

CITY OF LANCASTER, CA

Deputy City Manager




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City of Lancaster, CA:

The Community

Lancaster (population 145,243) is located in the Antelope Valley, the northernmost corner of Los Angeles County about an hour from the greater Los Angeles basin, and bordering Kern County. Once an agricultural and mining base, Lancaster is one of California's fastest growing communities.

In the mid-1900's the Air Force began conducting flight tests at what was then known as Muroc Air Base. The presence of the Air Force Flight Test Center and facilities for NASA sparked growth in the area. Lancaster incorporated in 1977. However, it was not until the late 1980's and early 1990's that the City experienced dramatic growth spurred by Los Angeles area residents in search of affordable housing and an escape from big city congestion.

Lancaster is home to the Antelope Valley Fair, the Lancaster Poppy Festival, the Aerospace Walk of Honor and an active performing arts center (a 750 seat venue). The Lancaster JetHawks, the Class A baseball team affiliated with the Boston Red Sox, play at Clear Channel Stadium. Clear Channel Stadium is part of the City's extensive parks system that includes the Lancaster National Soccer Center with over 34 soccer fields. The City and its residents take pride in their strong neighborhood initiatives and facilities offered for both youth and senior citizens.

The Organization

Lancaster is a General Law City. There are nine City departments: Parks, Recreation and Arts; Public Works, Finance, Administration, City Clerk, Planning, Human Resources/Risk Management, Economic Development/Redevelopment and Housing/Neighborhood Revitalization.

The City functions under the Council-Manager form of government, with a Mayor elected at-large for a two-year term, and four Council Members elected at-large for four-year staggered terms. The City Council serves as the Board for the Lancaster Redevelopment Agency.

The Council appoints the City Attorney and the City Manager. The City Manager serves as the Chief Executive Officer and is responsible for appointment, development and management of a Deputy City Manager and all Department Directors.

Fire services are provided by the County of Los Angeles Fire Department and law enforcement services are provided under contract by the County of Los Angeles Sheriff's Department.

The Fiscal Year 2008-09 adopted budget is \$270,509,946. The City has 329 full time positions and approximately 300 part time employees.

For more information about the City of Lancaster, please visit the City's website at www.cityoflancasterca.org.

Opportunities

- The Deputy City Manager is a newly created position resulting from a recent reorganization. The Deputy City Manager will have direct oversight of all departments and will work closely with the City Manager on leading city-wide strategic initiatives.
- Continued economic development and redevelopment are critically important to the continued growth of the City. Although the City of Lancaster is still one of the fastest growing communities in Southern California, there are challenges to its continued growth. The availability of water for future development and streamlining the development process pose the biggest challenges to continued economic growth. As such, the Deputy City Manager will lead City departments with responsibility over development activities to come up with creative and innovative solutions to development issues. The Deputy City Manager should encourage cross-departmental solutions to development issues, and feel comfortable working with the development community.
- Continue to address issues associated with public safety and crime reduction including the effectiveness of public housing and animal control programs. Seek the input of multiple City departments in addressing public safety concerns.



Deputy City Manager

- Review the City’s external communication with the community. Work with Communications staff to enhance methods for getting the City’s message out to City residents.

The Position

This is a newly created position. The Deputy City Manager, under general direction of the City Manager, is responsible for the direct and indirect supervision of management, professional, technical, and clerical positions. The Deputy City Manager provides operational oversight of more than one functional department of the City; delivers highly responsible professional, technical and administrative assistance and direction including internal control and coordination of existing City programs and analysis of organization and methods, budget and administration and also serves as Deputy Executive Director for the Lancaster Redevelopment Agency and the Financing and Housing Authorities.

Essential duties include, but are not limited to, the following:

- Assist and participate in the development and implementation of goals, objectives, policies, and priorities.
- Conduct studies, surveys, and collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager and City Council.
- Serve as Acting City Manager as assigned.
- Represent the City before the City Council, community and outside agencies and at professional meetings as required.
- Provide general oversight of development related projects.
- Provide overall administrative direction to the City’s information technology, communications, and public safety programs.
- Oversee city-wide projects and programs as assigned.
- Conduct legislative analysis to determine the effect of proposed legislation on City operations and finances, and participate in legislative activities as deemed necessary.

- Make presentations on a variety of municipal subjects to the City Council and other boards and commissions.
- Confer and advise department heads and employees regarding policy and procedure changes.
- Coordinate activities of the City Manager’s office with City departments and divisions, and with outside agencies.
- Serve as liaison for the City in intergovernmental relations.
- Respond to citizen complaints and requests for information.
- Perform other duties as assigned.

The Candidate

Education and Experience

- Requires any combination of education and/or experience such as:

Possession of a Bachelor’s Degree from an accredited college or university with major work in Public Administration or a closely related field, *and* five years of progressively responsible executive level (department head or above) experience in municipal government, including management and supervision. Additional experience in redevelopment, economic development, project management, operations management and staff development is desirable. A Master’s Degree is also highly desirable.

Knowledge and Abilities

Candidates should have knowledge of:

- Functions, principles, practices, and techniques of public administration, including municipal personnel and finance administration; principles and practices of management and supervision;
- Research techniques, sources and availability of information, and methods of report presentation;
- Applicable Federal, State, and local laws, rules, and regulations pertaining to local government operations.



In addition, candidates should also have the ability to:

- Analyze a variety of administrative problems and to make and implement sound policy and procedural recommendations;
- Communicate clearly and concisely, verbally and in writing;
- Properly interpret and make decisions in accordance with laws, regulations and policies;
- Prepare complete and accurate reports; supervise, evaluate, and train staff.

Management Style and Personal Traits

The successful candidate will be a confident and motivated manager with strong operational skills and the ability to oversee departments with multiple functions/responsibilities. This person should have excellent project management skills, strong interpersonal, communication and presentation skills. The ideal candidate should be customer service focused, address issues and challenges in a proactive manner, and encourage interaction and participation from departments and staff. He or she will also need to understand and promote cooperative relationships within and across City departments, seek input, have the ability to implement decisions, and hold departments and staff accountable. The candidate will also need to feel comfortable working with neighborhoods, the development community, and balancing and prioritizing the needs of the City.

The selected candidate will be appropriately assertive, likable, self-motivated, organized and a team builder, who can work with diverse personalities and an experienced leadership team.

Compensation

The salary for this position is within an established annual range of \$139,836 to \$181,788, and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- **Retirement** – CalPERS 2% @ 55, single highest year, 7% EPMC (adds the employer’s 7% member paid contribution to base pay in the final year for computing benefits), and up to .7% PARS for a total retirement benefit of 2.7%.

- **Holidays** – 11 paid holidays and 2 floating days. Flexible Work Schedule (9/80).
- **Vacation** – 2 weeks per year.
- **Sick Leave and Administrative Leave** – 144 hours per year on a use or lose basis.
- **Health Insurance** – Medical/Dental/Vision Insurance coverage fully paid for employee. 75% of Dependent coverage paid by City.
- **Life Insurance** – Life and Long Term Disability Insurance paid by the City.
- **Retiree Health Insurance Plan** – City contributes 5% to a Retiree Health Savings Plan.
- **Other Benefits** – The City contributes 8.5% of base pay to a 401(a) deferred compensation plan.

How to Apply

Please apply **on-line** by **August 22, 2008** at www.allianceresourceconsulting.com.

For questions and inquiries, please contact:

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