



Photo courtesy of **Visit Ventura**.

—career opportunity—
CITY MANAGER
CITY OF VENTURA, CALIFORNIA

SALARY: \$247,000

ANNUALLY, OPEN TO NEGOTIATION DEPENDING ON EXPERIENCE & QUALIFICATIONS.

A photograph of a beach scene with several palm trees in the foreground and the ocean in the background. The sky is clear and blue, and the water is a vibrant blue. The beach is sandy and appears to be a popular spot for relaxation.

The “off-ramp to paradise” and “the best Southern California city to live in.” —*Sunset Magazine* (Feb. 2017).

Photo courtesy of **Visit Ventura**.

The City of Ventura is seeking a City Manager who has a can-do attitude, is an experienced public administrator, and adept at fiscal management, budget development, and municipal operations. The ideal candidate will be available, responsive, resilient, energetic, engaging and action oriented. The incumbent will also be a strategic, performance-based organizational leader who demonstrates confidence balanced with humility and empathy for others. The City Manager will create and support an organizational culture that embraces diversity, is change agile, and fosters creativity. The ideal candidate will be an inspirational leader who knows how to empower and motivate others, and recognizes the importance of building relationships and getting involved in the community.

the COMMUNITY

The City of Ventura is part of California's "Gold Coast region" and is located just north of Los Angeles County and south of Santa Barbara County. The region offers miles of beaches and oceanfront recreation and has one of the best year-round climates in North America. The City was founded in 1782, incorporated in 1866, and is the seat of the County of Ventura.

Locals and visitors enjoy the City's impressive park system that includes 32 parks and historic sites, and more than 800 acres of open green space. Ventura is an exciting location for a variety of outdoor activities such as biking, hiking, kayaking, paddle-boarding, sailing, surfing, whale watching and windsurfing. Other activities include the Channel Islands National Park, championship golf, world-class shopping, wine tours, and more. Learn more about Ventura at www.visitventura.com.

The Washington Post called Ventura County "the absolute most desirable place to live in America." (2015)

Photo courtesy of [Visit Ventura](http://www.visitventura.com).



the CITY

The City of Ventura has a refreshing mix of sophisticated urban destinations as well as small-town escapes.

Ventura is a business friendly community and an advocate of smart, economic development opportunities. The City is home to a diverse mix of more than 12,000 businesses and a robust workforce of more than 53,000. A growing entrepreneurial ecosystem and a dynamic startup community make Ventura a strategic location to start a business. The City was one of the first to sponsor a business incubator, which has graduated a number of successful companies, including The Trade Desk, MomentFeed, Connexity, and GiddyUp and is home to progressive business headquarters for Patagonia, The Trade Desk and Petunia Pickle Bottom.

Ventura is a Charter City operating with a Council/City Manager form of government. The City Council currently has a seven member Council who are elected. However, the Council will be moving to a district election in November, 2018.

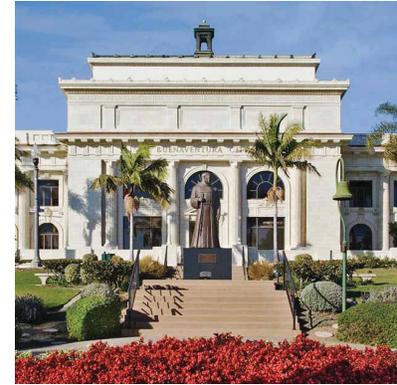
The City is a full-service municipality with fire, police and utilities (water, wastewater and solid waste), serving over 100,000 residents within the 32 square mile city limits. Approximately 600 staff in 10 departments are focused on delivering key services to businesses, residents and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean and desirable community. The City has a general fund operating budget of \$306 million for FY18-19 (\$231M operating and \$75M capital improvement). November 2016 residents passed Measure O (one-half percent sales tax increase) which is expected to generate an additional \$10.8M.

the POSITION

The City Manager is an at-will position appointed by the Mayor/City Council. This position serves as the top administrative officer for the City of Ventura. Responsibilities include comprehensive management and leadership for the organization, including policy development and interpretation, administration of programs, processes, functions, and oversight of over 600 staff and budget of \$306 million. This position oversees all phases of city operations while engaging and working closely with staff, constituents, businesses and Mayor/City Councilmembers.



Photo courtesy of [Visit Ventura](#).



- ▶ **THOMAS FIRE RECOVERY:** ensure complete removal of debris, complete flood emergency proactive measures and community outreach and education; implement rebuild of damaged homes; ensure cost recovery from Federal and State partners; protect the health of residents related to post-fire recovery; provide excellent customer service, be responsive and compassionate to residents.
- ▶ **STEWARDSHIP MEASURE “O” DOLLARS RESPONSIBLY:** continue to invest in immediate infrastructure, invest in and expand public safety, provide resources for a safe and clean community and develop granting programs for neighborhoods.
- ▶ **SAFE AND CLEAN:** develop and implement an Action Plan to enhance the safe and clean objectives.
- ▶ **ECONOMIC DEVELOPMENT, PROSPERITY AND VITALITY:** implement recommendations of the development review process; define and develop a plan for improvements to the wellness district; work with businesses and enhance the business incubator program.
- ▶ **IMPROVE EFFICIENCIES:** Conduct a comprehensive review of the development process in Community Development to streamline the activities of economic development, planning and building services.
- ▶ **HOMELESSNESS:** work closely with the County, other jurisdictions, and community based organizations to continue the good work that has been done enhancing homeless initiatives and programs.

ideal CANDIDATE

Successful candidates will have

- ▶ A Bachelor's degree in public administration or related field,
—and—
- ▶ Management experience at the department director, and/or assistant/deputy city manager, or administrative officer level in communities of comparable size and complexity. **Or**
- ▶ An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Preferred:

- ▶ Master's degree in Public Administration or related field.
- ▶ Certified Public/City Manager from a recognized/reputable organization.



