



Koff & Associates
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City Manager

THE COMMUNITY

Founded in 1899 and incorporated in 1908, the City of Calexico is geographically located in Imperial County on the US-Mexican border midway between the cities of San Diego and Yuma and has a population of approximately 40,000 residents. Calexico is regionally known as a friendly, active border community that attracts hardworking people who take great pride in the City's 113-year history. Calexico is an attractive location for major employment, entertainment, and tourist areas in the region. The border city of Mexicali, Baja California, Mexico offers big city amenities like museums, a zoo, a sports convention center, several restaurants, and an international airport. Visitors cross by foot or car from Calexico in the United States every day.

Imperial Valley has a variety of attractions for visitors and residents. Fort Yuma is located on the banks of the Colorado River. NAF El Centro is the winter home of the U.S. Navy Flight Demonstration Squadron, the Blue Angels. Imperial Valley Expo & Fairgrounds is home to the California Mid-Winter Fair and Fiesta which is the local county fair, held in late February to early March and known throughout North America. It is also home to the Imperial Valley Speedway. Recreational opportunities are abundant in the area with water sports at the Colorado River; hunting, camping, and off-road activities in the rugged mountains and desert sand dunes. The Anza-Borrego Desert State Park, California's largest state park, the Salton Sea State Recreation Area, Algodones Sand Dunes, Fossil Canyon, Painted Gorge, and Salvation Mountain are just a few of the unique parks in the region. Opportunities to attend college are available through Imperial Valley College, San Diego State-Imperial Valley and Brawley Campuses, and the University of Phoenix. U.C. San Diego, Cal State Universities in San Diego and San Marcos are located in nearby San Diego County.



GOVERNANCE

Calexico is a full-service city and operates under a City Council/City Manager form of government. The City Council consists of five Council Members, elected to overlapping four-year terms. The Mayor and Mayor Pro-Tem are chosen from among the five council members and rotate on an annual basis. The Mayor presides at council meetings, where all official policies and laws of the City are enacted. The members of the Calexico City Council set policy and appoint commissions and committees that study the present and future needs of Calexico.

To learn more about the City of Calexico, go to:
<https://www.calexico.ca.gov/>

THE POSITION

The City Manager is the Chief Executive Officer of the City, responsible for planning, directing, and managing all activities and operations of the City of Calexico, ensuring that all public services are delivered in an efficient and effective manner. The City Manager is responsible for coordinating City activities with other agencies and organizations; facilitating the development and implementation of City goals and objectives; implementing policy decisions made by the City Council; and providing highly complex administrative support to the City Council.

The Office of the City Manager is responsible for a wide range of activities, including managing and directing budget and operations, facilities and asset management, public safety, economic development initiatives, legislative analysis, intergovernmental relations, grant administration, employee relations and strategic planning.

Essential Duties include but are not limited to the following:

- Plan, organize, control and direct City-wide operations, activities, departments, programs and functions; direct and control the establishment and maintenance of City-wide timelines and priorities; assure City-wide functions and activities comply with established internal controls, laws, codes, regulations, ordinances, policies, and procedures

- Provide support and advise for the City Council, direction and vision for the organization, and overall leadership and direction to the entire City government; implement the policies of the City Council; ensure proper and timely resolution of related issues, conflicts and discrepancies.
- Coordinate and direct City-wide personnel, resources, fiscal activities, compliance functions and communications to meet organizational and public needs and ensure smooth and efficient activities; direct the development and implementation of City-wide departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.
- Direct and review staff reports; provide technical expertise, information, and assistance to the department heads regarding assigned functions; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment.
- Develop and prepare the annual preliminary budget for the City, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist department heads and other administrators with budget development and administration; review, analyze and approve recommendations included in the City's budget document.
- Ensure adequate resources and personnel to meet City-wide needs; estimate labor and resources required for City departments, divisions, programs, services and projects; review, analyze and approve departmental requests for resources.
- Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to City operations and activities; direct the modification of programs, functions and procedures to ensure compliance with local, State and federal requirements as appropriate.
- Attend and conduct a variety of meetings as assigned; prepare agenda items for City Council meetings; represent the City at various events and meetings.

