



**THE CITY OF AVALON IS CURRENTLY RECRUITING FOR
THE POSITION OF ASSISTANT CITY MANAGER
FILING DEADLINE – OCTOBER 31, 2018**

ANNUAL SALARY RANGE IS \$143,411 – \$174,313 DOE

APPLICATION PROCEDURE

If you are interested in pursuing this unique and exceptional career opportunity, please forward a letter of interest, your resume, five work-related references (who will not be contacted until mutual interest is established), and your supplemental questionnaire to:

City of Avalon
Human Resources Department
P.O. Box 707
Avalon, CA 90704
ATTN: Stephanie Campbell, Human Resource Analyst
Email: hr@cityofavalon.com

THE COMMUNITY

The City of Avalon is located on the easterly portion of Catalina Island, 22 miles south/southwest of the Los Angeles Harbor breakwater. Avalon is a just under 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. The picturesque and leisurely seaport village of Avalon has a permanent population of around 3,800, with an annual visitor count of close to one million. Catalina Island is part of Los Angeles County; Avalon Schools however, are a part of the Long Beach Unified School District. The Island's primary industry is tourism.

DEFINITION

This is a Department Director classification that serves as a member of the executive management team and oversees, directs, and participates in all activities of the Administration Department, including short and long term planning and development and administration of departmental policies, procedures, and services. This class is appointed by the City Manager and provides assistance to the City Manager and City Council in a variety of administrative, coordinative, analytical, and liaison capacities.

Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for assisting in furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This position is distinguished from the Assistant to the City Manager and department director classifications by the greater diversity of programs and services that are directed, breadth of knowledge, span of managerial control, and budgetary control, and its direct and continuing interfaces with the City Manager, Mayor and City Council. This position also assumes direct line authority over all departments and City functions in the absence of the City Manager.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modifies, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understand, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
- Assists the City Manager and the City Council in developing the City's short and long-range goals, and anticipates and resolves organizational and community issues, concerns, and opportunities for improvement.
- Provides strategic advice to the City Manager, department heads, and other City management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
- Leads, oversees, and evaluates the effectiveness of major line departments.

- Audits operations, performance benchmarks, management reports, budgetary allocations, organization of functions, and survey satisfaction levels; interviews key personnel and advisors to identify strategies and tactics for improvement.
- Analyzes contract and staff services, and determines need for coaching, succession planning, or changes in management leadership to achieve desired results.
- Negotiates complex contracts, franchises, multi-agency coordination initiatives, and joint power agreements.
- Provides direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and various other parties.
- Analyzes contracts, reports, bids and similar items; directs high profile administrative studies, investigations and surveys; develops and presents recommendations for the City Council on a wide variety of subjects.
- In the absence of the City Manager, assumes a direct line authority over the departments and activities of the City and attends City Council meetings in the City Manager's stead.
- Analyzes, interprets, and articulates goals, strategies, and programs to the city Council, City staff and the public; leads investigation and fact-finding processes either directly, or with affected departments and staff, in order to reconcile major complaints having community-wide, City Manager, or Council sensitivity.
- Prepares, critiques, and delivers presentations to the City Council and City Manager, on behalf of staff and other agencies and firms regarding City policies and actions, in concert with other members of the City Manager's office.
- Meets with Council, regional, and community representatives to review personnel, financial, and operational goals and issues involving the City.
- Participates as a member of City's executive management team and engages in decision-making involving policy options, programs, and use of City resources.

QUALIFICATIONS

Knowledge of:

- Applicable Federal and State laws and regulations, and local codes and ordinances, and labor contracts affecting local government operations.
- Citywide operations and services, and municipal organization design.

- Theories, principles, and emerging concepts of City Management.
- Theories of management; strategic planning principles; leadership principles; principles of human behavior; principles of employee motivation and teamwork.
- Principles of finance and budgetary planning.
- Program evaluation, benchmarking, and project management practices.
- Auditing methods and practices.
- Community planning and involvement principles; principles of medial relations and public relations skills.

