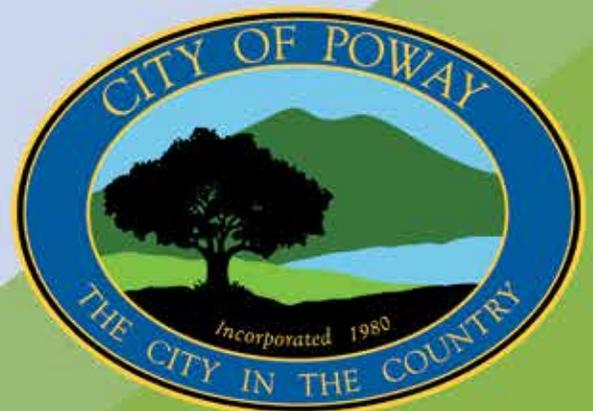


# City Manager





## THE COMMUNITY

The City of Poway is strategically located in the center of the San Diego County, just three miles east of Interstate 15 and 20 miles north of downtown San Diego. Nestled in the coastal foothills, Poway has successfully maintained the feel of a traditional American hometown despite its size (population 50,207).

A family-oriented community, Poway repeatedly ranks as one of the best places in the area to raise a family and as one of the safest cities in California. This community has distinguished itself as the “City in the Country,” boasting both rural and cosmopolitan amenities, and is as much characterized by mature landscaping and rolling foothills as it is by a state-of-the-art business park and broad range of shopping and dining opportunities. Attractive residential neighborhoods are complemented by 55 miles of hiking, riding and jogging trails, over 7,000 acres of dedicated open space, and many recreational facilities, including Lake Poway Recreation area and Old Poway Park. A wide range of community events, classes, and recreational opportunities also take place throughout the year, contributing to the City’s sense of community and small town feel.

Serving over 35,000 students, the Poway Unified School District is dedicated to providing powerful 21st-century learning experiences. In 2018, four out of five district high schools were ranked in the top 1,000 nationwide by U.S. News & World Report, and the district as a whole has gained statewide and national recognition for excellence in curriculum and teaching methods. Additionally, many outstanding universities, including University of California at San Diego, San Diego State University, California State University-San Marcos and the University of San Diego, plus community college options are only a short distance away from city limits.

**For more information regarding  
the City of Poway, please visit  
<http://www.poway.org>**

## CITY GOVERNMENT

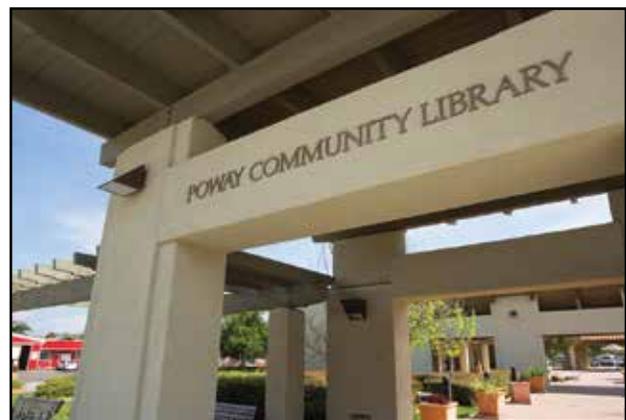
The City of Poway incorporated in December 1980 as a general law city operating under the Council-Manager form of government. The City Council is comprised of five members elected to serve overlapping four-year terms; beginning in November 2018, Councilmembers are elected by district rather than at-large. Each year, the City Council chooses one of its members to serve as the Deputy Mayor, while the Mayor is directly elected. There are no term limits in Poway and the community benefits from the city’s long-term political stability. Known for being an active and engaged elected body, Councilmembers typically serve for numerous terms and, in recent past, incumbents have been easily reelected.

Poway’s City Manager is appointed by the City Council, as are the City Attorney and the members of the City’s citizen advisory committees. The Council is accountable to the residents of Poway for all services and programs provided by the municipality and serves as the City’s policy-making body. Poway provides the traditional spectrum of municipal services, including water and sewer, and contracts with the San Diego County Sheriff’s Department for law enforcement services. Additionally, the invaluable contributions of time and energy from hundreds of volunteers bolster services and address other community needs.

The City is supported by 213 full-time employees and a total operating budget of \$88 million (\$46 million General Fund) for Fiscal Year 2018-19. Poway’s primary sources of revenue are sales tax, property tax, and fees. The City benefits from a balanced budget, healthy reserves and sound financial policies and practices, attributable to its longstanding conservative approach to financial management.

## THE IDEAL CANDIDATE

The City Council is seeking a dynamic mission focused leader known for promoting high expectations and standards. He/she will take pride in leading an organization





known for consistency and stability yet motivated by a continuous improvement mindset. This experienced public sector manager will display a strong customer orientation along with the demonstrated ability to reinforce superior service delivery as a core organizational value. Further, he/she will have a history of balancing multiple priorities simultaneously as well as proven success with exercising organizational discipline around council adopted priorities.

