

# DEPUTY CITY MANAGER

City of Hermosa Beach, CA





## THE COMMUNITY

Hermosa Beach is the small town others aspire to be. A beautiful beach, eclectic neighborhoods, unique commercial districts, and welcoming gateways create an unrivaled coastal destination. The City has effectively balanced the small town, beach culture with its enviable position as a regional and statewide coastal destination. The City is committed to protecting coastal resources and takes a practical, fiscally responsible approach to reducing its environmental footprint.

Home to nearly 20,000 residents, Hermosa Beach is the heart of the “South Bay” region and plays host to a number of high-profile community events such as summer concerts, street fairs, and sporting events for beach volleyball, tennis and more. Due to the number of events and attraction of a large visitor population, the City operates in many ways like a larger city. During the 2017–18 fiscal year, beach attendance ranged from a low of 84,900 in February 2018 to a high of 750,000 in July 2017, according to the Los Angeles County Fire Department’s Lifeguard Division.

This beautiful city situated on the Pacific Ocean has many amenities—hotels, motels, a youth hostel, plentiful parks, is home to the famous Hermosa Beach Pier, and is within a short commute of many of the largest and best-known names in corporate America in the aerospace, tech, industrial, service, and financial fields. The Hermosa Beach City School District, consistently recognized as a California Distinguished School, offers a high-quality education to students in kindergarten through eighth grade, while high schoolers attend Mira Costa or Redondo Union High Schools in neighboring cities.

## THE GOVERNMENT

The City of Hermosa Beach was incorporated on January 14, 1907 as a general law city and operates under the Council-Manager form of government. Policy-making and legislative authority are vested in the five-member City Council who are elected at large on a non-partisan basis. Councilmembers serve four-year, staggered terms, with an election every two years and each Councilmember serving a rotation as Mayor. The City Council is responsible for appointing a City Manager to direct the day-to-day operations of the City, which include Community Development, Community Resources, Finance, Human Resources, Police, and Public Works Departments.

The City offers a full range of municipal services including police, fire protection (provided by Los Angeles County since December 30, 2017), community development (planning and zoning), cultural, recreation and parks, maintenance and construction of public improvements, parking and animal control, and general administration.

The City has an annual budget of \$63 million and approximately 130 full-time staff members.

Additional information can be found at [www.hermosabch.org](http://www.hermosabch.org).

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## THE POSITION

The position of Deputy City Manager (DCM) was recently created to help the City Manager and her Executive Team realize their commitment for delivering excellent service to the community. Functioning somewhat like a chief of staff, the DCM will enjoy a wide variety of responsibilities that are both internally and externally focused. Representative duties include:

- Supporting daily operations
- Backing City departments on major initiatives
- Developing Citywide policies, procedures and programs
- Leading community engagement efforts
- Providing support to the City Council
- Serving as Acting City Manager when the need arises

## THE IDEAL CANDIDATE

The City of Hermosa Beach is an exciting and vibrant place to work where one can make an immediate positive impact on the quality of life for the community. The ideal candidate will be a seasoned manager with a proven track record of organizational success in municipal management. This person will take the time to listen to others, resolve conflicts, and instill consistency in the day-to-day operations of the organization. The selected candidate will have outstanding leadership, communications, collaboration, and strategic analysis skills to address the following top priorities:

- **Development of the Team**—the Deputy City Manager will work with the Executive Team to foster an environment of stability, transparency and open communication.
- **Process Improvement**—the Deputy City Manager will help the Executive Team implement business savvy processes to improve internal systems and protocols, maximize resources, and produce high quality projects.
- **Executive Team**—the Deputy City Manager will be an integral part of the City Manager's Executive Team, participating and collaborating with the team and representing the City in a professional, well-informed, and confident manner. The DCM will be well prepared for presentations to the City Council and community groups. This person will also take the time to learn and understand the history of the City and how it affects the community's values and desires.
- **Collaborative and Communicative Leadership**—the Deputy City Manager will be a visible and motivational leader who nurtures the City's hard-working staff and inspires them to raise the level of their performance while being tranquil and improving morale.
- **Operations**—the Deputy City Manager will have high energy and enthusiasm to improve day-to-day operations in a challenging fast-paced public setting, effectively managing community relations by taking the time to present projects, challenges and successes in a well thought-out manner.

The ideal candidate will be an engaged and innovative leader. This individual will be flexible, composed under pressure and able to make tough decisions when needed. The selected candidate will be personable, have a sense of humor, and thrive in a close-knit team that is proud of the community it serves.

## Education and Experience

Requires any combination of education and experience that provides the knowledge, skills and abilities necessary for acceptable job performance such as a bachelor's degree in Public Administration, Business Administrator or a related field; and five years of top or executive management in a comparably complex organization.

Candidates should have a proven track record in organizational development, business process streamlining, project management, strategic planning, and community engagement. Familiarity with the unique challenges and constraints of coastal communities and built-out cities focused on revitalization and renovation will be an asset. This position is open to individuals with public or private sector experience.

## COMPENSATION & BENEFITS

The salary for this position is within an established annual range of \$123,312 to \$142,752, dependent upon the qualifications and experience of the selected candidate. In addition, a robust benefits package is provided, which includes:

- Management Performance Bonus-up to 10% annually
- Participation in PERS-level based on prior PERS experience
- City-paid Deferred Compensation-up to \$8,000 per year
- 4/10 Work Schedule
- 100 hours of Management Leave per calendar year
- Flexible Insurance Benefit Plan

For additional information on all benefits, please visit: <http://www.hermosabch.org/index.aspx?page=686>.

## HOW TO APPLY

Please apply at [www.allianceRC.com](http://www.allianceRC.com) by **Friday, November 1, 2019**. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

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