

The City of Diamond Bar invites
your interest for the position of
City Manager



THE COMMUNITY

Set against a scenic mountain backdrop on almost 15 square miles of rolling hills and valleys in the East San Gabriel Valley region, the City of Diamond Bar is a predominantly middle-to upper-class community that is home to 57,000 residents. It is mostly residential in character, with a stock of approximately 18,500 homes which are 80% owner-occupied and 71% single family homes, and 1,600 businesses of retail, commercial or light industrial-nature located within interspersed pockets. Among the amenities that contribute to the high quality of life are – the family-friendly atmosphere; the well-maintained parks, trails and roads; the top-rated school districts; and the unparalleled public safety services which contribute to keeping Diamond Bar among the top safest communities in the region.

THE ORGANIZATION

The City of Diamond Bar officially incorporated on April 18, 1989 and is a General Law City that operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected at large for four-year terms. The next election for three Council seats is November 2017.

The Council is responsible for general City policy, as well as for the appointment of the City Manager, City Attorney, and members of the City's three citizen commissions. The Mayor is selected by the members of the City Council each December and serves as the ceremonial head of the City Council.

The City provides service to the community through a contract-city model with public safety services contracted out to Los Angeles County Sheriff, Fire and Library "Districts". City departments include: Administration, Information

Systems, Public Works – Engineering and Maintenance, Community Development, Finance, and Parks and Recreation and are staffed by 52 full-time employees and approximately 60 part-time employees. All executive management and division manager positions are currently filled with the exception of the Parks and Recreation Director. The employees receive strong support, from management and the City Council, and are not represented by a union.

The FY 2016-17 General Fund Budget is \$26.1 million with a Capital Improvement Project Budget of \$19.6 million. The largest source of General Fund revenue is property, state, sales and local taxes. The City has, over its 27 year history, demonstrated a balance between investing in the future and a strong commitment to fiscal prudence by preserving a healthy fund balance reserve of approximately \$17 million.



THE POSITION

This excellent career opportunity is available with the upcoming retirement of James DeStefano who has served as City Manager since 2006. Mr. DeStefano plans on retiring in July 2017. In discussions with the City Council and the executive team, the following are the ideal characteristics and requirements of the City Manager position.

Serving as CEO of the city organization, the City Manager must be a visionary leader, who will establish trust and credibility within the organization and community, set the tone and course for the organization and provide clear recommendations and counsel. The City Manager will be responsive to and execute the priorities of the City Council, communicate regularly with the City Council and community, providing project updates as well as information on current and future issues and challenges. As a representative of the City, the incoming City Manager should serve as an example to the staff, setting a high standard of ethics and integrity and be culturally sensitive to Diamond Bar's diverse community. Diplomacy and an ability to communicate with the City Council, staff and the public is essential, as is the ability to be a solid negotiator. The City Manager will be accessible and have an open door policy.

The City Council is looking for a candidate that has knowledge and experience in the areas of: municipal operations, local and state legislative processes, as well as



federal, state and local laws, rules and regulations regarding local government operations.

A strong candidate will be a generalist with a range of professional municipal experience across a variety of disciplines such as public safety, budgeting and financial management, public/private partnerships, economic development, development agreement negotiations and willing to make a long-term commitment to the City.

The successful candidate will possess at least five years of progressively responsible experience, preferably in California, in the planning, organization, coordination and administration of municipal operations in a management capacity at the Department Head level or higher and a Bachelor's Degree in public administration, business administration or related field. A Master's Degree is desirable. The possession of a class C driver's license, ability to maintain an acceptable driving record throughout employment and evidence of insurability is required.

THE FOCUS

It is anticipated over the next several years that the City will transition towards a more mature fiscal maintenance phase and so the City seeks to ensure that funding will be adequate to maintain the high standards that the community values.

Some of the key projects and priorities over the next several years will include the comprehensive General Plan Update, the 57/60 freeway confluence project, traffic and transportation challenges, stimulating economic development, continued stewardship and long-term sustainability of fiscal responsibility, preservation of quality of life, and public safety.



THE COMPENSATION

The annual salary will be based on the qualifications and experience of the successful candidate.

In addition, the City offers a competitive benefits package.

- ◆ **Retirement:** Classic CalPERS members will be enrolled in the 2% @ 55 retirement benefit formula. New CalPERS members will be enrolled in the 2% @ 62 CalPERS retirement benefit formula and contribute half of the normal benefit cost for this retirement benefit.
- ◆ **Accrued Leave:** Accrual of 120 vacation hours per year, accrual of 80 hours sick leave, 10 designated holidays and 18 floating holiday hours, and 45 hours of administrative leave.
- ◆ **Medical/Dental/Vision Insurance:** Employees receive a benefit allotment of \$1,250 per month for employee and dependents' health insurance coverage. The City pays for employee coverage for dental and vision insurance and dependent coverage is available.
- ◆ **Deferred Compensation:** Plan available through ICMA-RC.
- ◆ Short-Term & Long-Term Disability Insurance plans provided and \$200,000 term life insurance policy for employee.
- ◆ **Automobile Allowance:** \$500 monthly
- ◆ **9/80 work week**



THE SEARCH SCHEDULE

- ◆ Filing Deadline – March 12, 2017
- ◆ Recommendation of Candidates – April 2017
- ◆ Finalist Interviews – April/May 2017
- ◆ Anticipated Start Date – June/July 2017

THE APPLICATION PROCESS

To apply, please visit the City's website www.diamondbarca.gov/cm and

submit an online employment application, cover letter and resume prior to March 12, 2017.

For confidential inquiries or questions, please contact Amy Haug, Human Resources & Risk Manager at ahaug@diamondbarca.gov or 909.839.7018.



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