

CITY MANAGER

City of Hawaiian Gardens, CA





THE CITY

Incorporated on April 9, 1964, Hawaiian Gardens is a general law city providing planning, public works, and human services (parks and recreation) to the community. Fire and Public Safety services are contracted out to the County of Los Angeles. Building and engineering, health and safety, and animal control services are also contracted out.

Since incorporation, Hawaiian Gardens has focused on improving services and the quality of life for its residents and businesses. With the dedication of organizations, clubs, citizens and business owners, Hawaiian Gardens has taken proactive steps towards refurbishing local schools, funding underfunded after school programs, improving and expanding the recreation facility, dedicating funds to housing and commercial rehabilitation programs, supporting law enforcement, and beautifying the city with road and park improvements.

Hawaiian Gardens has approximately 14,400 residents, half of whom are 18 to 64 years old and approximately 77 percent of whom are of Hispanic or Latino decent. This population base offers a skilled, diverse workforce.

- Hawaiian Gardens' location is conveniently close to the major economic centers in the counties of Los Angeles and Orange.
- Hawaiian Gardens offers a housing inventory that meets both family and executive housing demands.
- Hawaiian Gardens is home to the Hawaiian Gardens Casino, an over 57,000 square foot casino that has generated significant revenue for the City and has served surrounding communities since 1996.

For more information on the City, please visit www.hgcity.org.

THE GOVERNMENT

The Mission Statement, which was adopted by the City Council on May 14, 2002, demonstrates the City's commitment to maintaining a strong relationship with residents, businesses and employees.

Mission Statement

Residents and the businesses are the most important people to enter the office; in person, by mail, or by telephone. Residents and the businesses are not dependent upon us, on the contrary, we are dependent upon them. Residents and the businesses are not an interruption of our work; they are the purpose of it...our work begins and ends with the residents and the businesses of Hawaiian Gardens, California, and is measured by how well we serve them.

The City Council consists of five members who are elected at-large to four year terms of office. Elections are held in November of odd-numbered years and either two or three members are elected each cycle. The City Council appoints the City Manager and establishes policies. The City Manager, assisted by the Department Heads, implements the Council's policies to provide quality service to the public and the community.

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The City currently has 75 full time employees (plus seasonal employees) and an operating budget of \$18 million. Many of the City's employees reside in Hawaiian Gardens and are actively involved in organizations throughout the community.

TOP PRIORITIES

The City of Hawaiian Gardens is seeking a seasoned municipal executive with a proven track record of success. The top priorities of the next City Manager will be:

- **Leadership** – Provide leadership and guidance to employees.
- **Working With Council** – To adequately address the concerns, needs and questions of the elected City Council in a professional and confident manner.
- **Working with Established Union** – Communicate effectively and work to reduce grievances.
- **Working Effectively with Employees** – Establishing a creative and positive workforce among employees and developing incentives and training opportunities that better both the work environment and the community they serve.
- **Representing the City** – Be an active and visible figurehead for the City. Initiate and participate in public speaking engagements, presentations and one-on-one meetings.
- **Organizational Assessment** – Review the City's budget, organizational structure and operations. Adjust staffing and duties as necessary. Implement a classification and compensation study if needed.
- **Collaboration** – Work collaboratively with neighboring cities. Organize and host community events.
- **Public Safety** – Meet regularly with the Los Angeles County Sheriff's Office to ensure that the City's best interests are being supported and addressed.
- **Business Development** – Meet with new and prospective business owners. Identify opportunities to enhance business activities. Create a plan to attract additional revenue-generating activity to the City.
- **Fiscal Management** – Ensure the long-term fiscal viability of the City. Increase reserves and seek alternative funding sources.

THE IDEAL CANDIDATE

The City of Hawaiian Gardens is seeking a dedicated and experienced professional to be the next City Manager. This person will be visionary, strategic, creative, analytical and fiscally responsible. In addition, he/she will be self-motivated, confident, assertive, outgoing and able to take the City to the next level. This person will understand and support the Council members' goals and staff's needs. He/She will present choices and trade-offs to the Council and ensure that everyone follows established policies, procedures and agreements.

The ideal candidate will be a hands-on leader who works hard; shares information; encourages, mentors and develops staff; and is truly interested in making a long-term commitment to the City. This person will be passionate and have a strong appreciation for the cultural diversity of the City. The selected person will be enthusiastic, innovative and able to effectively work with people from a variety of backgrounds. Lastly, this person will be patient, flexible and respectful.

Education and Experience

The City of Hawaiian Gardens values individuals whose life and work experiences combine with educational achievement to offer a well-rounded perspective. Requires a Bachelor's degree from an accredited university or college. A Master's degree in public administration or a related field may be considered a plus. The best qualified candidates will have:

- A proven track record as a City Manager, Assistant City Manager or department head in a similar city. At least six years of executive management level experience is desired.

- Significant experience with personnel management, union negotiations, conflict-resolution and organizational review.
- Experience in business and economic development, an understanding of finance and budgeting, as well as knowledge of capital projects.
- Bi-lingual abilities in Spanish will be an asset.

COMPENSATION

The anticipated hiring salary range for this position is \$170,000 to \$195,000, and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- Auto allowance of \$450 monthly
- 70 hours of administrative leave annually
- 96 hours of sick leave annually
- 160 hours of vacation leave annually
- Health insurance contributions equal to the value of PERS Choice for employee plus one
- Fully paid CalPERS with 2.7 @ 55 formula for classic members
- Life insurance of \$10,000
- Dental benefits up to \$2,500 per year
- Retiree health benefits provided after 10 years of service
- 15 holidays (include one personal holiday and employee's birthday)
- 3% of base salary for deferred compensation
- Technology allowance of \$1,200 annually
- Professional development allowance of \$2,000 annually

HOW TO APPLY

Please apply **on-line** by **Friday, September 9, 2016** at www.allianceRC.com. The position will be considered "open" until a final selection is made. If you have questions, difficulties with the on-line application system, or would like to discuss the opportunity further, please contact us at:

Sherrill Uyeda or Cindy Krebs

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