Community Development Department, a Recreation and Community Service Department, a Finance Department, a City Clerk's Office and a City Manager's Office which directly oversees the Personnel Division. The City contracts with the City of Los Angeles for fire and emergency medical services.

The City is governed by a five-member City Council, headed by the Mayor. The Council monitors the operation and performance of the City, enacts regulations and policies, and has sole responsibility for approving the City's budget. The Council appoints the City Manager, City Attorney, and City Clerk and appoints members of the community to City advisory boards and commissions. Council members serve four-year terms, with the Mayor appointed every year, on a rotating basis, by a majority vote of the Council. The Council also has seven commissions and boards that allow for community engagement on issues facing the City. San Fernando's Adopted FY 2016/2017 General Fund budget is \$17.8 million, with an all-funds total in excess of \$42 million. The City currently consists of 128 full-time equivalent staff members, including 100 full-time benefitted employees.

THE POSITION

The City Council is the body responsible for establishing policies and setting policy objectives. The City Manager implements and executes the City Council's policy objectives in compliance with established policies and applicable law manages City personnel in the

day-to-day operation of the City.

The City Manager has direct responsibility for all departments, divisions, and offices of the City with the exception of the City Attorney and City Clerk.

The City Manager directly oversees the Personnel Division.

The City Manager is responsible for ensuring that City Council policies and programs are carried out across all City Departments, assisting the City Council in responding to community needs, and providing responsible organizational and fiscal management of the City.



THE IDEAL CANDIDATE

The City Council is looking for an exemplary contemporary leader who will inspire a shared vision, encourage creativity, and foster a high-performing, accountable, and service-oriented organization by setting clear direction, goals, and expectations. The City Manager should possess the ability to lead the Executive Team to set the tone for the organization while respecting the culture that exists in San Fernando. The City Manager should encourage City staff to excel in their areas of expertise while insisting on a collaborative approach to problem solving. The City Manager should be a visionary; an individual who can identify trends regarding policing, finance, development, recreational programming and housing among other issues. The ideal candidate will be recognized as a thought leader in the field and have solid experience with municipal finance, economic development, and labor relations.

The City Manager should embrace and promote the optimal use of technology, recognizing the value of integrating, planning, and designing technology for employees, the City, and community. The City Manager should respect the role of organized labor and possess the ability to work in a collaborative manner. Open communication and transparency will be key to the City Manager's success. Above all, the City Manager should possess integrity, honesty, and should operate with an open-door policy. The City Manager should nurture an environment of trust in the organization and the community.

All candidates must be able to demonstrate a successful history and background in working with their respective public agencies and the communities they serve. A personable, yet professional manager with cultural sensitivity and an ability to address all community issues is highly desirable. The ideal candidate will be a team builder with the ability to hire and mentor staff, and to evolve the organization as required to fit the growing needs of San Fernando's future.

Ideal candidates must also demonstrate hands-on knowledge and experience working cooperatively and effectively with other public agencies (county, regional, State and federal) whose jurisdiction and responsibilities overlap with the municipalities they have served.

It is also important that prospective candidates possess a demonstrated ability to assist City leaders with visioning, goal setting, consensus building and compliance with State and federal laws.

Candidates must have graduated from a four-year college or university. A degree in finance, business administration, or public administration is preferred.

At least ten (10) years of management and administrative experience in a municipal government or similar public agency setting is required, with at least five (5) of those years being at a department head level or higher. An equivalent combination of training and experience is qualifying. A Master's degree in business or public administration is preferred.

The City Manager should be a visionary; an individual who can identify trends regarding policing, finance, development, recreational programming and housing among other issues.

THE COMPENSATION

The salary for this position is open and dependent upon qualifications. The City also offers an attractive benefits package, including:

Retirement – PERS 2% @ 55 for classic members; 2% @ 62 for PEPPRA members; both are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance – As a part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$820 Single; \$1,420 Two Party; and \$1,912 Family) to apply toward Medical, Dental, and Vision benefits offered through the City's insurance plans for employee and eligible dependents. The City pays for Long Term Disability Insurance, and \$50,000 term/AD&D Life insurance policy for employee. Additional voluntary purchase (at group rate) of up to \$100,000 is available for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

Annual Leave – 10 hours/month (120 hours or 15 days/year). Maximum accumulation of 300 hours.

Management Leave – 120 hours (15 days) per year prorated the first year depending on the date of hire. Any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave will be paid.

Bereavement Leave – 40 hours/year.

Holidays – 12 paid days per year.

Longevity – 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

Deferred Compensation – ICMA-RC 457, ROTH/IRA, and Retiree Health savings programs. Voluntary enrollment.

Automobile

Allowance – \$400 per month.

Modified Work Schedule – 9/80 schedule available.



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline:
June 23, 2017

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of San Fernando. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:
(916) 784-9080