The ideal candidate will be an outstanding critical thinker and problem solver who exhibits high emotional intelligence and self-awareness. He/she will have a reputation for always being prepared and well-informed about issues of concern to elected officials and the community. A responsible steward of resources, he/she will possess a history of exercising a conservative approach to fiscal matters. Well-developed political acumen and the ability to assist with high-level and well-informed decision making are other skills deemed valuable by the Council.

The Council is desirous of attracting candidates who bring in-depth familiarity with effective project management. Experience overseeing teams with impressive track records in large-scale project execution and delivery is highly desirable. Previous experience with development services, economic development and housing will be considered favorably. General knowledge of land use issues combined with experience in working effectively with developers and business stakeholders will help to ensure an efficient transition into the role.

The individual selected will bring experience with process improvement and enhancing organizational efficiency. A sophisticated understanding of the fundamentals related to streamlined and reliable systems and processes is strongly preferred. He/she will be known for embracing technology and convey a general awareness of contemporary approaches to major municipal functions and be accomplished in guiding and managing change.

The ideal candidate will have an empowering leadership style and be known for holding staff accountable to high standards and for maintaining productive relationships

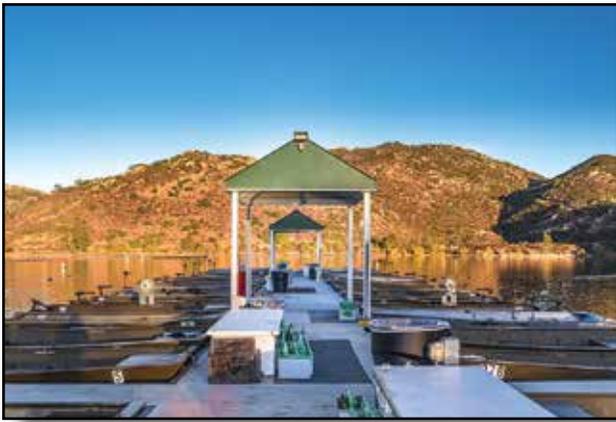
across department lines. He/she will be attentive to attracting and retaining a talented workforce and fostering a culture that inspires and expects people to do their best work. Dedicated to continuous mentoring and succession planning, this professional will be committed to building future leaders and managers in the organization.

The professional selected will be an approachable relationship builder who easily develops trust and rapport with people. Respecting the hometown nature of Poway, he/she will enjoy preserving strong connections with stakeholders. Sensitive to the importance of messaging, the ideal candidate will appreciate the value of communicating proactively and generously with the public. He/she will be a skilled diplomat and empathetic listener who is familiar with contemporary community engagement tools and strategies.

The ideal candidate will be a responsive and accessible leader with flawless integrity. This professional will also be a superior writer and communicator whose work reflects the importance of clarity and transparency and is attentive to the varying information needs of elected officials. A resilient and even keeled leader, Poway's City Manager must also be collaborative and work well with other government agencies and key stakeholders.

Current or previous experience in a City Manager, Assistant or Deputy City Manager, department head or equivalent role will be expected. Ten (10) years of management or administrative experience in a local government setting that includes at least five (5) years of management or supervisory experience along with a bachelor's degree are required. Experience serving a community with comparable challenges and opportunities will be considered favorably. California experience is desirable but not required.





## COMPENSATION & BENEFITS

Salary will be competitive and DOQE as well as fiscally responsible. Salary is supplemented by an attractive benefits package that includes, but is not limited to:

**Retirement** – CalPERS program – Classic Members participate in the 2% @ 60 formula with the employee contributing 8% of base salary. New CalPERS Members will participate in the 2% @ 62 formula with the employee contributing 6.25% of base salary. The City participates in Medicare but does not participate in Social Security.

**Health Benefits** – Health benefit premiums for each employee are paid in full by the City. Dependents of each employee may also be covered by health benefit coverage, upon proper application and acceptance. The cost of dependent coverage of the medical and dental plan will be shared equally between the City and the employee for any PPO plans. The City will pay 60% of the contribution for dependent care for HMO medical plans. The employee contributes 40% of the dependent contribution. Family vision insurance is provided at no cost to the employee. An IRS Section 125 plan (Flexible Spending Account) for reimbursement of medical and dependent care expenses is also available

**Leave Benefits** – The City provides up to 199.2 hours of vacation leave per year depending on years of service. Sick leave accrues at 96 hours per year. Additionally, Poway provides 10 paid holidays and two floating Benefit Days on an annual basis.

**Executive Leave** – 64 hours per year

**Work Schedule** – Poway operates on a 9/80 work schedule, with other every Friday off.

Additional benefits including but not limited to Auto Allowance, Life Insurance, Long-term Disability, Tuition Reimbursement, and Deferred Compensation, among other benefits are provided or are available.

## APPLICATION & SELECTION PROCESS

This recruitment will close just prior to **midnight** on **Sunday, February 3, 2019**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



Teri Black • 424.296.3111  
Bob McFall • 818.429.4699  
TERI BLACK & COMPANY, LLC  
[www.tbcrecruiting.com](http://www.tbcrecruiting.com)



Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted **preliminary interviews** by the consultants in **February**. A select number of candidates will be invited to **interview with the City Council on March 1st & 2nd**. The City Council anticipates making an appointment shortly thereafter following the completion of compensation negotiations as well as extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

