

CITY OF MORENO VALLEY, CA

City Manager




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City of Moreno Valle

The Community

Moreno Valley is one of California's fastest growing cities with over 190,000 residents. Located 66 miles east of Los Angeles, Moreno Valley is shadowed by the spectacular San Bernardino Mountains, and has become the residential hub for the rapidly expanding Inland Empire. It is the second largest city in Riverside County. Moreno Valley is a city dedicated to raising families, building community, and enjoying life. The March Air Reserve Base is located adjacent to the City and it has had a significant influence on the City.

With competitively priced housing and median household incomes of \$75,000, Moreno Valley residents' average discretionary income allows for substantial purchasing power left after paying for their homes. Approximately 84 percent of Moreno Valley residents live in family households, of which, 52,000 are 18 years old and younger. With a growing population, Moreno Valley offers a big city market combined with a small-town atmosphere and a can-do attitude. These attributes have inspired a number of Fortune 500 companies to choose Moreno Valley. Lowe's Home Improvement, Masonite International, Minka Lighting, Philips Electronics, Ross Dress For Less, ResMed, Serta Mattress, United Natural Foods, Walgreens, O'Reilly Automotive, and the coming 1.8 million square foot Skechers facility, have all selected Moreno Valley as a place to do business and have developed major distribution or manufacturing businesses.

Moreno Valley's recreational amenities include two golf courses, 255 acres of developed parkland, 245 acres of undeveloped parkland, totaling approximately 500 acres, and approximately 10 miles of developed multi-use trails. Adjacent to Moreno Valley is Lake Perris State Recreational Area, one of Southern California's most popular boating, fishing, and camping locales. In Moreno Valley, residents and visitors can enjoy the San Jacinto Mountains just 31 miles away, the Palm Springs desert recreation area, which is just 41 miles to the east, and the ocean communities, which are 50 miles away.

The education system in Moreno Valley is outstanding. Moreno Valley's two public school districts include the Moreno Valley Unified School District and the Val Verde Unified School District, with a total of 56,110 students enrolled. Moreno Valley is also

home to one of the State's newest college campuses, Moreno Valley College with approximately 9,000 students enrolled. In addition, the University of California, Riverside, and the University of Redlands are less than 20 miles away.

The City Government

Moreno Valley was incorporated as a General Law City in 1984, merging the communities of Moreno, Sunnymead, and Edgemont. They operate by a Council/Manager form of government. The City has a five-member City Council composed of members elected by district. Council members are elected for four years with staggered terms. The majority of the City Council has been in office for 14 years.

The City has a committed, professional workforce of 826 employees, 304 of which are full-time career employees who operate under the vision statement:

To transform our young city into a mature community that offers its residents and businesses an unsurpassed quality of life featuring abundant recreation, desirable private and public services, varied residential living choices, and well-paying employment opportunities.

The City's wide range of municipal services include public works, economic development, redevelopment, community development, parks and recreation, electric utility, animal services, and library services. Police and fire services are provided by contract with Riverside County. The City's Fiscal Year 2009-2010 operating and capital improvement budget is approximately \$311,000,000.

To learn more about the City of Moreno Valley, please visit www.moval.org.

The Position

The City Manager is the administrative head of the government of the City under the direction and control of the City Council. He/She is responsible for the efficient administration of all the affairs of the City that are under his/her control.

Typical duties of the position include:

- Responsible for enforcement of all laws and ordinances of the City and assure the proper performance of all franchises,



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contracts, permits, licenses and privileges granted by the City Council;

- Supervise and direct all officers, heads of departments and subordinate employees of the City;
- Responsible for the appointment, promotion, demotion and removal of employees;
- Exercise control over methods and procedures of operation in City departments and may consolidate, combine or reorganize departments;
- Make recommendations to the City Council and advise them as to the needs of the City;
- Direct the preparation of plans and specifications for work which the City Council may order;
- Prepare and submit the annual City budget to the City Council; is responsible for its administration after adoption; and
- Prepare capital improvement plans, special reports and related documents and advise the City Council of the financial condition and requirements of the City.

Opportunities and Challenges

- The most important challenge facing the City of Moreno Valley is addressing the current financial situation. The next City Manager will be required to implement a multi-faceted approach to good government finance, which includes responsible cost cutting, recommendations of service provision alternatives and right-sizing the organization if necessary.
- The City Manager will need to be an effective advocate of current redevelopment efforts as well as a visionary administrator regarding future activities.
- The City of Moreno Valley currently has several executive level vacancies as a result of an early retirement program and career advancements. As such, the City Manager will have the unique opportunity to build his/her own team. The City Manager should also review the current organization for efficiencies while improving the effective delivery of core services.
- Currently, there is only one library serving the community.

