



CITY OF SAN BERNARDINO, CALIFORNIA

City Manager



THE CITY OF SAN BERNARDINO

Founded in 1810, San Bernardino is a progressive community rich in history and cultural diversity. Recognized for its scenic beauty and strategic location, the City of San Bernardino, serves as the county seat and is the largest City in the County of San Bernardino, with a population of over 223,000 and more than 62 square miles. To keep its vision for the future at the forefront, the City of San Bernardino follows the guiding principles to be strong and prosperous by adopting the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty, and Fairness. Residents of the City can expect quality, cost-effective services and an excellent public safety program dedicated to providing the highest level of police and emergency services. The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center, are state-of-the-art facilities. City residents also have access to the nearby Arrowhead Regional Medical Center and the world-renowned Loma Linda University Medical Center. Home to one of only a few premier soccer facilities in Southern

California, visitors and residents of the City of San Bernardino will find no shortage of entertainment. With 35 parks and 11 community centers, residents and visitors can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one primary and three library branches, which provide life-long learning to the world of ideas, information, and creative experience for all citizens of San Bernardino. There are multiple venues for art, performing arts, and concerts in the City, such as the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen Amphitheater, and the Garcia Center for the Arts. Several colleges provide quality education and programs, including San Bernardino Valley College, California State University, San Bernardino, and Loma Linda University Health – San Bernardino Complex. With a look to the future, the City is working hard to move the community forward and improve city services and quality of life. San Bernardino is, now more than ever, a city of opportunity.

CITY GOVERNANCE

The City of San Bernardino is a Charter City and governed by the Council-Manager form of government. The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in the specific ward. Each elected official serves a four-year term.

To learn more about the City of San Bernardino, go to: <http://www.sbcity.org>.

MISSION STATEMENT:

Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.



THE POSITION

The City Manager provides professional leadership in the management of the city and is responsible for the coordination of all municipal programs and the executive supervision of all City departments and agencies. Principal duties include assisting members of the City Council in formulating policies and responding to City Council issues and concerns, and to provide options, potential solutions, risks and opportunities. Under the direction of the City Council, the City Manager directs, plans, and organizes all administrative activities of the City, including development of goals, objectives, policies and procedures, as well as enforcing and administering municipal code, the charter and ordinances governing the City.



THE IDEAL CANDIDATE

The ideal candidate will be an experienced, confident, and skilled city manager with well-rounded municipal expertise and a track record of professional accomplishments that demonstrate her/his ability to effectively lead a large and diverse public organization. The selected candidate will demonstrate excellent leadership abilities and political acumen, as well as strategic planning and sound fiscal management. This position will require excellent communication and interpersonal skills necessary to build solid relations with city council, staff, regional partners, business leaders, and the general public. This will be a challenging position that requires a strong and dynamic leader committed to quality improvement, customer service and creating a positive culture of high performance and accountability. The qualified candidate will be able to negotiate challenging political waters, while remaining apolitical and focused on organizational goals, managing a dedicated leadership team, and working with a passionate and involved city council. A personable and approachable leader with cultural sensitivity, a good sense of the community's needs and compassion for the underserved is highly desirable. This is an ideal opportunity for individuals that possess a passion for public service, especially serving an underserved community and who recognize the opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

Key Attributes and Characteristics

- A seasoned manager with the highest personal and professional integrity and ethics.
- A successful track record of 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 City 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; demonstrate initiative, be action oriented, treat others with respect, be 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 and confident leader able to use sound judgement, wisdom and maintain flexibility. Must be politically astute, while remaining apolitical.
- A manager that can appreciate diversity and recognize the strength it brings to the community.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills, and abilities outlined above includes:

- A Bachelor's degree in public administration, business, public finance or a related field.
- First look will be given to experienced city managers from mid-to large size, complex, full-service cities.
- A master's degree is preferred.



COMPENSATION AND BENEFITS

The salary range for this position is \$325,000 - \$350,000 commensurate with the successful candidate's experience and qualifications.

- **Retirement for Current Members** - For employees hired after 1/1/2013 who are current members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2% @ 55; highest single year of compensation.
- **Retirement for New Members** - For employees hired 1/1/2013 or later and who are not a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% @ 62; 3 year final compensation. New members will be obligated to pay 50% of the "normal cost" of their retirement benefits as required by State law.
- **Health Insurance** - Eligible to receive a city contribution of \$1,125.00 or \$1,724.00 to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of \$3,500.00 every first paycheck of December.
- **Holidays** - Executives shall be entitled to twelve (12) City-designated holidays, the equivalent of one hundred twenty-six (126) holiday hours each year for those Executives working a 5/8 or 9/80 work schedule and one hundred thirty-eight (138) holiday hours each year for those Executives working on a 4/10 work schedule. On January 1st of each year that this Resolution is in effect, all Executives will receive an additional eighteen (18) hours of holiday leave ("Floating Holidays"). Executives working a 5/8 or 9/80 work schedule may only carry over 126 hours per fiscal year; Executives working a 4/10 work schedule may only carry over 138 hours per fiscal year. On June 30th any holiday bank hours exceeding 126 or 138 hours will be eligible for sellback. At the time of separation from employment, Executives will receive a payout of 100% for all accrued but unused post-petition holiday pay.
- **Administrative Leave** - Upon hire and on July 1st of each fiscal year that this Resolution is in effect, Executive employees shall receive eighty (80) hours of Administrative Leave. On June 30th of each year, any unused Administrative Leave up to twenty (20) hours will be automatically carried over to the following fiscal year. Additional administrative leave may be granted at any time during a fiscal year, up to a maximum of twenty (20) hours, with a request in writing, including justification, recommended by the City Manager. Any Administrative Leave has no cash value and shall not be paid out at any time.

For more benefit details, please see go to: [MOUs - City of San Bernardino \(sbcity.org\)](https://www.sbcity.org/employees/benefits)

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, June 30, 2023.

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment). Resumes must reflect years and months of employment and positions held.

To apply, visit our website at: <https://koffassociates.com/city-manager-sb/>

For additional information, please contact:



Frank Rojas
Phone (510) 495-0448
frank_rojas@ajg.com
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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.