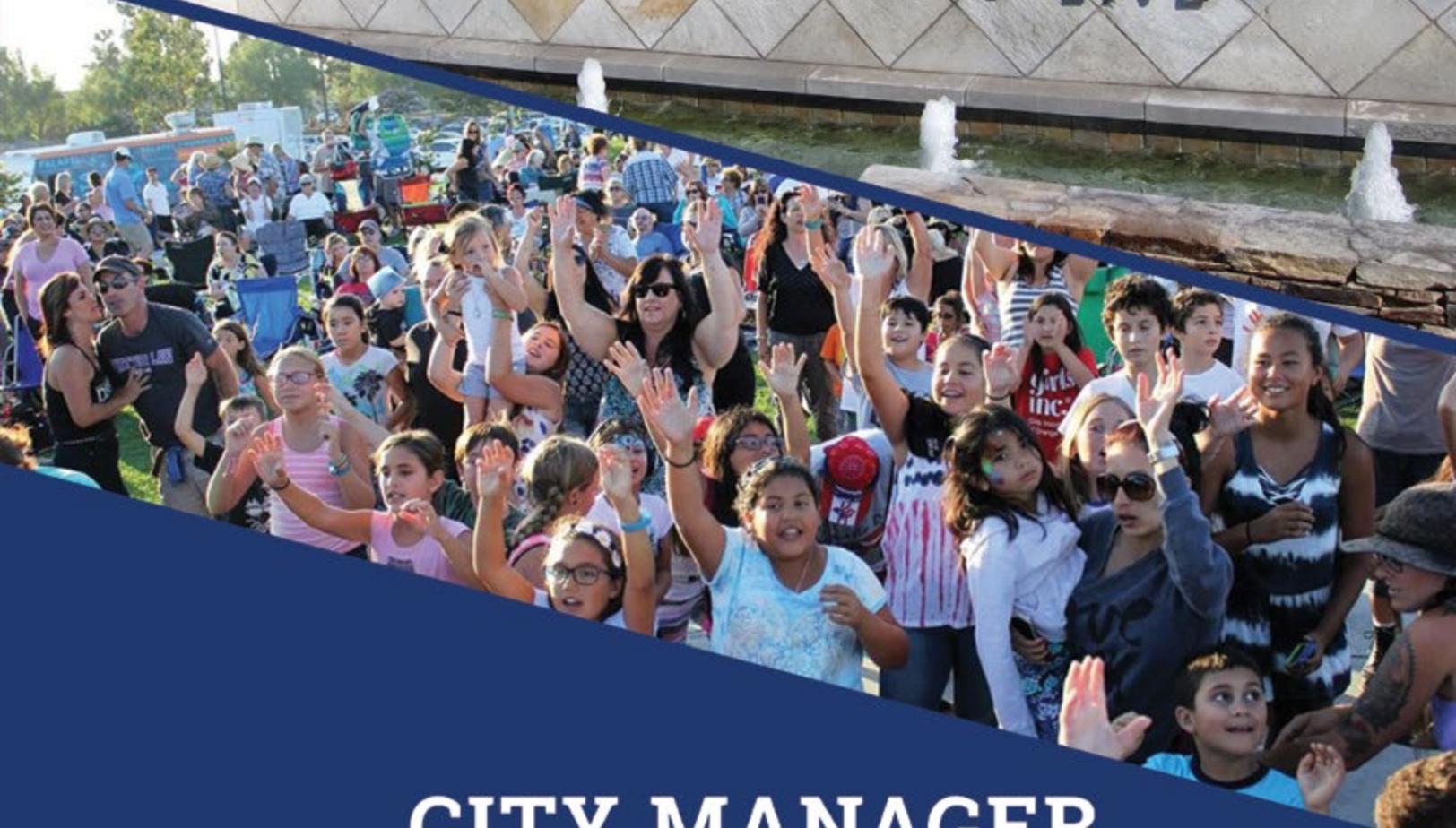




CITY OF FOUNTAIN VALLEY
A NICE PLACE TO LIVE



CITY MANAGER
Fountain Valley, California

Apply by April 28, 2017

Recruitment Services Provided by Ralph Andersen & Associates



The Community

The name “Fountain Valley” originated from the many artesian wells and the great water supply in the area. Encompassing 9.7 square miles, the City of Fountain Valley (population 56,987) is located in the heart of Orange County, just minutes from such points of interest as Disneyland, Knott’s Berry Farm, the beach, and world class shopping. The City is geographically located just north of Huntington Beach, Costa Mesa, and Newport Beach, and just south of Santa Ana and Anaheim. Transportation to and from Fountain Valley is easy due to its proximity to freeways, John Wayne Airport, and Los Angeles International Airport.

