



# City Manager



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# THE COMMUNITY

Santa Fe Springs is one of Los Angeles County's 'Gateway Cities' and a key commercial and industrial city of Southern California. Part of the reason for this is its location in the busy "southwest corridor," midway between the center of Los Angeles and Orange counties. The urban development of Santa Fe Springs began in the early 1950's as the result of a planned effort by a coalition of business community members and local residents. During the ensuing years, community pressures resulted in the incorporation of the City on May 15, 1957. The new City covered 4.9 square miles with a population of 11,787. The City of Santa Fe Springs now encompasses nine square miles, with about 84% of the land zoned for commercial and industrial use. The City's population is approximately 18,000; however, the daytime population is estimated at 95,000.

Santa Fe Springs actively supports local businesses, social services, and the arts. Home to 100 acres of recreation space and miles of greenbelts and parkways, Santa Fe Springs is a cultural and environmental oasis. The City is one of few with its own public artwork program and an annual Arts Festival. Over the last few years, new housing units were built, leading to a new renaissance along commercial corridors and residential neighborhoods in this master-planned community. The City provides robust public services to its residents and more than 3,000 businesses. Some of the services provided include educational and recreational classes and activities, family services, senior services, city-sponsored trips to area attractions and free concerts in the park. With multiple colleges and major universities in the local region including USC, UCLA, Cal State Long Beach, among others, families flourish and businesses thrive.

## THE ORGANIZATION

The Santa Fe Springs City Council is comprised of five city residents who are elected at-large to four-year terms. Council Members are not limited to the number of terms they serve. Annually, the City Council elects one of its members to serve as Mayor and another to serve as Mayor Pro Tempore for a one-year term. The Mayor is the presiding officer at City Council Meetings. The Mayor Pro Tempore assumes the duties of Mayor in his or her absence. The City Council also acts as the Housing Successor, Successor Agency, Public Financing Authority, and Water Utility Authority. The City Council is responsible for appointing a City Manager, City Attorney, and resident members of the City's Boards and Commissions, as well as adopting the City's Annual Budget and Capital Improvement Plan. The City Council is the primary policy-making and legislative body of the City.

This full-service City has 180 full-time employees, 104 part-time employees, and a 2022/2023 operating budget of \$85 million. Departments include Community Services, Fire-Rescue, Finance & Administrative Services, Planning & Development, Police Services, and Public Works. The City of Santa Fe Springs is dedicated to improving the quality of community life; fostering the public trust through effective management of public resources; providing a safe, well-planned, and aesthetically pleasing environment; encouraging personal enrichment through educational, cultural, social, and leisure programs; serving the public in a responsive and courteous manner; and promoting social harmony in all aspects of community life.

### CITY OF SANTA FE SPRINGS MISSION STATEMENT:

Our mission is to improve the quality of community life in the City of Santa Fe Springs; to foster the public trust through effective management of public resources; to provide a safe, well-planned and aesthetically pleasing environment; to encourage personal enrichment through educational, cultural, social, and leisure programs; to serve the public in a responsive and courteous manner; and, to promote social harmony in all aspects of community life.

To learn more about the City of Santa Fe Springs, go to:  
<https://www.santafesprings.org/>



## THE POSITION

The City Manager serves as Chief Executive Officer of the City, advising and providing support to the City Council on policy and programs impacting the community and the City organization. The City Manager provides overall leadership and direction to the City government, implementing the policies of the City Council, represents the City's interests with other levels and agencies of government, business interests, and the community at large. This position is responsible for ensuring that city services are performed to the highest standard in line with City Council priorities.

**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.
- Direct development and implementation of City goals and objectives as well as policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative/personnel policies and procedures.
- Direct the development, presentation, and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitor revenues and expenditures, and ensure the necessary adjustments.
- Conduct assessments, analysis, and interpretation of policies, procedures, and programs.





- Provide overall daily supervision, management, mentorship, and direction to City departments.
- Build and maintain positive relationships with City employees, community and business leaders, as well as established employee bargaining units and the Chamber of Commerce.
- Create an open and collaborative culture which encourages staff, resident and business input on City operations and programs. Be responsive.
- Establish effective management relationships with surrounding cities, 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 regular communication with the public and other stakeholders. Respond to difficult and sensitive citizen inquiries and complaints in a timely manner.
- Represent the City in the community and at professional meetings.
- Ensure high performance and accountability across City Hall to ensure what is best for the citizens of Santa Fe Springs.

