

# CITY OF INGLEWOOD, CA

## City Administrator



  
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### Inglewood: The Heart of the South Bay

Located in the heart of the “South Bay,” Inglewood is a thriving community of approximately 120,000. Inglewood is the gateway to Los Angeles International Airport and provides choice transportation access. Less than a half hour from downtown Los Angeles, Long Beach, and San Pedro harbors, this ideal location provides great access to the entire L.A. basin. One of Inglewood’s best-kept secrets is its beautifully landscaped neighborhoods and quality housing. In addition, outstanding facilities are available to the people living in Inglewood. There are over 100 acres of parks, excellent recreational facilities, and a modern Civic Center. Inglewood offers entertainment choices too – from concerts and events at the world renowned Forum to the growing entertainment complex at Hollywood Park. And Inglewood is positioned to offer the best of what makes Southern California’s lifestyle enviable. Inglewood is close to the beaches and major attractions like Disneyland, Universal Studios and Hollywood. Inglewood is home to 21 public and 4 private schools ranging from pre-school to adult education. Inglewood is also home to two of the most respected medical facilities in the nation, Centinela Hospital Medical Center and Daniel Freeman Memorial Hospital. They have recently joined forces to create Centinela Freeman HealthSystem, providing an array of medical services from pediatrics to geriatrics. Inglewood’s current success builds upon a rich history and a diverse community that can adapt to take advantage of opportunity. A majority minority community with strong middle class values, the City’s economy is growing and continually attracts nationally recognized business such as Costco, Marvin Engineering, In-N-Out Burger, Walgreen’s and GNC. Community beautification and economic development including business attraction, expansion and retention are key issues for the City and the focus of the City’s efforts.

Inglewood is a community of 120,000 yet welcomes over 3 million visitors each year to its sports, entertainment, shopping and medical facilities. Inglewood is also home to the landmark Forum which has hosted the world’s top names in sports and concert entertainment for more than 30 years. Inglewood Park Cemetery has stood as an urban oasis for over 100 years. Inglewood is also home to Hollywood Park which has drawn the show business community to the Sport of Kings for more than 67 years. In 2005, the 238 acre racetrack was sold to Bay Meadows Land Co. who will continue to operate Hollywood Park as a racetrack until 2008. The \$257.5 million transaction represents the largest real estate transaction along the Century Corridor and in the history of Inglewood.

### The City Government

The City of Inglewood is governed by a City Council of five members. One Councilperson is elected in each of the four districts. The fifth member is the Mayor, who is elected from the city at large. The City Clerk and City Treasurer also are elected from the city at large.

Elected officials must secure a majority, more than half of the votes cast, with run-offs if necessary.

It is the primary responsibility of the City Council to set the policies which govern and operate the City government. The City Council, in enacting these policies, is concerned with all municipal activities.

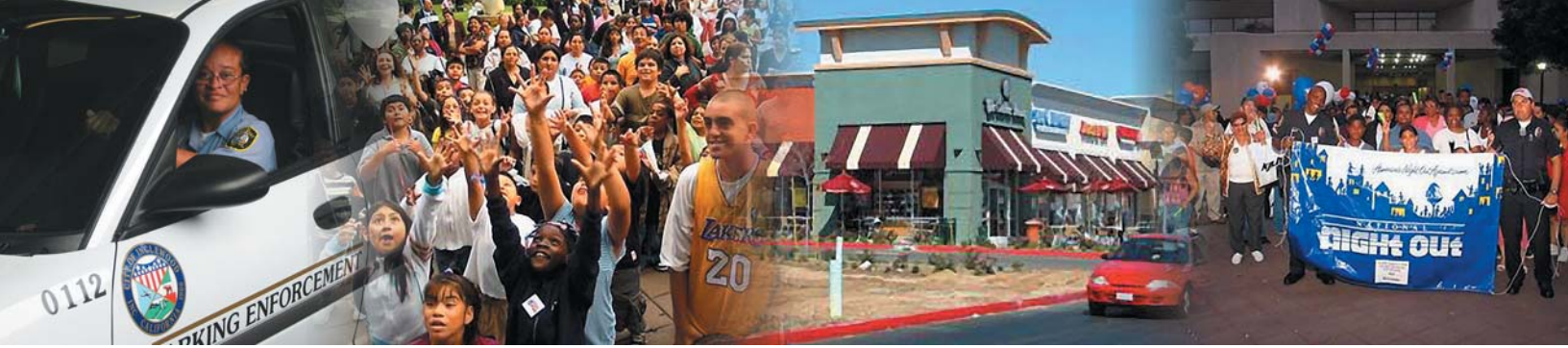
Toward this end, the Council meets weekly to enact laws, to formulate policies and to adopt programs that will best serve the needs of the citizens.