Major employers include Fountain Valley Regional Hospital, Orange Coast Memorial Hospital, Kingston Technology, Hyundai Motor America, and Fry’s Electronics.

One of the City’s greatest amenities is the Mile Square County Regional Park, located in the City of Fountain Valley and totals 640 acres of land. Within the Park’s boundaries are three regulation golf courses, two regulation soccer fields, baseball and softball diamonds, an archery range, and a wilderness area. Also, there are two fishing lakes, concession operated bike and paddle boat operations, a wide expanse of picnic areas, as well as numerous picnic shelters. Shelters serve a wide variety of visitors ranging from individuals to families and group organizations to annual company picnics.

On the west side of Mile Square County Regional Park the City operates a 78-acre Recreation Center and Sports Park. This facility, newly expanded and renovated in 2008, contains a Recreation Center (indoor gym, racquetball courts, and community rooms), 15 ball fields, 3 dedicated softball fields, a walking trail, playground, and a great lawn for community events such as the Annual Egg Hunt, Concerts in the Park, Classic Car Show, and Tree Lighting Ceremony.

The Opportunity

Located in the heart of Orange County, the City of Fountain Valley is known as “A Nice Place to Live.” Residents of the City adopted this motto thanks to the well-maintained streets and parkways (20 parks), wide range of recreation programs for all ages, great weather throughout the year, and overall quality of life. The City is a careful blend of residential, commercial, and industrial development.

For interested candidates, this opportunity will offer a rewarding position in a community that embraces best practices and good governance. Looking to the future, the new City Manager for Fountain Valley will join a stable and well-run organization and have opportunities to guide, oversee, and focus on enhancing the community’s high quality of life while continuing to balance and maintain the fiscal integrity of the organization in today’s challenging economy.

The City Organization

The City of Fountain Valley was incorporated in 1957 as the 21st City in Orange County. Fountain Valley is a full-service, general law City with a Council-Manager form of government. The five-member City Council is elected to staggered four-year terms. Annually, the City Council appoints a Mayor and Mayor Pro Tempore from its members to serve a one-year term. The City’s annual general fund budget is approximately \$45 million. The City employs 223 full-time employees working together to provide high quality customer service to the residents.

The City has a long history of fiscal responsibility, maintaining healthy reserves, and the reputation as a well-managed city. The City is proactive recognizing potential issues early on and addressing them effectively with the cooperation of the employees and the resident. The City has a strong commitment to professionalism, open and responsible customer service, and the well-being of its employees and citizens.

The Position

The City Manager, serving at the pleasure of the City Council, is the chief executive officer of the City and directs the development and implementation of the City's goals, objectives, policies, and priorities and is assisted by an administrative team which includes a contract City Attorney and department directors and division managers responsible for Fire, Police, Public Works, Planning/Building, Finance, Human Resources, City Clerk, Community Services, and Information Services.

The City Manager is responsible for the overall coordination of the City's governmental activities as well as communicating organizational goals and values to the public. Managerial competence, maturity of judgment, strong personal leadership, and the ability to communicate effectively and positively with the public and the media are essential.

The City Manager will facilitate and work collaboratively with the City Council to formulate new ideas and approaches for economic development with an emphasis on commercial and industrial opportunities that can establish jobs and opportunities in the local area.

Challenges and opportunities include:

- High quality development of the 405 Freeway Corridor;
- Attraction of high paying jobs as part of new office development;
- Strategic development of remaining agricultural properties; and
- Maintaining a supportive environment for current businesses.