## THE IDEAL CANDIDATE

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. The ideal candidate will be a dynamic and confident manager with excellent communication and interpersonal skills able to build solid business relationships and partnerships. She/He 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 are needed. The successful candidate should be comfortable working on a range of issues including economic development, financial management, infrastructure issues, public safety, as well as environmental and social justice; and have a proven track record implementing and seeing projects to completion.

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 and inclusive 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:

- The ability to establish positive and effective communication with city council, ensuring all members are kept informed, offering balanced data and professional guidance, and options and alternatives to resolve issues, including pros and cons.
- Be politically astute, while remaining apolitical and have the ability to deal with adversity.
- 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. Must be innovative and willing to take initiative, motivated, and a self-starter.
- 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.
- An engaging and responsive style of leadership. Have a desire and willingness to have open discussion, work with staff to provide alternatives and options for the best outcomes, and be open to new ideas and perspectives.
- Stay current in new technologies and statewide and national legislation.
- Invest in learning and understanding the uniqueness, vision, and mission of the 'Santa Fe Springs Way'.
- Effective at community engagement and follow through. A listener.



## QUALIFICATIONS

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:

- 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.
- A minimum of eight (8) years of increasingly responsible administrative experience in City or other government administration involving advanced executive management and supervision.
- Bi-Lingual English-Spanish is a plus.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$245,000 - \$300,000.**

- **Retirement** – Classic Members – 2% @ 55 with a 7% pre-tax employee contribution, New Members – 2% @ 62, with a 6.5% pre-tax employee contribution. Medical Insurance Cap: \$1,962.06 per Month
- **Healthcare** – The City of Santa Fe Springs contracts with the California Public Employees' Retirement System (CalPERS) for health benefits. An employee and their dependents are eligible for this benefit. A dependent may remain on the plan until age 26. If a dependent is qualified as disabled, the dependent may remain on the plan past their 26th birthday pending the approval from CalPERS Health Benefits Division. Plans include Anthem Blue Cross, Blue Shield of CA, Kaiser Permanente, and UnitedHealthcare. Medical Insurance Opt-Out: If a full-time employee can provide proof of insurance elsewhere with another carrier, they can drop out of their City plan and receive a rebate of \$214.61 single party; \$429.22 two party; \$557.98 family.
- **Dental Insurance** – The City contracts with Delta Dental Insurance. The City pays the full premium for DeltaCare (HMO). Employee pays \$50 for the Delta Dental (PPO) plan.
- **Vision Insurance** – The City has a vision reimbursement program. The City reimburses up to \$450 annually for eye examination and frames/lenses for employee and up to \$400 for eligible dependents. There is a \$20 deductible for eye examinations. The City also reimburses up to \$1,800 for laser eye surgery for employee and up to \$1,600 for eligible dependents.
- **Life Insurance** – The City provides a \$50,000 term life insurance, which is negotiable. The premium is paid in full by the City. The City also offers an optional life insurance plan that the employee may purchase on their own.
- **Vacation Accruals** – 80 hours 0-1 year and adds 10 hours for every year up to year five. 124 hours 5-6 years and adds four hours up to 20 years. At 20 years, the employees accrue 168 hours annually. Candidates with significant experience can negotiate for a higher initial accrual rate.
- **Flexible Leave** – 60 hours per fiscal year; carryover of 24 hours, not to exceed a maximum accrual of 84 hours.

- **Holiday Leave** – 14 days per year.
- **Car Allowance** – City vehicle is provided or auto allowance as negotiated.
- **Technology Allowance** – Issued a City phone.
- **Deferred Compensation** – City-match 457(b) plan (dollar to dollar basis up to 3% of base compensation).
- **Optional Benefits** – Credit Union, AFLAC, Computer Loan Reimbursement Program, and Flexible Benefit Plan (Dependent Care/Medical Assistance Plan).

## APPLICATION AND RECRUITMENT PROCESS

The final filing date is **Monday, April 24, 2023.**

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/santa-fe-springs-cm/>

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.

