



# Assistant City Manager



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## ■ THE COMMUNITY

Located just seven miles inland from the Pacific Ocean in northern San Diego County, the City of Vista has a perfect mild Mediterranean climate. Residents enjoy a wide range of year-round outdoor activities in a setting of gentle rolling hills and pleasant rural surroundings. Vista is approximately 19 square miles with a population of over 99,000. The City's centralized location provides quick accessibility to the ocean, the mountains, and famous attractions such as LEGOLAND, the San Diego Zoo and Safari Park, Sea World and Disneyland. Vista is home to the Wave Waterpark and the Moonlight Amphitheatre, an open-air theater, which draws thousands of Southern Californians each year to experience award-winning productions.

Having invested substantially in its economic development efforts over the years, Vista's 1,200-acre business park is home to over 900 growing companies that employ over 24,000 employees. Over the last five years, Vista has experienced solid financial growth in retail sales and employment – resulting in impressive sales tax revenues that not only give the City of Vista financial stability, but the means to invest in the community as well. Today, Vista is a crossroads of culture, education, technology and commerce with a vision to meet the diverse needs of all its residents – residential, corporate and retail.

Vista has been recognized three times as one of the “50 Fabulous Places to Raise Your Family”, as identified in the book of the same name. Our award-winning community provides superior educational opportunities in over 25 public/private schools and colleges in the nearby area. With an average of 340 days of sunshine a year, outdoor fun and recreation tend to be a common theme in a Vista lifestyle. The City boasts 13 community parks which selectively feature theaters, museums, recreation centers, picnic grounds, athletic fields and specialty sports parks.



## ■ CITY GOVERNMENT

Incorporated in 1963, the City of Vista is a chartered law city operating under a Council/Manager form of government. The Mayor is elected at-large for four years, while the four City Council members are elected to 4-year staggered terms, by district. The City handles sewer utilities and contracts with Vista Irrigation District for its water services. The City operates its own Fire Department and contracts with the San Diego Sheriff's Department for law enforcement services.

### **CITY OF VISTA MISSION STATEMENT:**

The City of Vista is dedicated to providing exceptional services, to improving Vista's quality of life, and to enhancing the uniqueness of the Vista community.

### **CORE VALUES:**

\*Respect \* Fairness \* Teamwork \* Integrity \*Compassion  
\*Stewardship.

## ■ THE POSITION

The Assistant City Manager (ACM) provides administrative support to the City Manager and coordinates and oversees the work of City departments, including management of general administration, labor relations, personnel, risk management, special projects such as the law enforcement contract with the Sheriff's Department, housing and homelessness initiatives, and code compliance.

This position acts with a high degree of independence planning, organizing and directing the work of professional, technical and clerical staff involved in grant application/administration, management analysis, code enforcement and management/legislative analysis; developing and administering budgets; and working collaboratively to set priorities and developing policies and procedures for high standards of work performance. The ACM ensure staff development and performance measures, conducts

organizational studies of programs and City departments and workflows to improve level of services, efficiencies, and effectiveness; recommends and monitors the capital improvements budget process; computes, analyzes and compiles long range capital improvement program and budget; develops recommendations for City Manager on staffing and organization; performs intergovernmental relations and liaison to federal, state, county and other public agencies; develops requests for proposals, writes bid specifications and writes/negotiates contracts for service; analyzes legislation, drafts legislation and recommends City action based upon proposed and enacted legislation.

## ■ THE IDEAL CANDIDATE

The ideal candidate will be a solutions-oriented, working manager with a high degree of integrity and a record of professional accomplishments that demonstrate the ability to effectively lead in a complex public organization. The successful candidate will be an effective and collaborative leader—possessing confidence, excellent communication and interpersonal skills, strong technical and business acumen, and sound fiscal management skills. The Assistant City Manager position requires a visionary leader with a calm presence committed to quality improvement, customer service, staff engagement and performance management. The qualified candidate will be able to negotiate and adapt to changing priorities, while providing support to the City Manager and executive leadership to achieve organizational goals. The selected candidate will be a strategic leader and planner who can work with City Council, staff, the business community, and other key stakeholders improve the quality of life for all City residents.

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, the 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 solid, ethical leader and role model with a positive presence; demonstrated initiative; action-oriented; exercises wisdom in judgment; and makes good, consistent decisions.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and can bring resolution to issues timely, involving others as needed.
- Politically sensitive with the ability to write concise staff and other reports for presentation in oral or written format to City Council or other elected bodies.
- Team-oriented with a track record of providing outstanding service to internal and external customers. A friendly, approachable leader who is actively engaged with staff and leadership to ensure quality customer service.
- Strong administrative acumen, with the ability to carefully evaluate and improve workflow efficiencies, effectiveness, and practices.
- 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.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.
- A communicative leader with the highest integrity, character, and ethics.
- A manager that encourages open dialogue, new ideas, and is flexible.



## ■ QUALIFICATIONS

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.
- A typical qualifying entrance background is completion of college level course work leading to completion of a major in political science, public administration, organizational development or a closely related field.
- Highly responsible, professional-level administrative experience providing specialized administration support services to the chief executive officer of a public agency, with demonstrated expertise in areas of assignment designated by the City Manager.

## ■ COMPENSATION AND BENEFITS

**The salary range for this position is \$172,000 – \$209,000 with an anticipated increase of 5.5% on July 1, 2023. Starting salary would typically fall in the median range of the scale.**

**Retirement** – Provided through CalPERS is 3% @ 60 for miscellaneous classic members and 2% @ 62 for PEPR new members.

**Deferred Compensation** – 457 plans are offered.

**Healthcare** – The City provides a comprehensive benefits package including medical plans through Blue Shield and Kaiser, Delta Dental, Vision Service Plan (VSP), Flexible Spending Accounts, Voluntary Benefits (AFLAC), Life/AD&D and Disability Insurance.

**Holiday Leave** – Employees working the 9/80 flex schedule are entitled to eleven (11) days of holiday leave per fiscal year.

**Leave** – Accrual begins at 141 hours per year; increases to 165 during the sixth year of service.

**Administrative Leave** – Department Directors shall be credited with seventy-six (76) hours of administrative leave accrued on a fiscal year basis.

**Sick Leave** – Accrues at a rate of 8 hours per month, 96 hours per year.

**Car Allowance** – \$4,800 per year.

## ■ APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, August 4, 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/assistant-city-manager/>

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.