The Ideal Candidate

The successful candidate for the position of City Manager must be a team oriented, professional with outstanding judgment, management skills, and integrity. The City Manager will be highly organized and comfortable with a variety of municipal functions. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable personal style. He or she must be able to provide leadership that will inspire, motivate, and empower key staff and department heads to achieve established goals. The position requires someone who is fiscally prudent, politically astute, and has a comfort with and desire for interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

Other characteristics of the ideal candidate should include:

- Possess extensive knowledge and experience with the operations of a full-service city and the particular challenges associated with providing public safety services.

- Be well-versed in labor relations and the negotiations process.
- Have in-depth knowledge of the laws and core issues facing California cities.
- Ability to prioritize public safety, field operations, community services, and other core City services.
- Extensive understanding of all facets of municipal finance and budgeting.
- Knowledgeable in land use and community and economic development.
- Be business-oriented and results-driven with the ability to identify, research, and recommend creative public-private partnerships, grant opportunities, economic development opportunities, and operational improvement strategies.
- Provide clear communication to the City Council, staff, and community.
- Possess strong interpersonal skills and the ability to relate to a diverse community.
- Ability to be innovative while being fiscally responsible.
- Ability to build and maintain a cohesive, talented, and engaged staff.
- Take pride in running a lean, nimble, and efficient organization.
- Ability to work to maintain high-quality service levels while increasing revenues, building general fund reserves.
- Ability to work with and attract businesses to the City.
- Decisive forward thinker with excellent verbal and written communication skills.
- Good listener, strong negotiator on the City's behalf, and excellent long-term planner.
- Creative problem-solver.
- Flexible and adaptable.

In summary, the ideal candidate will view City Hall as being a focal-point for citizens and will actively promote this open/approachable government with a staff that is responsive, comfortable working in a team environment, and continually strives to achieve effective and efficient service delivery with a strategic approach to fiscal well-being.

Desired Qualifications

Experience: This position requires a minimum of eight (8) years of progressively responsible municipal management experience. California experience is highly desirable although all highly qualified candidates are strongly encouraged to submit career credentials for further consideration.

Education/Certification: A Bachelor's degree in public administration, business administration, or a closely related field is required. A Master's degree is desirable. Completion of other leadership or credentialing programs is also a plus.

Review of Qualifying Experience and Education: Ralph Andersen & Associates will work directly with the City Council to evaluate resumes and determine the appropriate match of professional experience and education that best meets the overall desires of the elected body.

Compensation and Benefits

The successful candidate will receive a competitive salary with an excellent executive benefit package that considers the candidate's salary history and track record of success. Most recently salary was approximately \$230,000 annually.

The City of Fountain Valley's executive benefits package includes the following:

Retirement: CalPERS 2% at 60 with three highest years and a 6.25% employee contribution for classic/legacy members. For members from a reciprocal agency with a six month or more break in service, CalPERS 2% at 62 with three highest years and a 7% employee contribution. The City of Fountain Valley does **not** participate in Social Security except for the mandated Medicare portion.

Health Insurance: The City participates in the PEMHCA program and pays the medical and dental premium for the City Manager and dependents. The City also provides life insurance, long-term disability, and an employee assistance program.

Auto Allowance: The City provides a city vehicle.

Leave Provisions: The City provides 11 holidays, 96 hours of annual administrative leave, 12 days of sick leave annually, and vacation begins accruing at 80 hours increasing to 200 hours after 15 years of service.

The City Council will negotiate an employment contract with the selected candidate.

To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established.

Candidates are encouraged to apply by **Friday, April 28, 2017**. The review of resumes by Ralph Andersen & Associates will begin following the closing date. **Electronic submittals are strongly preferred to apply@ralphandersen.com** and should include: compelling cover letter, comprehensive resume, salary history, and five (5) professional references.

Only the top tier of candidates will be invited to interview with the full City Council. The final selection process may also involve a supplemental questionnaire. It is anticipated that the newly selected City Manager will join the City of Fountain Valley in July or on a mutually agreeable date.

Confidential inquiries welcomed to Mr. Dave Morgan at (916) 630-4900.

