



LOMA LINDA • CALIFORNIA



invites your interest in the position of

ASSISTANT CITY MANAGER

An Exceptional Opportunity

The City of Loma Linda invites applications for this exciting career opportunity. Widely recognized as a well-managed City with a very high quality of life, the City of Loma Linda is seeking a high-level, respected professional who is looking for the opportunity to help lead and support this first-class community.

About the City of Loma Linda

With a strategic location in the heart of Southern California's Inland Empire, Loma Linda offers unparalleled access to major transportation routes such as the I-10, making it an attractive hub for commercial and residential development alike. Whether you envision upscale residential neighborhoods, bustling commercial centers, or mixed-use developments, Loma Linda provides the perfect canvas to bring your vision to life. But Loma Linda isn't just a city of opportunity; it's a community committed to health and well-being. As the only designated blue zone in the nation, Loma Linda boasts one of the highest life expectancies in the world. Residents thrive in an environment that prioritizes healthy living, with access to parks, trails, and recreational facilities promoting an active lifestyle. At the heart of Loma Linda lies a trio of renowned institutions: Loma Linda University, Loma Linda University Medical Center, and the Jerry L. Pettis Memorial Veterans Affairs Medical Center. These world-class facilities not only contribute to the city's esteemed reputation in healthcare and education but also serve as catalysts for innovation and growth. Together, these institutions complement the city's thriving economy, offering employment opportunities and driving advancements in healthcare, education, and research.

Loma Linda covers an area of 8.95 square miles and has a resident population of approximately 24,965. The City also has some of the highest median incomes and highest average home prices in San Bernardino County.





The City Organization

Incorporated on September 29, 1970, the City of Loma Linda is governed under charter by the City Council/City Manager plan. There are five elected Council Members, from which the City Council chooses the Mayor and Mayor Pro Tempore. The City Council appoints the City Manager, who is responsible for the daily operations of all City departments.

The City of Loma Linda is a full-service Municipal Government. The City's operating departments are Fire, Public Works, Community Development, City Clerk, Finance, Information Systems, and Administration. Services provided by the City include police (through contract with San Bernardino County Sheriff's) and fire protection; utilities services for water, sewer and refuse (under contract with a private hauler); internet connection services; street and park maintenance; storm and wastewater drainage maintenance; a senior center and a library branch (staffed by the County of San Bernardino). The City has 16 parks for recreational use.

The Position of Assistant City Manager

The Assistant City Manager reports to the City Manager and will partner with the City Manager in a broad range of activities.

The Assistant City Manager will handle many of the operational matters, while the City Manager will carry the duties of a chief executive officer, providing key strategic leadership and direction. The Assistant City Manager will provide supervision over major interdepartmental operations, lead citywide programs and initiatives having the highest level of City Council and community visibility, and in the City Manager's absence, will act as the City Manager. The Assistant City Manager is also a senior member of a dedicated Executive Team, working collaboratively for operational success.

Key specific program areas for the Assistant City Manager will include economic development; employee relations and labor negotiations; citywide communications and media relations; information technology; and special projects.

Key responsibilities include:

- ◆ Representing the City Manager, as needed, and serving as Acting City Manager as assigned.
- ◆ Conducting and participating in high-level meetings internally and externally; representing the city with outside organizations and boards; and building and maintaining strategic relationships within the community.
- ◆ Serving as the Public Information Officer, responsible for citywide communications, media relations, and ensuring timely and accurate dissemination of information to the public.
- ◆ Coordinating with other organizations and individuals on developing issues, ensuring that the City's interests are represented and addressed in a timely manner.
- ◆ "Quarterbacking" preparation and quality of the City Council agenda.
- ◆ Aligning operations with the goals and objectives established by the City Council.
- ◆ Leading and consulting with department directors to review assigned projects, resolve issues, and monitor performance.
- ◆ Interacting with City Council members regarding key issues, programs, and special projects.
- ◆ Assisting the City Manager in preparation of the City's annual budget and in developing long-term financial plans.
- ◆ Working with the City Manager and department directors on updating the City Council's Strategic Plan and monitoring progress.
- ◆ Developing and implementing new and innovative programs and services, and engaging employees in their implementation.
- ◆ Overseeing the divisions of the City Manager's office including Economic Development, Information Systems, Public Engagement, and Human Resources.

The Ideal Candidate

The successful candidate for the position of Assistant City Manager will have local government management experience at department head level or above, and strong analytical and written communication skills. The ideal candidate will have a solid ethical foundation and a good understanding of the Council-Manager form of government. The new Assistant City Manager will have the ability to work in a fast-paced environment, providing calm, steady, and stable leadership to the entire organization. The new Assistant City Manager will also have the ability to develop a strong relationship of mutual trust and open communication with the City Manager to ensure that the City Manager's Office speaks in one voice to the organization and community.