Skills:

- Operate personal computer hardware and utilize related word processing, database, and spreadsheet software programs; operate a calculator.
- Operate a motor vehicle

Ability to:

- Assess City needs in the context of long-range development and financial plans; consider and prioritize effective use of City resources and delivery of services.
- Lead, coach and guide executive and mid-management personnel and work effectively with City Council representatives and various committees and commissions.
- Exercise effective judgment in policy, personnel, and budgetary matters and adopt appropriate actions that consider the needs and interests of affected parties and long term impacts upon the City.
- Prepare, analyze and present a variety of different programs, plans, and agreements and make sound recommendations on complex operational and financial issues.
- Audit organization design, staffing, and work practices and determine effective means of improvement.
- Prepare clear, concise, and comprehensive correspondence, reports and other written materials and make effective oral presentations.
- Analyze and interpret laws, regulations, ordinances, labor contracts, proposals, and draft language, and make effective oral presentations.

- Calculate and estimate cost of proposed contract changes and oversee the use of appropriate fact-finding and grievance resolution techniques.
- Plan, organize and evaluate departmental goals, budgets, projects, staffing, policies, and operating practices and motivate others to achieve deadlines.
- Establish and maintain cooperative working relationships with City Council, appointees, media, management team, collective bargaining representatives, governmental officials, community groups, consultants, contractors, vendors, and the general public.
- Oversee the selection, training, evaluation, and disciplining of interdepartmental staff and resolution of interpersonal conflicts.
- Maintain confidentiality of sensitive personnel and City information.
- Work independently

Education and Experience:

1. A Bachelor's degree in Public Administration, Business Administration or a closely related field.
2. Five years of increasingly responsible experience in management, municipal budgetary and administrative analyses and active involvement in City-wide studies and projects.
3. Supervisory experience and a Master's degree are highly desirable.

The Ideal Candidate:

- Ability to manage complex, difficult and sensitive analytical assignments using a high degree of independent judgment.
- Self-starter who requires little to no supervision.
- Demonstrate confidence and assertiveness with the ability to successfully interface with all departments and levels within the organization.
- Excellent interpersonal and communication skills.
- Cooperative and collaborative team-oriented work style.
- Technologically savvy and heavily experience in a variety of software applications.

- Highly organized with ability to manage multiple projects simultaneously.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

BENEFITS

VACATION

10 days - 0-4 years of continuous service

15 days - 5-9 years

20 days - 10+ years

ADMIN. LEAVE

72 Hours annually (Management)

INSURANCE

Excellent benefits package including CalPERS medical, Delta Dental, vision, and life

insurance programs. A portion of the employee's and dependent's premiums are paid by the City. Voluntary 457 plan and FSA/DCA plans are also offered.

HOLIDAYS

12 holidays per fiscal year.

SICK LEAVE

96 hours per year.

RETIREMENT

Depending on eligibility, based on CalPERS criteria, new employees will be provided the PERS 2% @55 – Classic Members or PERS 2%@62 – New Members. Employees currently contribute the entire employee contribution amount of 7% for Classic employees or 6.25% for PEPRA employees.

SUPPLEMENTAL QUESTIONS

1. Describe your experience in contract management, supervising and managing programs or projects.
2. Describe your experience preparing staff reports and making presentations?
3. Describe your experience in training, supervising and managing staff.
4. Describe your experience handling difficult staff and personnel issues. Provide an example.
5. Describe a situation where you personally took a risk or implemented an out of the box/creative solution to a problem.
6. Describe the type of Management/Philosophy style you feel you have.
7. Describe the differences between Leadership and Management and provide specific incidences where you exhibited both qualities.
8. Describe your experience in Municipal Finance.

Telephone: (310) 510-0220 EXT. 177

General questions can be emailed to: HR@cityofavalon.com

Please visit our website: www.cityofavalon.com

SELECTION PROCESS

Candidates must clearly demonstrate through their resume & supplemental materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, and oral exams to evaluate the applicant's skill, training, and experience for the position. The selected candidate(s) must successfully complete pre-employment clearances which will include a pre-employment physical, drug screen, background and live scan screening. The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.