The Mayor, in addition to representing the entire City at large, presides at all meetings of the City Council, signs all documents, such as contracts, ordinances, resolutions, etc., and is the official representative of the City on such County and area-wide groups as the Sanitation District, League of California Cities, National League of Cities and the U.S. Conference of Mayors. Other members of the City Council also serve as representatives on groups within, as well as outside, the City. Such groups are the Los Angeles County Division of the League of California Cities, the South Bay Cities Association, Southern California Association of Governments, the Inglewood/Airport Area Chamber of Commerce and other municipal organizations.

In order to carry on the day-to-day business of the City in the most efficient manner, the Mayor and City Council employ a City Administrator, whose position is authorized by the City Charter. This individual is a professional governmental administrator whose primary responsibility is to transform the policies and determinations of the City Council into concrete results.

The City Administrator acts in the capacity of a general manager and coordinator. Each department head is responsible to the City Administrator for the activities of his or her department. In turn, the City Administrator is responsible to the City Council for activities of all City departments. The City Council members are responsible to the people of the City, particularly those in the district which they represent.

By this chain of responsibilities, the wishes of the majority of the citizens of the City of Inglewood are carried out by the City government, and it is this responsiveness to the will of the citizenry that forms the basis of our local democracy.



or

## Citizen Advisory Commission

Several functions of the city are reviewed by advisory commissions, made up of civic-minded citizens. The citizens who serve on these various commissions are appointed by the Mayor with the advice and consent of the City Council. Their services have been invaluable in the following fields: library, parks and recreation, parking, planning and zoning, civil service, building appeals, traffic, and human affairs.

## City Clerk

The City Clerk is an elected official and serves a four-year term of office. The City Clerk is the custodian of the official records and documents of the City and is responsible for the custody of the City Seal. In addition, the City Clerk supervises the conduct of all municipal elections held in the City, registration of voters and the administration of oaths.

## City Treasurer

The City Treasurer is an elected official and serves a four-year term. The City Treasurer is responsible for depositing all monies received by the City, and for maintaining records of the available funds and investments as designated and approved by the City Council.

The combined budget for the City, Redevelopment Agency, Housing Authority and all special funds and grants is \$280,300,000. The City's General Fund budget, supported by general tax revenues and fees accounts for \$80 million of the total. The City employs more than 770 full-time equivalent employees.

## Challenges and Opportunities

- Economic development, including business attraction, expansion and retention. Develop Market Street and West Century Blvd.
- Community beautification.
- Build a new senior center.
- Work with new Hollywood Park developers.
- Work with owners of the Forum on rezoning issues.
- Expand home insulation program.
- Address budget issues.

## The Position

The City Administrator is responsible for the day-to-day management of the City of Inglewood, for setting operational goals, and for

implementing legislative action and policy decisions approved by the Mayor and City Council. The City Administrator prepares the City's annual operating budget, oversees the personnel system, and provides direction to all City Departments to ensure they meet the needs of the community. Other principal duties of the City Administrator's Office include legislative analysis, intergovernmental relations, community relations, strategic planning and the dissemination of public information. The Office of the City Administrator employs modern business, management and supervisory principles and practices, and is guided by the Code of Ethics adopted by the International City/County Management Association (ICMA). Reporting directly to the City Administrator are the Police Department, Parks, Recreation & Community Services Department and two Assistant City Administrators. The Departments of Community Development, Planning and Building, Public Works, Information Technology & Communications, Personnel, Finance, Library and Fire (contracted through Los Angeles County) report through the Assistant City Administrators.

