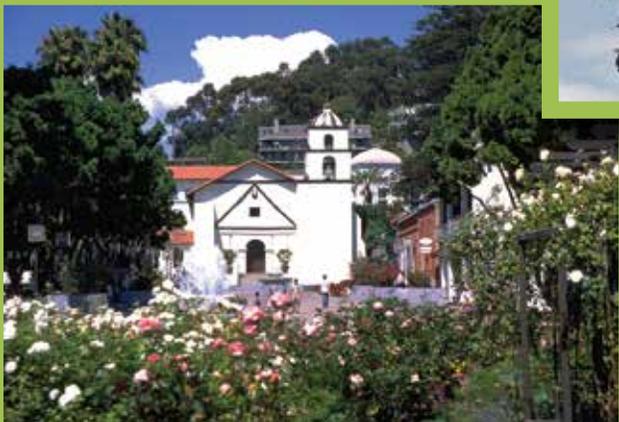
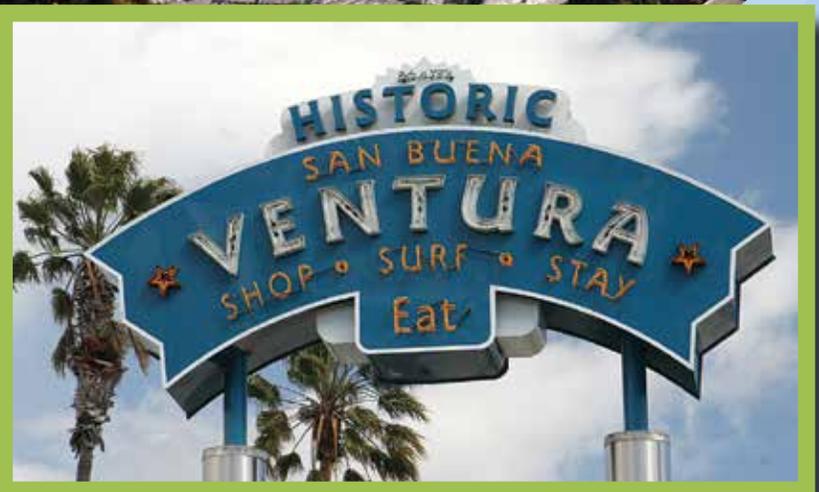


# Assistant City Manager



CITY OF  
**VENTURA**



## THE COMMUNITY

The City of Ventura is a California coastal community frequently considered one of America's most desirable places to live. With a phenomenal climate, friendly people, and spectacular coastline, it's no surprise that in 2017, *Sunset Magazine* called Ventura "the off-ramp to paradise" and "the best Southern California city to live in." *Men's Journal*, *Livability.com*, and the *Washington Post* have all agreed, featuring the area in their own "Best Of" lists in recent years.

Ventura is part of California's "Gold Coast Region," located just 30 miles south of Santa Barbara and 63 miles northwest of Los Angeles. Miles of golden beaches, a beautiful historic Downtown district, and a variety of arts, culture, and entertainment options make the City a popular tourist destination. The City's 32 parks and historic sites, over 800 acres of open green space, and state-of-the-art aquatic center provide recreation opportunities for individuals of all interests. Biking, hiking, kayaking, paddle-boarding, sailing, and surfing are all popular activities with both residents and visitors. The Channel Islands National Park is also accessible from Ventura Harbor, while championship golf, world-class shopping, wine tours, a thriving cultural scene, and more can all be enjoyed here.

With a population of 110,790, the City of Ventura is proud to be the home of engaged citizens who actively participate in improving the community and who banded together to rebuild following the highly destructive 2017 Thomas Fire. Ventura's public schools are characterized by award-winning, National Blue Ribbon, and California Distinguished Schools ratings, and the City's educational opportunities are rounded out by numerous private school options and five higher-education campuses.

## CITY GOVERNMENT

The City of Ventura incorporated in 1866 and is a Charter city operating under a Council/Manager form of government. The City Council is comprised of seven Members who serve overlapping four-year terms. In November 2018, the City moved from at-large to by-district elections: four

Councilmembers were elected by District that month, with the remaining three Members to be elected by District in 2020. Until then, those positions are still at-large. The Mayor and Deputy Mayor are both chosen from among the Council to serve two-year terms, and the Council appoints both the City Manager and City Attorney.

Last October, the City Council unanimously selected Alex McIntyre to be Ventura's City Manager. Alex has a distinguished career in local government and most recently served as City Manager in Menlo Park, California. He has also served as City Manager in Lake Oswego, Oregon and the California cities of Tiburon and Portola Valley and has been the Chief Assistant County Administrator in Marin County. Alex earned his MPA from the University of Southern California and bachelor's degree in political science from the University of California, Irvine. Alex is building a new executive team focused on organization excellence, positive progress, respect for the past, and outstanding community services.

A full-service City, Ventura is organized across ten major departments: City Manager; City Attorney; Finance & Technology; Human Resources; Community Development; Parks, Recreation & Community Partnerships; Fire; Police; Public Works; and Ventura Water.

