



Koff & Associates
A Gallagher Company



Deputy City Manager

THE COMMUNITY

The City of Rialto, known as “The Bridge to Progress” city, is in San Bernardino County and is home to a highly diverse community of over 104,000 residents. Conveniently located close to some of the State’s majestic snow-capped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear, golfing in Palm Springs, shopping on Rodeo Drive, surfing at Malibu, visiting Disneyland, the Music Center, the California Speedway, Hollywood, historic mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking a balance between visitors, businesses, and residents.

Rialto is a growing and thriving community with a strong economic engine served by two interstates, a large regional railroad terminal, a Metrolink line and station, and multiple OmniTrans bus routes. Home to several major regional distribution centers: Amazon, Medline, Niagara, Monster Energy, Staples, Under Armour, Target, and Pyro Spectaculars (one of the United States’ largest fireworks companies), Rialto continues to expand not only its industrial base, but also its residential and commercial base. Embracing the concept of family, prosperity, and a commitment to a better way of living, Rialto is emerging as one of several cities in the Inland Empire that is thriving due to a rich culture and an exceptional, friendly business environment as well as a commitment to quality education and unmatched hospitality. In addition to its forward-thinking philosophy and drive, Rialto cherishes its history, diversity, and natural environment to further provide the community with a high level of quality living.

GOVERNANCE

The City of Rialto was incorporated in 1911 as a general law city and operates under a Council/City Manager form of government. The Mayor and four Council Members govern Rialto based upon a common priority of ensuring continued enhancement of quality of life for its residents and visitors. They are each elected at large to four-year staggered terms. The Mayor and Council serve as the legislative body primarily responsible for the overall policies and legislative direction of the City. The Mayor and Council appoints the City Manager and City Attorney. The City Clerk and Treasurer are elected by the voters.

Rialto is a full-service city with an adopted Fiscal Year 2022-2023 budget of \$234.2 million. Rialto relies on a workforce of 502 who provide a full array of municipal services through the following Departments: Police, Fire, Maintenance & Facilities, Community Services (Parks & Recreation), Finance, Community Development (i.e., Development Services: Planning, Building, and Economic Development), Engineering Services, Public Utilities (Water and Wastewater), Human Resources & Risk Management, Information Technology, and Management Services.

To learn more about the City of Rialto, go to:
<https://www.yourrialto.com/>

THE POSITION

The Deputy City Manager provides the highest level of administrative and complex support to the City Manager in the overall management of the City of Rialto. The City has two allocated Deputy City Manager positions with one position currently focused on the Administrative Departments, including: Community Services, Finance, Human Resources & Risk Management, Information Technology, and Management Services. The second Deputy City Manager position was recently established by the City Council and will be assigned to provide high level administrative support to the following focus area: Community Development (Building and Planning), Engineering Services, and Maintenance & Facilities. The purpose of this recruitment is to fill this second Deputy City Manager position, and with a special focus on effective leadership of the Community Development Department as the City pursues a future recruitment to fill the Director of Community Development position. The Deputy City Manager position plans, organizes, and provides staff direction, mentoring, and oversight for these key City functions and activities, as well as policy guidance and program evaluation and program management. The Deputy City Manager will foster cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursue appropriate avenues of economic and community development; and perform related work and special projects as required.

Key Functions include but are not limited to the following:

- Assist the City Manager and the City Council in establishing the City’s short and long-range goals, and anticipate and resolve organizational issues, concerns, and opportunities.
- Provide strategies in collaboration with the City Manager, department heads, and other City management staff in accomplishing the City’s goals, and in addressing a wide variety of complex daily operational challenges.
- Provide direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and other parties.
- Participate in the development and administration of the City budget; conduct strategic long-term financial planning relative to estimated revenues, expenses and liabilities; make appropriate recommendations and adopt effective strategies to address the City’s finances relative to the analysis; participate in providing annual budgetary direction to departments.
- Analyze contracts, reports, bids, and similar items; direct high profile community studies, regional programs, organizational and departmental assessments, and surveys; develop and present recommendations for the City Manager’s Office on a wide variety of subjects.
- Prepare, critique, and deliver presentations to the City Council and City Manager, on behalf of staff and other agencies and firms.
- Participate as a member of the City’s executive management team and engage in decision-making involving policy options, programs, and use of City resources.



- Represent the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; act as liaison for the City with local and state agencies on administrative matters.
- Serve as a liaison in Community Development, with the financial and business community, government agencies, Chamber of Commerce, and other representatives to facilitate business expansion and development opportunities.
- Develop programs and activities to attract and retain businesses for the City; negotiate and develop business agreements; assist new businesses with development process; provide information on City policies and procedures.
- Participate in labor relations activities in conjunction with Director of Human Resources & Risk Management; participate in decisions affecting personnel policies.
- Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence; facilitate public meetings and discussions on complex topics.
- Responsible for legislative advocacy and tracking, as well as preparing letters, analysis, and presentations in support of the City Council's legislative agenda; coordinate with any City legislative advocates at the region, state, and federal levels.
- Perform related duties and responsibilities as required.

IDEAL CANDIDATE

The ideal candidate will be an honest, motivated, working manager with a record of professional accomplishments that demonstrate the ability to effectively lead in a diverse public organization. A proven record as an effective and collaborative leader—possessing confidence, excellent communication and interpersonal skills, strong technical and business acumen, and sound fiscal management skills are essential. This Deputy City Manager position requires a strong, visionary leader committed to quality improvement, customer service, staff engagement and inclusiveness, and performance management. The qualified candidate will be able to negotiate challenging political waters, while remaining focused on organizational goals and working with a passionate and involved City Council. The successful candidate will be a visionary, strategic leader and planner who can work with City Council, staff, property owners and developers, the business community, and other key stakeholders to achieve economic growth and improve the quality of life for all City residents.