While there is space and money identified to build a new City Library, the City lacks the funds necessary for operations. The City Manager should look for various options and opportunities to fund the ongoing operations of a new library for the community.

- The City Manager shall be charged with developing an effective evaluation process whereby the Mayor and City Council have an opportunity to review and communicate goals with the City Manager annually.
- The City Manager will work to address the changing needs of a diverse community and advance the vision of the Mayor and City Council through a competent and dedicated staff.
- The City is completing its first comprehensive parks master plan. The City Manager will be responsible for developing a strategy for construction of the parks and suggesting various funding sources to maintain and operate the parks once developed.

The Candidate

The ideal candidate for this position will have knowledge of the organization and operation of a municipal government and high performing organizations, and will have the ability to apply this knowledge to local problems. The work requires a high degree of leadership and the ability to work effectively with the City Council, other public leaders, department heads, employees and the community.

Education and Experience

Candidates should have a minimum of five years of stable and progressively responsible experience at the executive level. Prefer experience as a City Manager of, or department head in, a comparable city. An Assistant City Manager/City Administrator in a larger municipality is desirable. Equivalent experience in the private sector may also be considered as qualifying.

Graduation from an accredited college or university, with a major in public administration or political science, or any equivalent combination of experience and training. A master's degree in public or business administration is preferred but not required. Candidates from all geographic regions from government as well as private industry will be considered.

Desirable skills and experience include budgeting and financial management, economic development, labor arbitration and negotiation, intergovernmental relations, land use, planning, environmental regulation and community relations.

It is the desire of the City Council that the City Manager be an active and visible member of the community, and reside in Moreno Valley.

A valid State of California driver's license will be required at the time of appointment.

Management Style and Personal Traits

The ideal candidate must be a collaborative and confident leader and a team builder who should be entrepreneurial with a strong customer service orientation as well as committed to providing a high level of services to the community. He/She must be able to motivate staff to meet the high expectations of the organization and community, hold them accountable, and at the appropriate time defend their actions. This person should be politically astute and able to see the "big picture" of important and evolving role of city government. The candidate should be comfortable being visible and working in a diverse work environment and community. This person should be a strategic thinker who is able to develop ideas and implement them through teamwork and collaboration.

He/She should have excellent interpersonal skills, and be able to communicate effectively with people from all walks of life including citizens, elected officials, and City employees. This person should also be organized, and respectful of other's opinions, but not afraid to express their own. In addition this person should be action-oriented and able to delegate and monitor performance without micro-managing. He/She should be able to mentor and develop staff and maintain a healthy workforce.

The City Manager should be proactive in bringing issues to the Council and treat all Council Members evenhandedly. He/She should keep the Council informed in a timely and accurate manner, and provide his/her best professional recommendations in helping the Council shape the vision of the City. However, when the Council makes a decision, he/she should be respectful of the role of the Council and promptly implement their policy even if it is different from his/her recommendation. He/She should be open to new ideas and look at the current challenges facing the community as opportunities for improvement.

Candidates should value civic engagement, be energetic and friendly, with a professional presence and excellent communi-

cation skills. It is also important that candidates have a good sense of humor and be active in the community.

Compensation

The salary for this position is dependent upon the qualifications and experience of the selected candidate. In addition, the City of Moreno Valley offers an excellent benefit package for full-time non-exempt career employees through a flexible plan including:

Retirement: CalPERS, 2.7% at 55 formula (effective July 1, 2009, all new employees pay the employee share [8%] of the CalPERS retirement formula); Cafeteria Benefits (IRC 125 Plan): \$12,000 per year + 6% of annual salary toward the purchase of medical (Kaiser, Blue Shield, PERS Choice and PERS-Care plans available), dental and vision insurance or taxable income with proof of other medical coverage; Deferred Compensation (IRC 457 and IRC 401 a): Employee may use unused benefit dollars and/or pre-tax dollars reduced from salary. Employees may choose to contribute to deferred compensation plans through Nationwide Retirement Solutions or ICMA; Vacation; Eleven holidays and two floating holidays; Annual leave of up to 376 hours per year with a maximum accrual of 1664 hours; Life Insurance: City pays full premium for employee and dependent life insurance. Maximum employee benefit is \$300,000; Car allowance, and Tuition reimbursement up to \$1,500.00 annually

Application Process

Resumes may be submitted on-line at www.allianceresourceconsulting.com or via email at apply@alliancerc.com by **April 30, 2010**.

Questions and inquiries may be directed to:

Eric Middleton, *Managing Partner*

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 510

Long Beach, CA 90802

Telephone: (562) 901-0769

Facsimile: (562) 901-3082

Skype: eric-middleton

The City of Moreno Valley is an Equal Opportunity Employer and values diversity at all levels of the organization.