Other important characteristics and skills include:

- ◆ Experience working with elected and appointed officials in a complex, intergovernmental environment.
- ◆ A management style that fosters trust, loyalty, respect, commitment, and partnership with other executives, managers, and employees.
- ◆ Strong interpersonal skills with the ability to build and maintain relationships within the community and with external partners.
- ◆ Excellent time and project management skills in order to balance day-to-day workload while managing and supervising multiple priorities.
- ◆ Ability to anticipate problems before they occur and develop sound recommendations to mitigate or eliminate them.
- ◆ Experience in serving as a Public Information Officer or handling media relations and public communications.
- ◆ Ability to present candid, clear, and concise written and verbal communications, and deliver them effectively, regarding a broad spectrum of City challenges and opportunities.
- ◆ Ability to foster collaboration and cooperation among employees throughout the organization with a goal towards continuous improvement.
- ◆ A strong understanding of local government finance and budgeting.
- ◆ Creative problem-solving and collaboration skills.
- ◆ Flexibility and adaptability.
- ◆ Experience in coordinating with various organizations and individuals to manage and respond to developing issues and initiatives.

Leadership Qualities

The successful candidate for the position of Assistant City Manager must be a professional with outstanding judgment, management skills, and integrity. The ideal candidate will also need to be organized, energetic, self-confident, and have an open, approachable, personal style. He or she must be able to provide leadership that will inspire, motivate, and empower key staff and department heads to achieve established goals. The position requires someone who is fiscally prudent, politically astute, and has a comfort with and desire for interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

The successful individual will:

- ◆ Possess knowledge and experience with complex municipal operations and issues. Experience working in a full-service city and in California is highly desirable.
- ◆ Be a capable leader but able to function as a team player.
- ◆ Be someone with impeccable integrity and ethics.
- ◆ Demonstrate understanding of municipal finance and budgeting.
- ◆ Possess a strong business mindset and financial acumen with a proven history of being a good steward of public resources.
- ◆ Promote transparency in government.
- ◆ Provide clear communication to the City Manager, staff, and community.
- ◆ Possess strong interpersonal skills and the ability to relate to a diverse community.
- ◆ Have a demonstrated capacity to manage a diverse array of work and projects simultaneously.
- ◆ Be innovative and entrepreneurial.
- ◆ Be a decisive forward thinker with excellent verbal and written communication skills.
- ◆ Be a good listener, strong negotiator on the City's behalf, and excellent long-term planner.
- ◆ Be a creative problem-solver.
- ◆ Be flexible and adaptable.
- ◆ Be comfortable working with an engaged community with high expectations.

In summary, the ideal candidate will be a highly professional and experienced individual who will work with the City Manager and Executive Team to implement the policies of the City Council in an efficient and effective manner.



Experience and Education

Candidates must demonstrate significant, progressively responsible management experience and success. Prior experience in a comparable, diverse, full-service city is desirable.

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from a four-year college or university with major course work in a field related to the work and a minimum of five years of managerial or administrative experience in either a public agency setting or working with public agencies.

An advanced degree in a related field is highly desired.

Compensation & Benefits

The annual salary range for the Assistant City Manager is \$161,010 to \$201,786 and will be dependent on qualifications. The City offers a 4/10 work week and is closed on Fridays.

In addition, the City offers a comprehensive benefits package including:

CalPERS Retirement: “Classic” members of CalPERS participate in a formula of 2% at 55, with the employee paying 7%. New members to CalPERS are subject to PEPRA, which includes a formula of 2% at 62, with the employee paying one-half of the normal cost (currently 7.75%). An average of the three highest years is used for final compensation calculation.

Vacation: Annual accrual of up to 208 hours, based on years of service.

Sick Leave: Accrual of 48 hours per year.

Holidays: 12 days per year.

Administrative Leave: 80 hours per year.

Health insurance: Effective January 1, 2025, the City will provide a \$2,100 monthly allotment for medical, dental, and vision insurance. The remainder of unexpended money can be placed in deferred compensation or taken as cash on the employee’s paycheck.

Life Insurance: City paid up to a maximum of \$150,000.

Social Security: The City participates in Social Security.

Deferred Comp: Employees can voluntarily contribute.

Flexible Spending Account: Allows employees to pay for dependent care and un-reimbursed medical expenses on a pre-tax basis.

Employee Assistance Program (EAP): The City pays 100% of cost.

To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

This position is open until filled. Interested candidates should **apply immediately** by submitting a compelling cover letter, comprehensive resume, and five professional references via email to apply@ralphandersen.com. Ralph Andersen & Associates will conduct preliminary interviews as applications are received. First review of resumes will be presented to the City by **October 14, 2024**. Confidential inquiries are welcome to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900 or (714) 421-3258.



*The City of Loma Linda is an
Equal Opportunity Employer/Drug Free Workplace.*

www.lomalinda-ca.gov