



# City Manager



## THE COMMUNITY

Nestled at the base of the San Jacinto Mountains, the City of Palm Springs is known for its crystal-blue skies, year-round sunshine, stunning landscape, and starry nights. Palm Springs' rich history and gorgeous weather make it an ideal place to live and a preferred destination of over six million annual travelers from all over the world. The City maintains the charm of a small town while offering the amenities of an urban center.

Palm Springs lies on the western edge of the Coachella Valley approximately 107 miles east of Los Angeles within the ecological area known as the Colorado Desert. The permanent population is approximately 45,500 with a substantial increase of weekend population during peak seasons. The City is known for valuing and celebrating its diverse neighborhoods and communities.

Residents of Palm Springs have access to shopping, galleries, restaurants, parks, recreational facilities, hiking trails, bike routes, and horseback riding as well as the scenic Palm Springs Aerial Tramway up Mt. San Jacinto. As the City enjoys virtually 350 days of sunshine per year, Palm Springs' community has year-round enjoyment of the outdoors. Palm Springs is host to many parades and festivals, including the famed Palm Springs International Film Festival. Residents of Palm Springs find that the City is an ideal community to call home.

## CITY GOVERNMENT

The City of Palm Springs is a full-service city providing residents and visitors with the following services: general governance, legal, financial, information technology and administrative management, police, fire, emergency management service, engineering, maintenance of public facilities, streets, recreation,

airport, public improvements, planning and zoning, community and economic development including CDBG, animal shelter, sustainability and recycling, convention center, tourism, and library services. As you walk, bike or drive through our various neighborhoods, you are surrounded by a sense of community. There are a variety of architectural styles throughout Palm Springs, from mid-century modern and more.

Since 1994, Palm Springs has been governed as a charter city, and operates under a Council-Manager form of government. Council Members are elected by district and serve four-year staggered terms, with the position of Mayor rotating annually. The City Council appoints the City Manager and the City Attorney.

The City of Palm Springs has a FY2022-2023 revised budget of \$466 million with 575.5 full-time equivalent allocated positions.

### CITY OF PALM SPRINGS MISSION STATEMENT:

Palm Springs is an inclusive world class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.

## THE POSITION

The City Manager serves as Chief Executive Officer of the City and advises the City Council on policy and programs impacting the community and the City organization. The City Manager appoints the City's department heads and is responsible for ensuring that city services are performed to the highest standard in line with City Council priorities. The City Manager is responsible for the submission and implementation of the City's budget in addition to the following:



**Administer the affairs of the City and direct staff in the implementation of the City Council's priorities which include, but are not limited to the following:**

- Oversee the proper application and enforcement of City laws and ordinances.
- Provide overall daily supervision, management, and direction to City departments.
- Build and maintain relationships with City employees, as well as meet and confer with the six established employee bargaining units.
- Create an open environment which encourages resident and business input on City operations and programs.
- Establish effective management relationships with surrounding city, special districts, county, state, and federal agencies.
- Coordinate and provide timely and accurate information to the public and media regarding City events and activities.
- Maintain communication with the City's 50 neighborhood organizations.

## **THE IDEAL CANDIDATE**

Palm Springs has a reputation for being a diverse, progressive, inclusive and high-achieving, world-class destination city; with an active and engaged community. The City seeks an experienced, politically astute, and strategic leader with well-rounded experience and the ability to provide effective leadership in all municipal areas of government including police, fire, public works, community development, airport operations, finance, recreation, and tourism. Palm Springs is one of the most LGBTQ+ friendly communities among U.S. cities and is proud of its diverse population.

The ideal candidate will be a dynamic and confident manager with excellent communication and interpersonal skills able to build solid business relationships and partnerships. The City Manager will be dedicated and committed to working collaboratively to ensure that the City embraces opportunities while being a creative problem solver to continue the high quality of services that the City is known for. The successful candidate should be comfortable working on a range of issues including affordable housing and homelessness initiatives, economic development, and financial management, as well as environmental and social justice; and have a proven track record implementing and seeing projects to completion. Experience working with the tourism industry is a plus, as well as an engaged and involved community.



The selected candidate will appreciate and protect the historical aspects of the City while creating strategies and plans for a post-pandemic world. The selected candidate will have a positive demeanor, and a passion for public service; a leader that recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

### **Key characteristics and attributes:**

- A supportive leader who creates a cohesive structure and team-oriented working environment.
- An inclusive and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders.
- Good organizational skills with a transparent style of leadership; outward facing who is able and willing to use the City website to promote projects, engage with the community, be approachable.
- Flexible. Able to provide clear goals and expectations, while remaining agile and can adapt to changing priorities.
- The ability to effectively communicate with staff. Remove roadblocks and be willing to allow for project ownership, employee development, and a sense of pride. Able to attract and retain a solid, high performing workforce.
- Stays current in new technologies and statewide and national legislation.
- Effective at community engagement and follow through. A listener.



## QUALIFICATIONS

- Bachelor's degree with major course work in public administration, business administration or a related field; OR any combination of education and expertise that provides equivalent knowledge, skills, and abilities.
- A Master's degree is ideal.
- 5-10 years of increasingly responsible administrative experience in local government, preferably in an advanced executive management position.

## COMPENSATION AND BENEFITS

**The salary for this position is highly competitive and will be commensurate based on experience.**

**Retirement** – Classic Members – 2% @ 60 with a 7% pre-tax employee contribution, New Members – 2% @ 62, with an 8% (or ½ the normal cost as determined by CalPERS) pre-tax employee contribution.

**Healthcare** – The City provides a flexible-benefit dollar amount to be used on plans and services that best fit your needs; a range of healthcare options are available for medical, dental and vision coverage.

**Annual Leave** – Accrual begins at 16 hours per month; increase after 5 years of service.

**Holiday Leave** – 12 days per calendar year, plus 1 floating holiday.

**Life Insurance** – City paid life insurance at \$100,000.

**Disability Insurance** – City-paid Long-Term Disability plan; employee paid Short-Term Disability plan in lieu of the State-mandated plan.

**Worklife** – 4/10 (M-Th) work schedule, an Employee Assistance Program, and a range of additional programs are also available.

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, October 14, 2022.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/city-manager-3/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

### Equal Opportunity Employer

The City of Palm Springs is an equal employment opportunity employer, and we encourage all persons to file applications. Applicants will be considered regardless of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender, gender identity, gender expression, family or marital status, disability, medical condition or pregnancy, genetic information, religious or political affiliation, or veteran status.

