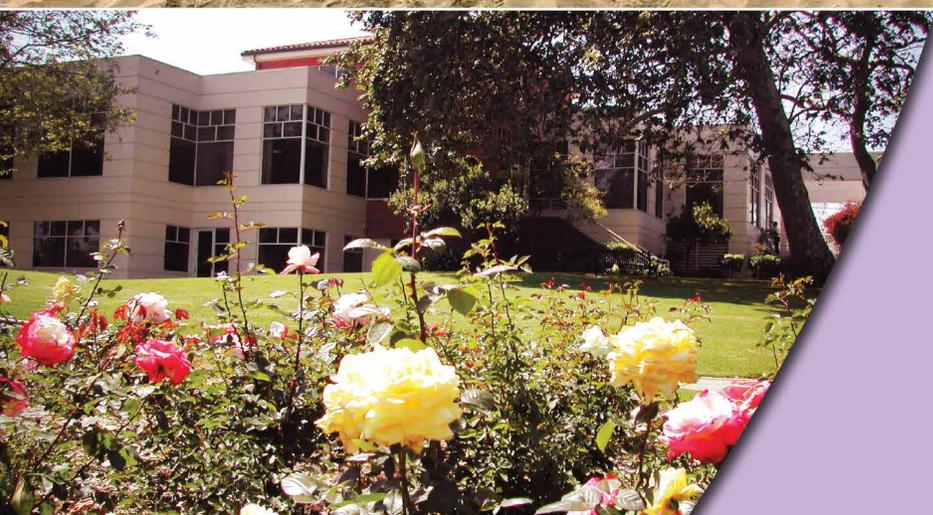


# CITY OF EL SEGUNDO, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## CITY MANAGER



## THE COMMUNITY

- Birthplace of GPS and satellite
- Central location along the Los Angeles coastline
- Most Fortune 500 companies outside of San Francisco
- Aerospace capital of the world
- A city of champions
- Home to the LA Lakers and Kings

The City of El Segundo is located on the Santa Monica Bay and encompasses over five square miles, spanning from the Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire along Aviation Boulevard on the east. Five men representing the Standard Oil Company were the impetus behind the founding of the City. El Segundo, Spanish for “the second,” was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City of El Segundo has evolved from a refinery town to the Southern California’s economic engine; renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the region’s most prestigious corporations.

The city’s population is approximately 16,500, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo’s daytime population exceeds 70,000. The City is home to a high concentration of Fortune 500 companies, including AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman and Raytheon.

This best-of-both-worlds community consists of three main areas: the residential community and adjoining downtown and Smoky Hollow business districts, the Chevron Refinery, and the commercial/industrial area. El Segundo is prized for its strategic location within the LA Basin. Just a few minutes away from the nation’s third largest airport and not far from two major interstate highways, El Segundo is highly accessible and an ideal community in which to work and live. The city is stocked with quality hotels, restaurants, office complexes and industrial parks.

In addition to the important role the Chevron refinery played in the city’s development, the continued expansion of nearby Los Angeles International Airport, which opened in 1930 as Mines Field, had a major role in turning El Segundo into an aerospace center. The likes of Douglas Aircraft, Hughes Aircraft, Northrop and North American Aviation (Rockwell) all located in El Segundo during the 1940s and 1950s. While mergers and acquisitions may have changed their names, many of these

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aircraft-related companies remain the core of the community’s current aerospace/defense industry. In 1960, the creation of The Aerospace Corporation and Los Angeles Air Force Base allowed, once and for all, El Segundo to lay claim to the title of “The Aerospace Capital of the World.” Today, the city has retained that focus, but the business environment is much more diverse. El Segundo is now home to many new and different types of businesses ranging from entertainment, (L.A. Lakers and L.A. Kings) and media (L.A. Times), to software engineering.

Business needs change over time and the City of El Segundo is proud to say that it has adapted to meet those changes. The city is known throughout the region for its pro-business attitude and was recently recognized by the Los Angeles Economic Development Corporation as the “Most Business-Friendly City in Los Angeles County.”

## THE ORGANIZATION

The City of El Segundo is a general law city and operates under a Council-Manager form of government. The city is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two (2) year term. The city delivers a comprehensive range of municipal services through nine (9) major departments with approximately 275 full-time employees and a total budget of approximately \$115 million.

## THE POSITION

The City Manager’s Office provides leadership and direction regarding the implementation of policies and programs established by the City Council. It ensures operations are conducted within revenue limits. This office makes available to the



city's employees the tools necessary to accomplish the goal of providing superior municipal services for the residents and business community of El Segundo; and promotes economic growth and diversity that can ensure job opportunities for residents, and sufficient business vitality to maintain and expand support services.

