



# CITY OF AVALON, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

# CITY MANAGER



## **AN EXCEPTIONAL OPPORTUNITY**

Avalon, California, located on beautiful Santa Catalina Island, is seeking an experienced, local government professional to serve as its next City Manager. This is a wonderful opportunity for a creative and resourceful leader, who is driven by new challenges, to help shape the future of this popular tourist destination rich in culture, diversity, and natural splendor.



## **A UNIQUE ISLAND PARADISE**

The City of Avalon is a picturesque and leisurely seaport village with an estimated permanent population of 3,500 and an annual visitor count of close to one million. It is the only incorporated city on Santa Catalina Island, and enjoys a mild subtropical climate with warm temperatures year-round which allows for many opportunities to enjoy the Island's land and sea activities. Catalina has a unique and arresting natural environment, including dozens of plants and animals found only on the Island, and boasts more than 60 miles of unspoiled beaches and secluded coves—the longest publicly accessible stretch of undeveloped coastline left in Southern California.

The City of Avalon is situated on the easterly portion of Catalina Island, 22 miles south/southwest of the Los Angeles Harbor breakwater. Avalon is a little over 2 2/3 square miles in size. The island itself is 76 square miles in area, 85% of

which is in a conservancy area to be maintained in its natural state in perpetuity.

Catalina Island is part of Los Angeles County and Avalon schools are part of the Long Beach Unified School District. Avalon is a full service city providing fire protection, harbor operations, ambulance, planning, building, sewer, trash, cemetery, public works, and many other city services. Law enforcement services are provided under contract by Los Angeles County.

## **THE CITY GOVERNMENT**

Incorporated on June 26, 1913, Avalon is a general law city with a Council/Manager form of government including a mayor and four council members. The Mayor is elected to serve a two-year term while council members are elected to four-year terms. Currently, Avalon has a Mayor, Mayor Pro Tem, and three Councilmembers. The City Manager is the executive officer of Avalon and is appointed directly by the City Council.

Avalon's annual operating budget is approximately \$19 to 20 million. There are approximately 65 full-time employees with that number increasing to over 100 full-time and part-time employees during the summer season. The City has seven departments, including Administration, Finance, Fire, Harbor, Planning & Building, Public Works and Recreation. The City owns both a sewer treatment plant and a solid waste authority, but contracts out operation of both to private companies. The new City Hall was completed on June 8, 2004 and houses local government offices as well as the council chambers.



## THE POSITION

The City Manager is the operational head of city government, with the exception of the Fire Department which is administered by the Fire Chief. The new City Manager will provide exceptional leadership and a collaborative and engaging management style throughout Avalon's operations and in interactions with the City Council. Coordination of financial planning, budget preparation, public information, citizens group support and policy development are key parts of the City Manager's mission. Within 180 days of appointment, the City Manager is expected to live in Avalon.

The City Manager's principal duties and responsibilities include enforcing all the laws and ordinances of Avalon, overseeing and managing the professional efforts of all departments under his or her jurisdiction to ensure the effective operation of the City, and assisting the members of the City Council in formulating policies and responding to issues and concerns raised by both residents and visitors.

## QUALIFICATIONS

Maturity of judgment, strong personal leadership and the ability to communicate effectively are essential skills.

The ideal candidate for City Manager will possess the leadership skills to inspire support of the City Council's vision and the management skills to promote a cohesive team atmosphere while ensuring that accountability from top to bottom is maintained. He or she will demonstrate open, transparent communication and will be known as someone who is responsive and approachable. A candidate that can demonstrate the ability to work positively and effectively with employees and promote general morale in the organization is highly valued.

Additionally, the City Manager must have a thorough knowledge of:

- Organization and operation of municipal

- government;
- Supervisory principles and practices;
- Operations typical of municipal services;
- Pertinent laws, ordinances and regulations related to city government and public administration and public contracting;
- Principles and practices of municipal management, and in particular, fiscal and budget management; and
- Techniques of maintaining effective Council/ staff and public/staff relations.

The City Manager must also have the ability to:

- Plan, direct and coordinate municipal programs and activities, analyzing unusual situations, resolving them through application of management principles and practices;
- Develop comprehensive plans to meet future City needs/services;
- Meet the public in situations requiring diplomacy and tact;
- Constructively handle conflict and develop effective resolutions;
- Develop new policies impacting city-wide operations/procedures;
- Supervise work of officers and employees engaged in a variety of municipal services and occupational fields;
- Communicate and present ideas effectively both verbally and in writing;
- Meet schedules, timelines and deadlines; and
- Attend all City Council meetings.

Experience in a management capacity in a municipal organization is strongly encouraged. A Bachelor's degree in public or business administration or a related field is required. A Master's degree is preferred.



## COMPENSATION AND BENEFITS

The City of Avalon will offer a highly competitive salary commensurate with the successful candidate's experience and qualifications. In addition, the City offers an attractive benefit package, that includes:

**Retirement** – CalPERS 2% @ 55 retirement benefit formula with employee paying 7% if considered a “classic member” by CalPERS. If considered a “new member” by CalPERS, then the retirement benefit formula is 2% at 62 with 6.25% contribution amount. The 6.25% contribution amount for “new members” is subject to adjustment by CalPERS.

**Health Insurance** – The City pays the premium for the City Manager and his or her dependents.

**Dental Insurance** – The City pays the premium for the City Manager and his or her dependents.

**Paid Holidays** – 12 days annually, plus 2 floating holidays.

**Sick Leave** – 12 days of sick leave per year.

**Vacation/Administrative Leave** – 10 days of vacation and 7 days of administrative leave.

**Deferred Compensation** – The City offers a Section 457(b) deferred compensation plan to be funded by employee salary reductions only.



## APPLICATION AND RECRUITMENT PROCESS

Interested candidates should submit a letter of interest, resume and references electronically by May 30, 2013 (first review, open until filled) to:

Scott Campbell  
[scott.campbell@bbklaw.com](mailto:scott.campbell@bbklaw.com)

Following the submission date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews in early June. Candidates appearing best suited to serve as City Manager of the City of Avalon will be presented to the City Council. The Council will then select a group of finalist candidates to participate in an interview process in Avalon in late June/early July. An offer of appointment is anticipated shortly thereafter following full reference and background checks to be coordinated with the successful candidate.