Approximately 640 staff members deliver key services to businesses, residents, and visitors to ensure that Ventura remains a fiscally stable, economically vibrant, safe, clean, and attractive community. The City is supported by a FY 2018-19 General Fund budget of \$118.5 million. The Operating Budget is \$231 million and the Capital Improvement Budget exceeds \$75 million for the current fiscal year.

*The Assistant City Manager will take a strong leadership role in designing an integrated and capacity building approach to strategically address the challenges and opportunities associated with an older city's aging infrastructure and need for a new General Plan. In overseeing the departments of Community Development, Public Works, and Ventura Water, the candidate selected will guide and facilitate the efficient execution and completion of numerous projects and initiatives that advance the City Council's goals in relation to economic vitality and environmental sustainability. Leadership priorities include initiating the General Plan Update to 2050 and updating the Local Coastal Program; overseeing 140 Capital Improvement Projects valued at \$695 million; and over \$600 million over the next decade worth of water-related projects that include implementation of smart meters, a state water interconnection project, and the creation of an Advanced Water Purification Facility, among others.*



For more information on the City, visit  
<http://www.cityofventura.net>.

## THE IDEAL CANDIDATE

Responsible for overseeing the Community Development, Public Works and Ventura Water departments, the ideal candidate will be an experienced local government manager with a strong operations background. This enthusiastic and high energy leader will offer demonstrated success with generating excitement and momentum around a common vision and organizational goals. He/she will be an action-oriented executive who is adept at getting things accomplished in collaboration with others.

The ideal candidate will assist the City Manager with creating a well-integrated and high performing organization that facilitates individual as well as team success. The proven ability to create an empowering culture that promotes an entrepreneurial spirit, builds trust, encourages innovation, and supports reasonable risk taking will be expected. Optimistic in nature, he/she will also bring a strong team orientation that serves to ensure seamless and productive working relationships across department lines.

The individual selected will display an interest in establishing a culture that attracts and retains world class talent. To that end, a long-term commitment to professional development and continuous improvement will be expected. An active mentor, the he/she will possess a history that reveals a commitment to investing in the workforce and establishing ongoing professional growth as an important organizational value. Additionally, demonstrated success with embracing and leading change inclusively and effectively is highly desirable.

The ideal candidate will exhibit sophisticated political acumen and possess considerable experience working with elected and appointed officials. He/she will be a trustworthy strategic partner and reliable advisor to the City Manager and valuable resource for the City Council. The Assistant City Manager must be an outstanding communicator with excellent interpersonal skills who brings extensive experience

interacting with internal as well as external stakeholders on key issues.

With a keen eye for identifying administrative and operational improvement opportunities, the professional selected will play a key role in guiding the design and implementation of contemporary and efficient business practices. An impressive track record of project management and execution along with the demonstrated ability to balance a substantial portfolio of responsibilities and priorities will be expected. Experience with timely completion of Capital Improvement Projects will be considered favorably.

Experience as a department head, Assistant or Deputy City Manager or equivalent in a local government setting is preferred and general familiarity with water utilities is desirable. Previous experience serving in the office of a City Manager or County Administrator will be considered favorably. A Bachelor's degree and at least five years of public sector management sector experience is required. A Master's degree is strongly preferred.

## COMPENSATION & BENEFITS

The salary range for this position is \$154,181 - \$206,604. Placement within the range will be DOQE. In addition to salary, Ventura offers a competitive benefits package that includes, but is not limited to:

**Retirement:** CalPERS Retirement Plan - New members 2% at 62 as defined under PEPRRA; Classic members hired 7/23/11 or later - 2% at 60 with three-year final compensation; Classic members hired by the City prior to 7/23/11 - 2% at 55 single highest year. Employees make a 7% contribution.

**Holidays/Administrative Leave/Vacation:** 4 weeks/year paid vacations; 12/year paid holidays; 80 hours/year administrative leave (no rollover or cash out).

**Sick Leave:** 96-hour bank upon employment and additional accrual of 2 hours semi-monthly after 6 months of employment.

**Retirement Health Savings Plan:** executive managers contribute 1% of salary.





**Medical and Dental Insurance:** up to \$665/month towards a selection of plans.

**Vision Insurance:** City-paid coverage provided for employees and their dependents.

**Medicare:** employees participate only in the Medicare portion of Social Security; there is 1.45% payroll deduction for this benefit.

**Life Insurance:** City-paid term life insurance equal to the employee's annual salary and dependent life insurance of \$2,000/dependent.

**Disability Insurance:** City-paid short- and long-term disability coverage.

**Optional Benefits:** \$549/month, which may be applied toward medical insurance premiums.

**Deferred Compensation:** City contributes \$2,245/year to the ICMA-RC 457 Plan and will match \$1,000/year contribution by the employee, for a total benefit of \$3,245/year.

**Auto Allowance:** \$350/month.

**Flexible Workweek:** 9/80 workweek.

**Other Benefits:** executive physical exam, employee assistance program, optional Section 125 plan, cell phone allowance, tuition reimbursement, and a wellness program.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight on **Sunday, March 3, 2019**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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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 one of the consultants. Candidates deemed to be the best qualified will be invited to interview in Ventura on April 4th and 5th. The City Manager anticipates making an appointment shortly thereafter, following the completion of thorough 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.



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