



CITY OF
CHULA VISTA

Deputy City Manager





THE COMMUNITY

The City of Chula Vista is located at the center of one of the richest cultural, economic and environmentally diverse zones in the United States. It is the second-largest City in San Diego County with a population of 278,247. Chula Vista boasts more than 52 square miles of coastal landscape, canyons, rolling hills, mountains, quality parks, and miles of trails. Chula Vista is a leader in conservation and renewable energy, has well maintained infrastructure, outstanding public schools, and is consistently among the top safest cities in the country.

Chula Vista is Spanish for “beautiful view” and there is more to see and do here than you can imagine! Great year-round weather entices runners, hikers, cyclists, birders, and outdoors enthusiasts from the bay to the lakes. Visit the bayfront with the Sweetwater Marsh National Wildlife Refuge and the Living Coast Discovery Center. The Safe Harbor Bayfront awaits kayakers and boaters. Cycle the Bayshore Bikeway and see more wonders on San Diego Bay. The lakes in eastern Chula Vista offers residents an area for walking, biking, quiet picnics and boating.

Shopping, dining, and entertainment abound with two major malls and a historic downtown district. The Otay Ranch Town Center is an exciting outdoor shopping, dining and entertainment destination. This bustling, urban open-air center features a variety of amenities including a library, outdoor cafes, a pet-friendly setting and adjacent dog park, food pavilion, fireplace, and “popper” play fountain for children.

Chula Vista Center in the downtown area boasts major retailers, dining, movie theaters, and specialty shops. Third Avenue Village, billed as the cultural center of the city, features historic buildings, unique shops, a vibrant area of restaurants, breweries and coffee shops, and seasonal events.

There are 66 well-maintained parks and 60 sports fields available for outdoor sports, recreation activities, and picnics. Three challenging golf courses line the community. Tour the Chula Vista Elite Athlete Training Center and see America’s best professional olympic and paralympic athletes.

From rock and roll to rap to reggae – world-class entertainers perform at the North Island Credit Union Amphitheatre, San Diego County’s premier outdoor music venue. Sesame Place San Diego features family-friendly rides, including water rides and slides, dining and attractions.

At 535 acres, the West Coast’s largest waterfront development project is underway in Chula Vista. The Gaylord Pacific Resort and Convention Center, is being built by RIDA Chula Vista, LLC, in partnership with the Port of San Diego and City of Chula Vista. With almost two million square feet of enclosed space on 22 stories and breathtaking ocean views, this project will anchor the future development of Chula Vista’s bayfront. The resort will host 1,600 rooms, multiple restaurants, an unforgettable sports bar, resort style pool, and an array of recreational facilities. The state-of-the-art convention center boasts an enormous open-floor exhibit hall space with meeting rooms, elevated ballrooms, and support areas to host large scale events. Plans are moving forward on the 383 acre University and Innovation District in the eastern section which will bring more education, jobs and businesses to the City.

Established neighborhoods, quality housing opportunities, award-winning contemporary communities, start-up firms, corporations, nationally recognized entertainment venues, the nation’s only warm weather athlete training center, an award-winning nature center, and a historic downtown all contribute to Chula Vista’s superb quality of life and attraction for both families and businesses.

GOVERNANCE

The City of Chula Vista is a Charter City which operates under the Council-Manager form of government. The City Council, which is composed of four council members and the mayor, is the governing body of the City and possesses various legislative powers. The City Council appoints a City Manager to serve as the chief administrator and invests in him or her the responsibility for carrying out the City Council’s general policies. The City Council also appoints a City Clerk. Members of the City Council and Mayor are limited to two, four-year terms of office. All powers of the City, except as otherwise provided in the Charter of the City of Chula Vista, are vested in the City Council. The Mayor and City Attorney are elected at large.

The City currently has a staff of approximately 1,300 FTE’s.

To learn more about
the City of Chula Vista, go to:
<https://www.chulavistaca.gov/>



THE POSITION

The Deputy City Manager performs a wide range of high level managerial and professional staff work at the request of the City Manager. This includes providing general strategic and administrative direction to specific departments, assisting in planning, directing, and reviewing the administrative activities and operations of the City including implementing City policies and procedures, leading and/or participating in major negotiations, coordinating special projects for the City Manager, and coordinating assigned activities with other City departments and outside agencies.

Essential functions may include, but are not limited to the following:

- » Ensure effectiveness of daily operations for assigned City departments and activities; provide management direction by expediting workflow and assuring achievement of departmental work programs through direct supervision of assigned executive and senior management team members.
- » Act as the City representative on major projects affecting City government and/or the citizens of Chula Vista; coordinate special projects as designated by the City Manager.
- » Maximize available resources by developing and installing improvements; coordinate service delivery levels with the needs of citizens by addressing problems and complaints of the general public.
- » Participate in the evaluation, update, and finalization of the City Manager's agenda for the City Council; evaluate reports from operating departments for consistency, accuracy, fiscal feasibility, and political sensitivity; select appropriate recommendations for presentation to the City Council.
- » Develop additional revenues and implement City objectives through the completion of special projects as requested by the City Manager.
- » Assess and implement best practices on assigned department work methods, operating policies and procedures, programs services, and other administrative issues; observe program operations; analyze findings and implications; make recommendations to the City Manager.

- » Negotiate highly complex contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation and monitoring of program or special project budgets.
- » Represent the City Manager at meetings, make presentations to explain programs and project status, answer questions and provide information and data to assist in the decision making process.
- » Work closely with the City's labor groups to address issues and ensure a healthy working relationship with city employees, including representing the City in labor negotiations.
- » Schedule, coordinate, and assign personnel to projects; review staff work and provide training as appropriate.
- » Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration; incorporate new developments as appropriate.
- » Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- » Perform related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will be an honest, motivated, working manager with a record of professional accomplishments that demonstrate the ability to effectively lead in a diverse public organization and community. A proven record as an effective and collaborative leader—possessing confidence, excellent communication and interpersonal skills, strong technical and business acumen, and sound fiscal management skills. This Deputy City Manager position requires a team-player who is a creative and analytical leader committed to quality improvement,



customer service, staff engagement and inclusiveness, and performance management. The qualified candidate will be able to navigate through changing priorities and political opinions while remaining apolitical and focused on organizational goals, working with a solid leadership team, staff, and a passionate and involved City Council and engaged residents. The successful candidate will be solutions-oriented, calm under pressure, and have a passion for public service.

Key Attributes and Characteristics

- » A strong leader who shares the vision of the Council, 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 professional who upholds the values of the City of Chula Vista while building positive employee working relations and respecting the richness of cultures and diversity.
- » A friendly, approachable leader who is actively engaged in the community, attends events, and ensures quality customer service.
- » A communicative and responsive leader with the highest integrity, character, and ethics.
- » A manager who values and openly demonstrates an appreciation for and connection with staff and has the ability to build and maintain trust and actively listen.
- » Able to have tough conversations based on what is practical and the right thing to do.
- » A sense of humor.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- » A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a closely related field.
- » Eight years of management or administrative experience in municipal administration and/or assigned program areas in a public agency.
- » A Master's degree in Public or Business Administration is preferred.

SALARY AND BENEFITS

The salary range for this position is \$228,552 - \$277,807.

To view the benefits page, please click here:

<https://www.chulavistaca.gov/home/showpublisheddocument/28281/638568260599384684>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, October 4, 2024.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/chula-vista-deputy-cm/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



Koff & Associates
A Gallagher Company

Frank Rojas
(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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

