



# CITY OF JURUPA VALLEY, CA

INVITES YOUR INTEREST IN THE POSITION OF

## CITY MANAGER



## THE COMMUNITY

The City of Jurupa Valley is a special city characterized by its small-town feeling, exceptional natural beauty, and distinctive communities. Citizens in Jurupa Valley enjoy the scenic views, the Santa Ana River, the equestrian lifestyle, the natural environment, and friendly residents.

One of the most unique aspects of Jurupa Valley is the variety and number of distinct communities located there. The City's Motto is: "A Community of Communities".

The City of Jurupa Valley was incorporated on July 1, 2011 by a group of passionate community volunteers. It is proud to be the 482nd City in California and the 28th City in Riverside County. The primary reason for incorporation was the strong desire for enhanced police services and local control over planning and zoning issues. The City covers a 44-square mile area encompassing the communities of Jurupa Hills, Mira Loma, Glen Avon, Pedley, Indian Hills, Belttown, Sunnyslope, Crestmore Heights, and Rubidoux. It borders San Bernardino County to the north, Riverside to the south and east, Eastvale and San Bernardino County to the west. Portions of the Santa Ana River traverse the southern portion of the City.

Jurupa Valley is rich in history dating back hundreds of years. "Jurupa" in Jurupa Valley derives its name from the first inhabitants of the area, Native Americans who called "Jurupa" their home. The Jurupa Valley area lies at the territorial boundaries of two different Tribes, the Gabrielino Tribe and the Serrano Tribe. Over the years, there have been various interpretations of the meaning of "Jurupa", from a greeting meaning "peace and friendship" to the first padre to visit the area, to a more widely recognized origination that "Jurupa" refers to the California Sagebrush common to the area. In 1838 the area became known as Rancho Jurupa under a land grant to Senor Don Juan Bandini by the Mexican government. By the late 1800's the Jurupa Valley area began to live in the shadow of the more popular City of Riverside. Much of Jurupa Valley area has what once was a Riverside mailing address. Yet, settlement of the area in and around what is now the City of Riverside actually began in the Jurupa Valley many years before Riverside's founding.

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The City of Jurupa Valley today is a mix of high and low-density residential development, rural farming and other agricultural activities, and a mix of commercial retail and industrial activity. Two primary transportation corridors traverse the Jurupa Valley area, Interstate 15 which runs north and south, and State Highway 60, which runs east and west. It has been in recent years that residential development and economic activity has increased, in particular in the areas adjacent to the I-15 and Hwy 60. The City has significant capacity for expansion of both residential and commercial development activity in the future.

The City of Jurupa Valley hosts a variety of entertaining, community-oriented events throughout the year. Additionally, various groups within the City sponsor events such as the upcoming Heart & Stroke Walk, Community Clean-up Event, and Healthy Living Extravaganze. With the growth of the Jurupa area, the Jurupa Area Recreation and Park District has also grown, currently offering a wide variety of year-round recreational opportunities at 10 different facilities throughout the Jurupa area. The Jurupa Mountains Discovery Center is a large outdoor facility that offers a variety of family friendly outdoor activities. The center is also home to the Ruth and Sam Kirby Earth Science Museum and the Granite Hills Nursery. Jurupa Valley also boasts ninety holes of beautiful golf at five golf courses! All of these courses are open to the public seven days a week. Jurupa Valley is home to the Jurupa Unified School District, which educates



approximately 20,000 Pre-school – Twelfth grade and adult students in the Jurupa Valley and Eastvale communities. The school district is the largest employer in Jurupa Valley, with nearly 2,500 employees. The District serves the community through numerous programs and each school site serves as the neighborhood hub.



## THE ORGANIZATION

Jurupa Valley is a non-PERS, contract City with a blended staff. This General Law City is governed by a five-member City Council. Members of the City Council are elected by-district for a four-year term. Each year the Council selects one of its members to serve as Mayor and one member to serve as Mayor Pro Tem. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. City Council members are elected via City Council District.

## THE OFFICE OF THE CITY MANAGER

The City of Jurupa Valley employs a Council-Manager form of government whereby the City Manager is the administrative head of the City and reports directly to the City Council. The City Manager is responsible for the efficient administration of all affairs and departments operating within the City under the policies established by the City Council.

Functions of the City Manager's Office include coordination of the implementation of City Council policies and programs; providing overall direction to the departments that administer City programs and services; coordinating intergovernmental relations and legislative advocacy; emergency preparedness; economic development; developmental services; and administration of the City's communications, media relations, and public relations.

## THE IDEAL CANDIDATE

The City of Jurupa Valley is seeking a highly qualified, enthusiastic candidate to fill its City Manager position. The ideal candidate

will be a natural leader of people possessing excellent communication skills and a strong desire to provide superior service. Professionalism, responsiveness, accessibility to the public, a customer-service orientation, transparency, and innovation are valued traits. A candidate that will lead collaboratively and be respectful of others is highly desired. Candidates who value teamwork and empowering staff members are ideally suited to this position.

The City is seeking a City Manager who will encourage an open and transparent relationship with the City Council and staff. Candidates who roll up their sleeves and lead by example will be valued. The City Manager will emphasize the importance of partnerships to community members.

The ideal candidate will build strong relationships within the community. Strong interpersonal skills and unquestioned integrity will be highly valued.

The incoming City Manager will be a seasoned individual and forward-thinking visionary who is fiscally conservative and capable of handling economic development while ensuring the long-term financial stability of the City. Candidates with an understanding of the nature of a rural, equestrian community and lifestyle are sought. The ideal candidate will move the City in a positive direction by providing clear direction to staff, engaging and

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building relationships with the business community, and bringing a broad perspective to further developments. A candidate who possesses an appreciation for diversity within a city organization will be valued.

Candidates must possess a Bachelor's degree in the area of Business or Public Administration and a minimum of five (5) years' experience managing public sector operations; or an equivalent combination of education and experience. A Master's degree in Business or Public Administration is preferred. In addition, bilingual candidates who can speak English and conversational Spanish are highly desirable.

## THE COMPENSATION

The salary range for the City Manager position is open, negotiable, and dependent upon qualifications. The City also offers an attractive benefits package, including:

**Retirement** – City of Jurupa Valley is not a PERS Agency and is not subject to PERS rules. The City contributes seven percent (7%) toward PARS. This is the City's employee retirement plan. Employee may contribute zero (0) or up to twenty percent (20%). Employee contribution is irrevocable.

**Medical** – City of Jurupa Valley provides \$1,400 per month for employees to purchase medical, dental, vision, and FSA spending accounts. Medical is currently provided by California Choice.

ICMA provides a 457 deferred compensation plan, employees may contribute up to \$19,000 annually. If employee is "age 50-catch up" they may contribute an additional \$6,000 for a total of \$25,000.

**Personal Time Off** – Includes all paid time off for all purposes (excluding holidays). The leave includes, but is not limited to, vacation leave, sick leave (including the 24 hours per year of sick leave mandated by AB1522), management leave for executive employees, bereavement leave, and jury duty. Full-time employees earn Personal Time Off leave credits in accordance with an accrual schedule based on years of service.



**Holidays** – City of Jurupa Valley observes 11 fixed holidays per calendar year.

**Executive Leave** – City of Jurupa Valley offers 96 hours of Executive Leave.

## 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:  
August 9, 2019**

Following the filing deadline, resumes will be screened according to the qualifications outlined above. 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 finalist selection. Finalist interviews will be held with the City of Jurupa Valley. 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