IDEAL CANDIDATES WILL ALSO...

Administrative & Organizational Oversight

- ▶ Operate within a strong ethical framework and strive to uphold the public trust while improving accountability, customer service, and efficiency.
- ▶ Provide fiscal oversight and accountability of a \$306 million total budget, and oversee budget development, revenue forecasting, grants and loans.
- ▶ Oversee the effectiveness of utility billing and services, and management of enterprise funds.
- ▶ Be a business and industry powerhouse, taking a leadership role in economic development.
- ▶ Oversee the performance of long-term financing for the City's operational and capital needs, and provide financial analysis for the Mayor/Council, executive team, and various committees.
- ▶ Be a big picture visionary to advance the City's goals and objectives.
- ▶ Ensure the effective and efficient implementation of Council policy and direction.
- ▶ Be responsible for enforcement of city ordinances, policies, contracts, franchises and leases.
- ▶ Keep the full Council informed of issues, trends and legal matters that affect the City.
- ▶ Select, appoint, supervise, and evaluate department directors on a regular basis.
- ▶ Be the face of the City and attend community events.
- ▶ Have a familiarity with contract negotiations and solutions on a variety of administrative, fiscal, and special projects, including collective bargaining agreements with City labor unions.

Strategic & Visionary Leader

- ▶ Create a performance-based organizational culture and use performance measures to identify and celebrate results.
- ▶ Be a brilliant communicator and an adept mediator.
- ▶ Be a strategic thinker, creative problem solver, trust builder and accountable decision maker.
- ▶ Set and communicate a clear vision and organizational objectives, acknowledge excellence, and hold staff accountable via regular performance evaluations.
- ▶ Be an assertive and influential leader, able to advocate and advance initiatives for City departments, the business community and citizens.
- ▶ Build and support a culture that is progressive, collaborative, transparent and that builds trust with others.
- ▶ Be a positive team builder and provide staff opportunities for professional growth.
- ▶ Empower others and promote interdepartmental teamwork and collaboration and rely on the expertise of department leaders.
- ▶ Be a clear and concise communicator and understand the importance of effective communication and presentation skills.
- ▶ Be politically savvy and able to address complex issues in public settings.
- ▶ Support public safety and improvements to the quality of life for all who live in Ventura.
- ▶ Be a diplomatic truth teller to political and civic leaders as well as staff.



Community And Business Partner & Collaborator

- ▶ Value the importance of connecting with other community organizations, listen to their needs, build trust, and leverage their ideas and partnerships to effectively address community issues.
- ▶ Collaborate with other jurisdictions, agencies, businesses and institutions to produce partnered solutions.
- ▶ In concert with other community and jurisdictional leaders, take a leadership role in addressing homelessness in the community.
- ▶ Appreciate the economic and cultural diversity of Ventura's community.
- ▶ Build a strong community presence, and be responsive, approachable and accessible to City Council, staff, and constituents.

COMPENSATION & BENEFITS

The prior incumbent's salary was **\$247,000 annually**; open to negotiation depending on experience and qualifications. The City also offers an excellent benefits package including:

- ▶ **Holidays/Administrative Leave/Vacation:** 4 weeks/year paid vacation; 12/year paid holidays; 80 hours/year administrative leave (no rollover or cash out).
- ▶ **Sick Leave:** 96 hour bank upon employment and additional accruals of 2 hours semi-monthly after 6 months of employment.
- ▶ **Retirement:** CalPERS Retirement Plan – New members 2% @ 62 as defined under PEPRA; classic members 2% @ 60 with three-year final compensation. Employees make a 7% contribution.
- ▶ **Retirement Health Savings Plan:** executive manager contribute 1% of salary for 1–14 years of service.
- ▶ **Medical and Dental Insurance:** up to \$665/month towards a selection of plans.
- ▶ **Vision Insurance:** City-paid coverage provided for employees and their dependents.
- ▶ **Medicare:** employees participate only in the Medicare portion of Social Security; there is 1.45% payroll deduction for this benefit.
- ▶ **Life Insurance:** City-paid term life insurance equal to the employee's annual salary and dependent life insurance of \$2,000/dependent.
- ▶ **Disability Insurance:** City-paid short- and long-term disability coverage.
- ▶ **Optional Benefits:** \$549/month, which may be applied toward medical insurance premiums.
- ▶ **Deferred Compensation:** City contributes \$2,245/year to the ICMA-RC 457 Plan, and will match \$1,000/year contribution by the employee, for the total benefit of \$3,245/year. Contribution to a 401(a) plan may be available.
- ▶ **Auto Allowance:** \$350/month
- ▶ **Flexible Workweek:** 9/80 workweek.

HOW to APPLY

This position is open until filled, however for first consideration **APPLY BY JULY 26**; candidates are encouraged to submit as soon as possible.

APPLY AT: wbrowncreative.com/job-board/

SAVE THE DATES!

Interviews will be on **AUGUST 18 & 19**; candidates will need to be available for both days.

QUESTIONS?

Please contact your recruiter, Wendi Brown: wendi@wbrowncreative.com
866-929-WBCP (9227) toll free | **541.664.0376** direct