Responsibilities of the City Manager include, but are not limited to: enforcing and administering the provisions, laws, and ordinances governing the city; establishing general administrative goals and objectives for the city and directing the preparation of related plans and procedures; meeting with and advising the City Council in the determination of policies and reports on financial status and general conditions of the city; recommending legislation and policies required in the public interest; preparing and proposing the annual budget, providing for a balancing of revenues and expenditures; representing the city in a variety of meetings and public functions; appointing and removing department heads and subordinate officers and employees; coordinating the general activities of the city government with other governmental and private agencies; and investigating complaints regarding the management of city departments; conducting or directing investigation into complaints, problems, and service levels; resolving public complaints.

## THE IDEAL CANDIDATE

The City of El Segundo is seeking a City Manager who will thrive in a dynamic community that prides itself on a long history of civic involvement, self-reliance, and a solution-oriented government. Candidates are sought that will provide progressive and innovative ideas to meet the changing needs of the community and advance the vision of the City Council. An experienced administrator and proven manager who will provide effective leadership while coordinating the activities of a municipal organization is desired. The ideal candidate will be a responsive and service-minded individual with excellent diplomacy, strong interpersonal and communication skills, and a proven track record of consensus building.

The new City Manager will have business and political acumen and will be able to remain objective and apolitical. Preferably, the selected candidate will have strong budget, finance, and economic development experience. Additionally, the desired candidate will possess the following attributes:

- Transparent; open communication style
- Progressive, outside-the-box thinker
- Positive change agent



- Serves as example to staff, setting a high standard of performance, ethics, and integrity
- Able to motivate, develop, and evaluate across the organization and work with all levels of city staff
- Demonstrates and encourages good customer service
- Strong communicator
- Personable and approachable

The City Council is seeking an honest and trustworthy individual who is comfortable working closely with and under the direction of the City Council. This individual should communicate directly and openly and be transparent, fair, and equitable in their dealings with the Council. The incoming City Manager will be expected to take an active interest in the community and maintain effective working relationships with all elected officials, city staff, outside organizations, and the general public. As a representative of El Segundo, the City Manager should be a skilled public speaker and capable of exercising

discretion, confidentiality, and tact when dealing with sensitive matters or communicating with internal and external stakeholders.

It is expected that the incoming City Manager will possess extensive knowledge of management theory and practice; full-service municipal organization and finance; and supervisory practices and techniques. Considerable knowledge of the operations typical of subordinate municipal services; management of a positive employee relations program; techniques for promoting economic development; and techniques of maintaining effective Council/staff and public/staff relations is desirable. The ideal candidate will have the ability to plan, direct, and coordinate

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city-wide programs and manage a city; establish and maintain effective relationships with the community at large, the City Council, and other public officials; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future city needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting city-wide operations/procedures; and supervise the work of subordinate managers engaged in a variety of city services and occupational fields.

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance is qualifying. This includes a bachelor's degree in public or business administration or a related field and five (5) years of progressively responsible experience in the planning, organization, coordination, and administration of varied municipal activities.

## THE COMPENSATION

The annual salary for the City Manager position is established by the City Council and will be dependent on the qualifications and experience of the selected candidate. In addition, the City of El Segundo offers an outstanding benefits package, including:

**Retirement** – CalPERS 2% @ 60 for Tier II employees; 2% @ 62 for Tier III employees.

**Health Insurance** – \$782/month is provided for employee medical insurance under the Public Employees Retirement System Health Care system. Funds cannot be used as deferred compensation or additional salary.

**Optical/Dental** – Fully paid for employee and dependents.

**Flex Plan** – Allows for payment of employee paid insurance premiums, medical expenses, and dependent daycare expenses with pre-tax dollars.

**Life Insurance** – \$50,000 term life policy provided by City; employee may purchase additional self and dependent coverage at group rates.

**Holidays** – 12 fixed paid holidays and 8 hours of prorated floating holiday leave.

**Sick Leave** – Sick leave is accrued at 8 hours/month; partial payment for accruals over 1,056 hours. There is a sick leave payoff upon separation at 100% with 5 years of service.

**Vacation** – Vacation annual accrual rates range from 96-200 hours/calendar year depending upon years of service. 100% of annual accrual can be cashed out.

**Executive Leave** – 80 hours/calendar year. Leave may be used for personal business, attendance at educational courses, or vacation.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:  
March 8, 2019**

Following the closing date, resumes will be screened according to the qualifications outlined. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the City of El Segundo. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to contact Mr. Gary Phillips at:  
(916) 784-9080.

