



THE CITY OF

# SAN FERNANDO

INVITES APPLICATIONS FOR THE POSITION OF

# ASSISTANT TO THE CITY MANAGER

APPLICATION DEADLINE: APPLY IMMEDIATELY - OPEN UNTIL FILLED  
FIRST REVIEW: FRIDAY, JULY 19, 2024



## THE COMMUNITY

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 ORGANIZATION

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 the City Manager's Office, Administrative Services, City Clerk, 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 140 full-time equivalent employees from a total Adopted Budget for fiscal year 2023-2024 of \$52 million, which includes a General Fund budget of \$26 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 DEPARTMENT

The Assistant to the City Manager serves as a key member of the City Manager's Office. The mission of the City Manager's Office 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, implementing economic development policies and programs, and guiding overall fiscal policy.

The City Manager's Office includes Economic Development, City Council support, and management of the City Attorney, Labor Attorney, and Fire and Emergency Medical Services contracts. Including the City Manager, the City Manager's Office has a dedicated staff of four full-time highly experienced and knowledgeable employees.

## THE POSITION

The City of San Fernando has an exciting opportunity for an Assistant to the City Manager to join the management team! Under general direction, the Assistant to the City Manager provides complex professional, confidential, and analytical assistance; serves as the City's primary Communications/Public Information Officer; conducts research, identifies and prepares grant proposals in conjunction with various City departments and other governmental agencies; provides professional administrative and analytical assistance to the City Manager and Deputy City Manager regarding Citywide issues, programs, goals and objectives, and/or operations; makes recommendations on citywide programs, projects, and operational issues, and performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now).

## OPPORTUNITIES

The City of San Fernando has demonstrated financial resiliency and is very well positioned to implement the City Council's community centric vision through the 2022-2026 Strategic Goals. The Assistant to the City Manager will have the opportunity to be part of elevating a blossoming community by:

- Managing the City's Community Engagement Framework and enhancing the City's image and brand through a robust public information program;
- Securing new funding for the community through grant writing, legislative advocacy, and fostering partnerships with other community based organizations;
- Initiating the strategic goal visioning process to build a road map for the City's next five years; and
- Being a key member of a vibrant management team focused on evolving the organization through reinforcing Core Values, emphasizing professional development, and fostering an environment of providing an excellent customer experience.

## THE IDEAL CANDIDATE

To excel in this position, the ideal candidate must possess a set of core attributes and competencies. These include, but are not limited to:

- Action & Results Oriented: Effectively initiates tasks and focus on results with little oversight.
- Integrity & Ethics: Demonstrates honesty, integrity, accountability, and good judgment.
- Communications: Demonstrates outstanding written and oral communications.
- Interpersonal Acumen: Works well across all organizational levels and local communities.
- Analytical Ability: Demonstrable training, knowledge, and experience conducting quantitative and qualitative studies.
- Public Information: Demonstrable training, knowledge, and experience in public information.

## 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, Public Policy, Business Administration, English, Economics, Marketing, 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.

A complete listing of the minimum qualifications may be found in the job specification. The complete job specification may be found here:

[SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now)



## THE COMPENSATION

Salary is dependent upon qualifications with a current annual salary range of \$112,740 - \$138,864 plus generous benefits including:

### RETIREMENT

PERS 2% at 55 for Classic members hired after 11/12/05), 2% @ 62 for PEPRAs (hired on or after 1/1/13). Both integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

### INSURANCE

Full flex Cafeteria Plan - employee receives a monthly flex dollar allowance (\$1049.24 single; \$1808.87 two party; \$2430.92 family; \$210 opt out) to apply toward Medical, Dental, and Vision benefits offered through the City's insurance plans for employee and eligible dependents. City pays for Long Term Disability Insurance and \$50,000 term/AD&D Life Insurance policy for employee. Additional voluntary purchase is available with no medical questions asked.

### ANNUAL LEAVE

20-30 days per year (depending on length of service).

### MANAGEMENT LEAVE

10 days per year (prorated first year).

### HOLIDAYS

13 days per year.

### BILINGUAL BONUS

\$100 per month upon passing bilingual exam.

### DEFERRED COMPENSATION

MissionSquare 457, ROTH/IRA Programs available (voluntary).

### TUITION REIMBURSEMENT

Up to \$3,000 per fiscal year for approved courses.

### EDUCATION INCENTIVE

2% above base salary for Master's Degree or higher in related field.

### FLEXIBLE SPENDING ACCOUNT

Program is available.

### WORK SCHEDULE

9/80 or 5/8 schedule is available.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now) or scan the QR Code



### FOR FIRST CONSIDERATION, APPLY BY

Friday, July 19, 2024 | 5 pm

### SUBMIT COVER LETTER, APPLICATION, AND RESUME TO

City of San Fernando Personnel Division  
117 Macneil Street, San Fernando, CA 91340

### QUESTIONS?

Sergio Ibarra, Human Resources Manager  
(818) 898-1239 | [SIbarra@sfcity.org](mailto:SIbarra@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.