The City Administrator is also responsible for:

- City Council support
- Policy implementation
- Departmental coordination
- Budget preparation and administration
- Intergovernmental relations
- Legislative analysis
- Special projects-contract for Fire Services, Ambulance Services, Animal Control, and other services

Typical duties of the position may include, but are not limited to:

- Appointing and removing employees subject to the provisions of the City's Charter;
- Approving all proposed appointments and removals of subordinate employees by department heads;
- Preparing the annual budget and submitting it to the City Council and being responsible for its administration after adoption;
- Preparing and submitting to the City Council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the City for the preceding year;
- Keeping the City Council advised of the financial condition and future needs of the City and making such other recommendations as may seem necessary and/or desirable;
- Preparation and dissemination of the City Council Agenda and supporting documentation;

- Exercising control of all administrative offices and departments of the City and of all appointive offices and employees except those directly appointed by the City Council; and
- Performing such other duties as may be prescribed by the City Charter or required by the City Council.

## The Candidate

### *Education and Experience*

Requires a bachelor's degree from a four-year college or university with a major in public administration or a related field; *and* at least five years of senior level executive management experience preferably in a large, diverse urban municipal organization. An advanced degree in public or business administration is highly desirable, although emphasis will be placed on experience and ability. Candidates from all geographic areas will be considered.

### *Knowledge, Skills and Abilities*

The selected candidate should have appropriate knowledge and skills in:

- Finance;
- Budgeting;
- Economic development/redevelopment; and
- Overseeing City contracted services and intergovernmental relations.

The ideal candidate should be able to:

- Build cohesive teams;
- Identify issues and quickly formulate directions;
- Develop, motivate and evaluate subordinate staff;
- Treat all Council members evenhandedly;
- Establish a good working partnership with the Council;
- Follow through on Council directives; and
- Delegate responsibility and monitor effectively.

### *Management Style and Personal Traits*

The ideal candidate will be a confident manager with strong interpersonal skills, who will be supportive of staff. He/She should have strong communication skills, be a good listener, a motivator, and a team builder who can inspire employees. This person should be politically savvy, open to the ideas of others, able to bring people together, build consensus and bring harmony to the various interests of the community. The selected candidate will be able to prioritize goals and needs, follow through and get the job done. Strengths should include: decisiveness; ability to command and earn respect throughout all levels of the organization and in the community; strategic thinking; good listening and have a "can do" attitude; a team player; and thick-skinned.

He/She should be proactive in providing options and recommendations, yet promptly implement City Council decisions even if they differ from his/her own. In addition, it is important for the City Administrator to be straightforward, responsive and prompt in following up. The candidate will be a person who is able to look inside and outside of the "box" and be willing to



consider new ideas. Lastly, the ideal candidate must be diplomatic, able to establish bridges, create partnerships and cohesiveness for the betterment of the entire community.

## Compensation

The salary for this position is open, with hiring dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

CalPERS Retirement 3% @ 60 formula, City pays employee 8% contribution and reports 8% as EPMC; 9/80 work schedule, City Hall closes every other Friday; 100% City paid premiums for medical, dental, vision and long term disability after the employee pays first month medical premium; Life insurance equal to employees annual salary; 13 paid holidays; 120 hours earned vacation the first year; 80 hours of sick leave; 143 hours of administrative leave; \$450 for an annual physical examination; Optional deferred compensation of up to 25% of gross salary, not to exceed \$15,000. Employees over the age of 50 may contribute up to \$20,000 annually.

## To Be Considered

Interested candidates can apply for this position online at [www.allianceresourceconsulting.com](http://www.allianceresourceconsulting.com) by **November 3, 2006**.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's participation for this position. Only the most qualified, as determined by the screening process, will be invited to an interview.

The resume should include any additional information which the candidate wishes considered, supplemental information may be required if it appears necessary for the evaluation of the candidates.

Questions and inquiries may be directed to:

Eric J. Middleton *or*  
Aggie Afarinesh

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