



City Manager



— Mission —

To deliver excellent service to our community by providing a safe and healthy living environment, sound fiscal management, responsive customer service, and an atmosphere that encourages community involvement and volunteerism through a local government that is accessible, efficient, and accountable to its citizens.



~ ABOUT THE POSITION

Appointed by and reporting to the City Council, the City Manager implements the Council's priorities and provides sound and effective management of the City. The City Manager will provide supportive leadership to the City Council and employees to create an atmosphere that encourages community involvement and ensures a safe and healthy living environment for all in the City of Simi Valley.

To learn more go to: www.simivalley.org



~WHY THIS POSITION IS FOR YOU

- You seek to lead a strong organization with employees possessing diverse skill sets and a dedication to the community they serve.
- You're eager to see the impact of your work within the community through economic development projects and other innovative initiatives.
- You wish to live in a community rich with history, events, and award-winning schools.
- You like working in an environment with a high-functioning and united executive team proactively engaged for the good of the community.

~ABOUT THE CITY

The City of Simi Valley was incorporated in 1969 as a General Law City and operates under the Council/Manager form of government. With a five-member City Council, the Mayor is elected at-large to a two-year term, and Council Members are elected by District to staggered four-year terms. The Mayor presides over Council meetings and has one vote. Council members also serve as board members of the Ventura County Waterworks District #8 and the Simi Valley Library Board of Trustees. The City Council appoints the positions of City Manager and City Attorney. The City has 546 authorized full-time positions with a fiscal year 2023 budget of \$272 million and an operating General Fund budget of \$84.8 million. Simi Valley is committed to focusing on public safety, public transparency, and continued improvement to service delivery.

The operational functions of the City are currently divided among five organizational departments: the City Manager's Office, Administrative Services, Environmental Services, Public Works, and the Police Department. These departments provide the City with a wide range of municipal services, including internal organizational support, police protection, community planning, building and safety, street maintenance, code enforcement, parkway and landscape maintenance, street lighting, library services, and public transportation. The City also provides water distribution and wastewater treatment services. A separate county-wide fire protection district provides fire protection; an independent special district provides parks and recreation services.

Located just minutes from Los Angeles, Simi Valley offers a vibrant city full of cultural diversity, historical landmarks, and beautiful rolling hills. Los Angeles International Airport, Van Nuys Airport, and Hollywood Burbank Airport are all within 40 miles of Simi Valley and offer easy access to Simi Valley from anywhere in the world. There is something for everyone to enjoy. Perennially ranked one of the "Best Places to Live" in the country, Simi Valley offers an outstanding quality of life. With a population of approximately 130,000, the City has successfully blended award-winning schools, parks, open spaces, and safe neighborhoods to be a highly desirable place to call home.



~IDEAL CANDIDATE

The ideal candidate should possess strong City Management or Executive-level experience and communication skills. The City Manager is a strategic thinker able to combine the goals of the community and City Council with their own vision and innovation to create the best outcome for the City. The ideal candidate will be apolitical, with strong financial acumen and a focus on economic development and innovation. The ability to negotiate complex deals and manage projects and a commitment to the City's long-term vision is highly valued.

Key Competencies and Characteristics:

Vision

- Bringing new ideas and fresh perspectives, the City Manager will be able to handle challenges while focusing on the City's long-term development and urgent short-term goals.

Analytical and Metrics-driven Approach

- The City Manager will have experience tracking and analyzing metrics related to city operations and utilize findings for the benefit of the City.

Financial Prudence and Management Experience

- The City Manager will lead by example in upholding the fiduciary responsibilities expected by the community.

Communication and People Skills

- The City Manager will be able to communicate at all levels and take direction with grace while guiding and motivating those around them.

Economic Development

- The City Manager will have a drive for economic development with experience negotiating large budget deals and investigating fiscally viable ventures for the city.

Safety and Civic Minded

- The City Manager will be actively aware of their civic responsibilities, operating with transparency and utilizing their understanding of government functions and the most effective use within the community.

Legislative Leadership

- Ability to foster working relationships with state and national elected officials, as well as a track record of working with lobbyists to advance state laws to benefit the city.

Minimum Qualifications:

Any combination of education and experience that would provide the knowledge and abilities required to perform this role is qualifying. A typical way to obtain this knowledge would be a Bachelor's degree (or equivalent) from an accredited college or university with major coursework in public administration, business administration, or a related field and seven years of increasingly responsible experience in municipal government, including five years of administrative and supervisory responsibility. An advanced degree in public administration or a closely related field is desirable.

~COMPENSATION AND BENEFITS

The City of Simi Valley is proud to provide competitive wages to all of its employees.

Salary range: **\$268,349.28 to \$322,019.57** *effective 05/06/2024

Simi Valley has a history of providing strong benefits to its employees as a part of its overall compensation package. Current benefits include:

» **Retirement:** Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan (4th Level Survivor Benefit, and single-highest year final compensation). Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan (4th Level Survivor Benefit, and three-year average highest final compensation). Employees (non-sworn) currently contribute 7% of salary.

» The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages except for Medicare.

» The City contributes \$200/month to a health care reimbursement program for retiree medical.

» **Annual Leave:** 279.5 hours per year (one bank of time that combines vacation and sick leave).

» **Holidays:** Eleven (11) paid (8-hour) holidays per year. One (1) paid (8-hour) floating holiday per year (not to be carried over).

» **Benefits Plan:** A variety of PPO and HMO plans are available through the CalPERS Health Program. The City contributes \$157 per month for medical, \$19.80 per month for vision, and up to \$100 per month for dental. The City provides up to \$2,443 per month in "Simiflex Dollars," which covers the full cost of family level coverage for most plans; employees who decline medical coverage receive \$632 per month (upon proof of other coverage). "Simiflex Dollars" can be used to offset the cost of medical, dental, and/or vision insurance, or other optional benefits. Medical and dependent care flexible spending accounts are also available.

» **Dental Plan:** Coverage is available for employees and dependents and includes orthodontia for dependent children. Employee cost for the plans ranges up to \$31 per month.

» **Vision Care:** A plan is available for employees and dependents at minimal cost to the employees.

» **Disability Income Insurance:** The City provides long-term and short-term disability plans for all full-time executive management employees at no cost to employees.

» **Life Insurance:** The City pays all premiums for \$151,000 of life insurance coverage for employees and \$5,000 coverage for each dependent.

» **Tuition Reimbursement:** Employees are eligible for tuition reimbursement up to \$1,600 per year for job related or professional development courses after 120 days of employment.

» **Deferred Compensation:** Employees may defer a portion of their salary into a tax-sheltered account as designated by the Internal Revenue Code, Section 401(k) with a Roth option. The City contributes \$65 per month and will match an employee's contribution up to \$200 per month. Employees may also participate in a 457 plan.

» **Auto Allowance:** \$400 per month.

» **Cell Phone Allowance:** \$65 per month.



~Application and Selection Process

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references of two supervisors, two direct reports and two colleagues (who will not be contacted without prior notification) by the first resume review date of **Monday March 1, 2024**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2305>

For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City Council. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



CITY OF SIMI VALLEY