The successful candidate shall have expertise in financial and budget management, and public sector administration. The ideal candidate will have focused experience in the areas of Community Development, including a background in economic development and planning with awareness of environmental regulations and laws affecting community development. Excellent interpersonal abilities are necessary to build and maintain solid relationships with elected officials, regional and national business partners, surrounding cities, governmental agencies, staff, and the community through open and respectful dialogue.

Key Attributes and Characteristics

- A strong leader who shares the vision of the Council, City Manager, and community, and who can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity; someone who can think outside the box and can creatively help continue to support the City in a positive direction.
- A professional who upholds the values of the City of Rialto while building positive employee working relations and respecting the richness of cultures and diversity.
- A friendly, approachable leader who is actively engaged in the community to ensure quality customer service.
- A communicative leader with the highest integrity, character, and ethics.
- A manager who values and openly demonstrates an appreciation for and connection with staff and has the ability to maintain and build trust and actively listen.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a closely related field.
- Seven (7) years of administrative or managerial experience in a public administration setting, including four years of management or supervisory experience at the department head level.
- A master's degree in Public or Business Administration is highly desirable.

SALARY AND BENEFITS

The Salary for the Deputy City Manager position is \$181,620 - \$243,384.

Note: Candidates with a master's degree are eligible for 7.5% increase.

An excellent benefits package includes:

- Executive Management Team members shall accrue up to 240 hours of vacation leave per calendar year on a per pay period basis (9.23 hours per pay period).
- 12 paid holidays.
- Employees shall be eligible to cash out up to two hundred hours of vacation and/or sick leave, combined, per fiscal year to taxable cash or deferred compensation. The cash-out may be taken in any increment amount up to 200 hours and at any time during the fiscal year. The cash out leave will be the employee's salary rate at the time of cash-out.
- 120 hours of sick leave per fiscal year, at a rate of 4.615 hours per pay period.



- Executive Management Team members shall be granted 140 hours of executive leave per fiscal year. Effective July 1, seventy (70) hours of administrative leave shall be applied to the member's leave accrual bank and January 1st the remaining seventy (70) hours of administrative leave shall be added to the employee's bank for use thru June 30th.
- Executive Management Team Members shall be provided with a Cafeteria Plan, which will be administered by the City pursuant to Section 125 of the Internal Revenue Code. The Cafeteria Plan is designed to give employees the flexibility to choose various medical and dental insurance benefits provided through City plans. The City's contribution to the Cafeteria Plan will be one hundred percent (100%) of the Health and Dental insurance premiums for the employee and eligible dependents.
- If employee retires from City employment, employee shall retain, as a retiree, all current CalPERS Health benefits. The City shall pay employee's, as a retiree, and dependent(s)' Health Insurance Premiums. The City shall not reimburse Medicare premiums for Employee as a current employee or as a retiree. Employee, as a retiree, and dependents must meet the definition of "annuitant" as defined by CalPERS.
- The City shall pay up to three hundred dollars (\$300) per fiscal year for an eye examination, and prescription eyeglasses or contact lenses for the employee only. This benefit will be on a reimbursement basis. Employees have the option of applying the \$300 per fiscal year towards payment of the premium for a vision policy.
- The City will pay one hundred percent (100%) of the premium for employee and dependent term life insurance coverage contracted by the City for all affected employees. The benefit coverage under such program is as follows:
- Employee \$300,000, Spouse \$ 25,000, Registered Domestic Partner \$ 25,000 (so long as required by California law), Children \$ 5,000. Executive Management Team Members shall control the designation of any and all beneficiaries. If the Executive Management Team Member retires from City employment, the City shall pay the Executive Management Team Member's and dependent(s) life insurance plan(s) coverage for the retired Executive Management Team Member and dependent(s). The Executive Management Team Member must meet the definition of "annuitant" as defined by CalPERS including minimum age and years of service requirements per the City's contracts with CalPERS in order to be eligible to maintain the City-paid life insurance coverage.
- The City shall provide Executive Team Members with the option of the use of a City vehicle. In lieu of utilizing a City vehicle and at the sole discretion of the City Manager, Executive Management Team members may alternatively opt to receive a five hundred dollars (\$500) per month vehicle allowance to compensate for using personal vehicles for City related business in the same manner the employee would use a City provided vehicle. Management Team members receiving the \$500 per month vehicle allowance shall not be provided use of a City vehicle during business hours.

Retirement

- California Public Employees' Retirement System (CalPERS)
 - A. Employee Contribution
All miscellaneous employees who are not "new members" (as defined in Government Code Section 7522.04(f), or its successor) will pay eight (8%) of their salary towards the employer's share of PERS contributions.

Miscellaneous employees who are new members will also pay eight (8%) of their salary towards PERS but must pay all the required employee contribution and any remaining amount will be credited to the employer's share.
 - Following any required contract amendments with PERS, contributions made by bargaining unit members described above that are towards the employer's share shall be in accordance with IRS Code Section 414(h)(2) (or its successor) whereby employee contributions to the employer's share of PERS are tax deferred (not subject to taxation until time of constructive receipt) so long as allowed by applicable law.
 - B. Tier 1 Retirement Benefits (applicable to 'Classic Members' as defined by CalPERS)
Miscellaneous (Non-Safety)
2.7% @ 55 formula for CalPERS 'Classic' Employees
 - C. Tier 2 Retirement Benefits (applicable to 'New Members' as defined by CalPERS)
Miscellaneous (Non-Safety)
2% @ 62 formula for CalPERS 'New Members'

For additional benefit and retirement information, please go to the City's website.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, August 5, 2022.

To be considered, please electronically submit your resume, cover letter and a list of six professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/deputy-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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Website: <https://koffassociates.com/>

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.

