

CITY OF SIGNAL HILL, CALIFORNIA

City Manager



SIGNAL HILL
CITY HALL



Koff & Associates
A Gallagher Company

THE CITY

The City of Signal Hill, with a population of 11,500 and covering 2.2 square miles, is located in Los Angeles County within four miles of the Pacific Ocean. Signal Hill was incorporated on April 22, 1924, roughly three years after the discovery of a vast oil field. Known for its beautiful setting, Signal Hill claims the only accessible high ground for miles around with an impressive hilltop park which provides spectacular panoramic views.

Completely surrounded by the City of Long Beach, Signal Hill boasts one of the lowest business taxes in Los Angeles County, as well as no utility tax or Mell-Ross Assessment Districts. The City is aggressive in its economic development strategies and offers residential, retail, and industrial residents the benefits of a full-service municipality while preserving the feeling of a small hometown.

Over 80,000 commuters pass through the City each day, utilizing several major transportation arteries. Four major freeways, the Long Beach Airport, and the A Line light rail system are all convenient to Signal Hill. Top employers in the community include Costco, Home Depot, Office Depot, and automobile dealerships – all of which bring substantial revenue to the city.

With its central location, the community takes great pride in its recreational amenities which include 11 City parks and open space area covering over 29 acres, an extensive walking trail system, abundant recreation and library programs, and an array of annual events. Signal Hill is part of the Long Beach Unified School District and is home to award winning public schools. Higher education opportunities abound in near proximity including California State University Long Beach and Long Beach City College. UCLA, USC and UC Irvine are within driving distance from Signal Hill.

GOVERNANCE

Signal Hill is a Charter City operating under a council-manager form of government. The City Council has five members who are elected to four-year, staggered terms; council members elect the mayor, annually alternating from among their ranks. The City Clerk and City Treasurer are also elected. The City Council appoints the City Manager, City Attorney, Deputy City Manager, and Department Heads. The City Council works closely with the City Manager to ensure that policy is effectively implemented.

The approved 2022-2023 budget is \$36.7 million. The current approved staff is 124 FTE.

Signal Hill offers the traditional range of services and is organized across the Departments of Administration, Community Development, Community Services, Finance/Administrative Services, Police, and Public Works. Fire Services are provided by the Los Angeles County Fire Department.

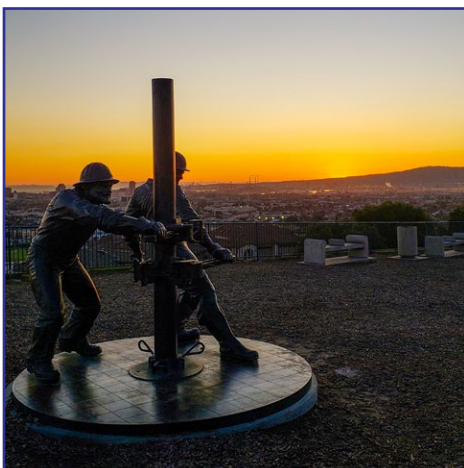
THE POSITION

Reporting to and selected by the City Council, the City Manager plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and is responsible for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City's operations.

The City Manager serves as the principal representative of the City of Signal Hill in initiating and facilitating open communications among all participants in the process of government; works closely with the Mayor and Council members, while actively and openly assisting the City Council in the development of strategies and solutions to critical issues and assisting in the achievement of consensus toward maintaining a decisive and timely policy decision-making process.

Essential Functions include but are not limited to the following:

- Direct, guide, and approve the development and implementation of city-wide and departmental goals, objectives, programs, and services.
- Enforce and administer the provisions of state law and local ordinances; prepare recommendations and advise Council on matters requiring legislative action; and institute programs and policy changes as directed by the Council.





- Plan, oversee, and approve the preparation and administration of the city's long-term and annual budgets with the assistance of departmental directors and management staff. Solid financial acumen is required.
- Provide staff direction, motivation, and preparation, including opportunity for employee development and growth.
- Develop and implement policies and proficiencies to enhance process efficiencies and city operations.
- Review and approve long-term plans for capital improvements and debt financing.
- Confer with department heads concerning administrative and operational issues and practices; conceive of strategic solutions to major administrative, political, and economic issues in concert with City Council policy and direction.
- Keep City Council informed on all important matters relating to city affairs; prepare and present reports of city finances and administrative accomplishments to the City Council.
- Serve as the Executive Director of the City's Successor Agency.
- Manage the City Council agenda process.
- Perform other duties as necessary to enhance community experience and customer service.