Recent and Current Accomplishments, Opportunities and Priorities

- Enhance opportunities for private development and economic growth by working collaboratively with City Council and other departments to review planning and zoning regulations, assessing commercial, business and housing opportunities as well as economic development projects.



- Pursue grants and other revenue to improve infrastructure and create fiscal stability and financial health.
- Continue to enhance team building, interdepartmental collaboration and a positive, high-performing working environment.
- The City approved its current strategic plan in 2021.
- Smart leadership and fiscal leadership has created \$2mil in reserves for the City.
- Calexico provides incentives to attract new business to this business-friendly community.
- Extensive open space to continue to attract new industry, retail, and restaurants.
- Opportunity to hire recently opened Finance Director position.

THE IDEAL CANDIDATE

The ideal candidate will be a motivated, collaborative, and inspiring leader who can work with City Council, staff, and key stakeholders to achieve economic growth and improve quality of life for the community. The successful candidate will have well-rounded skills in all facets of public sector governance, a proven track record in successful community development, and a solid financial acumen. The ideal candidate leads by setting a positive example of being proactive and organized; provides clear and consistent direction and can assess talent, mentor and develop a team-oriented working environment. Excellent communication and interpersonal skills are required to manage the City as it moves to improve its infrastructure, promote new and upscale business ventures, and build and maintain effective and collaborative relationships with regional and national business partners. A passion for public service, desire to work with a solid, proactive management team and willingness and openness to understand the heritage and local dynamics of the community are opportunities for the selected candidate.



Key Competencies and Characteristics

- An individual with the highest personal and professional integrity.
- The ability to deliver information and comprehensive research to City Council in a clear, balanced, and unbiased manner.
- A dynamic leader who shares the vision of the Council and community, and can advocate, articulate, and implement that vision.
- Provide options and solutions with different sides to an issue with strengths, weaknesses, opportunities, and risks for each alternative.
- Must be politically astute, while remaining apolitical.
- An entrepreneurial mindset with the ability to work effectively with business leaders, developers, and elected officials.
- A strong leader able to use sound judgement, wisdom and maintain flexibility.
- A solid, optimistic leader and role model with a positive presence; demonstrate initiative, be action oriented, treat others with respect, be collaborative and approachable.
- A demonstrated record of accomplishment in the development of strong customer service in the delivery of public services.
- A 'bridge-builder' who is able to create and grow positive business relationships.

QUALIFICATIONS

Any combination equivalent to:

- Bachelor's degree in Public Administration, Business Administration, or a relevant field
- Ten (10) years increasingly responsible experience in the development and implementation of City government or related programs, projects and services including personnel, fiscal and public relation duties and six years in an administrative capacity.
- A Master's degree in Public Administration, Business Administration, or a related field with eight (8) years of experience in public sector leadership as noted above.
- Bi-Lingual English and Spanish is ideal.

SALARY AND BENEFITS

The starting salary is \$160,000; may be negotiable for the selected candidate.

A generous benefits package includes:

- **Retirement:** The City participates in CalPERS with a 2.0% @ 50 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2.7% @ 57. City pays the employer share with an employee contribution of 13%.
- **Health Benefits:** The City participates in a Self-Funded Health Insurance Program which includes an excellent medical plan, along with dental and vision. The City pays 80% of the plan cost, 20% of the cost is paid by the employee.
- **Holidays:** 12 paid holidays annually plus 2 floating holidays.
- **Administrative Leave:** City Executive Management are entitled to 64 hours of management leave per calendar year.

- **Vacation:** Accumulates 12 working days the 1st year; increases are dependent on years of service. May carry up to 2-years balance.
- **Sick Leave:** Employees accrue at the rate of one day for each full month of employment (eight-hour day).
- **Employee Assistance Program (EAP):** Offered to employee and eligible dependents at no charge.
- **Deferred Compensation:** a deferred compensation plan is available to employees.
- **City paid \$200,000 life insurance and up to \$2,500 per eligible dependent.**
- **Supplemental life insurance plans also available.**

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, April 22, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/city-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.