INVITES APPLICATIONS FOR THE POSITION OF

ASSISTANT TO THE CITY MANAGER

APPLICATION DEADLINE: OCTOBER 29, 2021 @ 5 PM
The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles’ Northeast Valley. In 1874, San Fernando became the valley’s first organized community, thus earning the title “First City of the Valley.” The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.

San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando was incorporated in 1911 and is organized according to the City Council/City Manager form of government with seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 132 full-time equivalent employees from a total Adopted Budget for fiscal year 2021-2022 of $63.9 million, which includes a General Fund budget of $22.2 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

The Assistant to the City Manager serves as a key member of the Administration Department. The mission of the Administration Department is to sustain and enhance the quality of life in the San Fernando community by implementing City Council policies, developing and maintaining responsive City programs and services within approved budgetary guidelines, providing leadership and motivation to City staff, maintaining and planning for fiscal integrity, and initiating and continuing strong relationships with local and regional businesses and governmental agencies.

The Department is responsible for managing day-to-day operations of the City, including, but not limited to, facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, recruiting and retaining talented staff, and setting overall fiscal policy.

The Administration Department includes the City Manager’s Office, Personnel Division, and management of the City Attorney, Labor Attorney, and Fire Services contracts. Including the City Manager, the Administration Department has a dedicated staff of six full-time highly experienced and knowledgeable employees.
THE POSITION

The Assistant to the City Manager, under direction of the City Manager, is a mid-management position that provides administrative and strategic support to the City Manager, City Council, and City departments. Essential job duties include:

• Develops and implements strategies to secure new and continuing revenue through grants and funding partnerships for complex and highly visible City projects. Conducts research, identifies and prepares grant proposals in conjunction with various City departments and other governmental agencies.

• Plans, organizes and participates in public relations and media programs in accordance with the City’s goals and objectives.

• Assists in implementing policies and procedures that enhance the City’s community, legislative, news media, public outreach and small business programs; establishes and maintains close relations with representatives of the news media in order to seek support for public programs, suggest new editorial ideas, encourage coverage of City issues, direct reporters to stories and cultivate future stories.

• Researches, analyzes and prepares reports on complex and highly visible projects, manages and oversees assigned programs and special projects, and provides highly responsible and complex administrative support to the City Manager.

• Provides professional administrative and analytical assistance to the City Manager and Deputy City Manager regarding Citywide issues, programs, goals and objectives, and/or operations.

• Provides technical support to the Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; assists with drafting contract language; represents the City in labor and management issues.

• Assists in developing and administering the City Manager and City Council department budgets, as well as assigned portions of the general City budget.

• Makes presentations to City Council, other governing bodies, agencies, and community groups.

• May serve as a staff liaison to ad hoc and regular City committees and commissions.

• Attends City Council meetings and assists in the follow-up and implementation of Council decisions and requests.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in Public Administration, Business Administration, Economics, Public Policy, Marketing, English, Law or related field is required; four years of increasingly responsible professional experience in a staff and/or line management capacity participating in research, administrative, organizational, functional or procedural problems is required.

IDEAL CANDIDATE

The ideal candidate for this position will possess the following characteristics:

• Excellent analytical and customer service skills.

• Strong writing and presentation skills.

• Ability to maintain open communication with staff, City officials, residents, businesses, and property owners to work cooperatively toward achieving the goals of the City.

• Strong interpersonal skills and ability to effectively guide and inspire others.

• Proven track record in municipal project management.

• Honest and ethical, and demonstrates the highest standards of professional conduct.

OPPORTUNITIES

The City of San Fernando demonstrated financial resiliency throughout the COVID-19 pandemic and is very well positioned to implement the City Council’s vision and Strategic Goals for 2022-2027. The Assistant to the City Manager is a newly established position and will have the opportunity to be part of elevating a blossoming community by:

• Securing new revenue for a working class community through grant writing, grant management, and fostering funding partnerships for highly visible City projects.

• Transforming the City’s community engagement platform through researching and implementing new Customer Relationship Management (CRM) software.

• Developing and implementing new/upated policies and procedures that enhance the City’s legislative advocacy, public engagement, media relations, labor relations, grant management, and business support programs.

• Supporting various City Council Ad Hoc Committees formed to work with staff to move forward with initiatives on Homelessness, Beautification, Green City, Vision and Strategic Planning, Murals, Metro Light Rail, Public Safety, Safe and Active Streets, and COVID-19 Relief Programs.

• Being a key member of the management team and support all City Departments in shaping San Fernando 2.0!!
Salary is dependent upon qualifications with a current annual salary range of $102,180 - $125,868 plus generous benefits including:

**RETIREMENT:** Public Employees’ Retirement System (PERS) 2% at 55 for Classic members, 2% @ 62 for PEPRA members, and the City participates in the Social Security Program.

**INSURANCE:** As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance ($941.37 Single; $1,629.86 Two Party; and $2,193.56 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:** 20 to 30 days per year (depending on length of service). Maximum accumulation of 100 days (800 hours).

**MANAGEMENT LEAVE:** 10 days (80 hours) per year prorated the first year depending on the date of hire. Any unused leave will be cashed out at the employee’s regular rate of pay, in December of each year.

**HOLIDAYS:** 12 paid days per year.

**BILINGUAL BONUS:** $100 per month for employees who qualify (Spanish only). Bonus is paid from the day the employee achieves a passing score on their bilingual exam.

**DEFERRED COMPENSATION:** ICMA-RC 457, ROTH/IRA Programs available. Enrollment is voluntary.

**TUITION REIMBURSEMENT:** City reimburses tuition for approved courses up to a maximum of $3,000 per fiscal year. Employee shall first verify that sufficient fund allocation is available for this item.

**WORK SCHEDULE:** 9/80 or 5/8 schedule is available.

---

**TO APPLY**

If you are interested in this outstanding opportunity, please submit a cover letter, employment application and resume. Visit our website for an application.

**WWW.SFCITY.ORG/Personnel**

**FILING DEADLINE:** OCTOBER 29, 2021 @ 5 PM

Requested materials should be submitted to:

**CITY OF SAN FERNANDO**
**PERSONNEL DIVISION**
**117 MACNEIL STREET**
**SAN FERNANDO, CA 91340**

Questions may be directed to:

Michael Okafor, Personnel Manager
(818) 898-1239
Personnel@SFCITY.ORG

Following the closing date, materials will be screened according to qualifications. The most qualified candidates will be invited to in-person interviews with the City. Candidates will be advised of the status of the recruitment following final candidate selection.

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City’s designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.