THE IDEAL CANDIDATE

The ideal candidate will be an inspirational and strategic leader with a collaborative approach to address challenges and opportunities and find solutions to achieve economic growth and improve quality of life for residents. A solid background in community development, land use, and mixed-use projects and economy is highly desirable to promote new business ventures. Knowledge of the oil industry is helpful as Signal Hill Petroleum is a major stakeholder in the city. Excellent communication and interpersonal skill are required to build and foster successful relationships with staff, community and business leaders, elected officials, and other key stakeholders. The successful candidate will be a strong manager of staff with a focus on performance management, building a high morale and positive working environment, and bringing best practices and efficiencies to ensure project and program success.

Key Attributes and Characteristics

- An individual with the highest personal and professional integrity.
- A successful track history at building collaborative business and community-oriented working relationships.
- An enthusiastic, inspiring, and engaged communicator. A good listener.
- A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision. The ability to deliver information and comprehensive research to City Council in a balanced and unbiased manner. Provide options and solutions with different sides to an issue with strengths, weaknesses, opportunities, and risks for each alternative.
- A manager who can blend innovation and creativity, think outside the box, and creatively move the city in a positive direction while acknowledging and responding to its challenges.
- A solid, optimistic leader and role model with a positive presence; who demonstrates initiative, is action oriented, treats others with respect, and is collaborative and approachable.
- Technologically astute; recognizes the value of harnessing and integrating the benefits of cutting-edge technology for city government and for residents.
- A strong leader able to use sound judgement, wisdom and maintain flexibility. Must be politically astute, while remaining apolitical.

QUALIFICATIONS

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess:

- Bachelor's degree from an accredited university or college in public administration, political science, economics, finance, urban planning, or related field.
- Ten (10) years + progressively responsible municipal management experience.
- A Masters' degree in public administration, political science, economics, finance, urban planning, or related field is highly desirable.
- Experience with a municipality that offers multiple services, including a police department, is helpful.

COMPENSATION AND BENEFITS

The salary for this position is competitive and will be commensurate with experience.

In addition, the City offers an attractive compensation and benefit package that includes:

- **Retirement** – Provided through the Public Employee's Retirement System (PERS), the City's retirement formulas are as follows:
 - 2% @ 60 PERS retirement for "Classic" employees: retirement is based on the highest average annual compensation during any consecutive 12-month period of employment. The employee contributes 7% towards retirement via pre-tax payroll deductions; or
 - 2% @ 62 PERS "PEPRA" employees: retirement is based on the highest average annual compensation during any consecutive 36-month period of employment. The employee contributes 6.75% towards retirement via pre-tax payroll deductions.
- **Medical** – The City participates in the PERS health benefit program and contributes up to \$1,150 per month toward employee only medical premiums. An additional \$600 is available for individuals with health, dental and/or vision premiums not fully covered with the \$1,150. 75% of any monies remaining (of the \$1,150) of employee-only single coverage after medical premiums are paid may be applied toward optional benefits including: vision, dental, or deferred compensation plan.
- **Dental** – The City provides \$70 per month for dental insurance which is offered through Delta Dental.
- **Vision** – The employee-only premium is paid by the City.
- **Insurance** – The City provides life insurance equal to three times an employee's annual salary, to a maximum of \$300,000. Short- and Long-Term Disability are also provided.
- **Deferred Compensation** – City provides a \$1 match for every \$2 contributed, up to 4% of annual salary.
- **Flexible Spending Account** – Employees may elect to participate in a "pre-tax dollar" flexible spending account for dependent care and/or unreimbursed medical costs.
- **Personal/Executive Leave** – 99 hours per year (prorated). All new employees receive 8.25 hours of personal leave for each month remaining in the year, including the month they are hired. Leave must be used by the last pay period in the calendar year or be forfeited.
- **Vacation** – 96 to 176 vacation hours per year, depending on length of service.
- **Holidays** – 80 paid holiday hours.
- **Sick Leave** – 96 hours of sick leave annually with buyback program in June.
- **Wellness Reimbursement** – \$750 annual reimbursement for health club membership or formal wellness programs.
- **Social Security** – The City participates in Social Security.

- **Vehicle** – City provided vehicle or vehicle allowance.
- **Retiree Health Benefits** – Based on years of service with the City, a contribution of up to \$885/month contribution may be made toward the monthly health premium for qualified retirees. Employees contribute 1% of their salary towards their future retiree health benefit.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, October 17, 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-5/>

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.

