

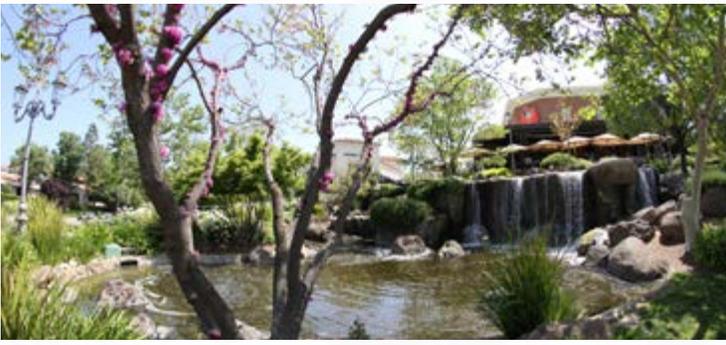
City of Calabasas

is accepting applications for the position of

City Manager



RECRUITMENT SERVICES PROVIDED BY RALPH ANDERSEN & ASSOCIATES



An Incredible Opportunity!

Renowned for its outstanding quality of life, strategic location, exceptional community amenities, and all-around beauty, the City of Calabasas is seeking a dynamic and accomplished executive to join this financially healthy and well-managed organization. This career opportunity is the result of a pending retirement, a position held by the incumbent for fifteen years since appointment in 2003. As the longest serving city manager in the history of Calabasas, much was accomplished over the years with prudent fiscal management, intelligent growth, and forward-thinking initiatives. Now, looking forward to the future, the City Council's ultimate selection for the new City Manager will be based on the collective vision of wanting a dynamic and innovative leader with outstanding interpersonal, collaboration, and communication skills to continue and build on this tradition of excellence. With well-honed leadership skills, the new City Manager will continue to oversee the organization's ability to consistently deliver excellent customer service and responsiveness to support a progressive and forward-thinking City Council and community with high expectations.

The Community

The City of Calabasas, population approximately 24,200, is located on the western end of Los Angeles County, approximately 26 miles west of downtown Los Angeles. The City encompasses 13.3 square miles with a large portion of the land designated as permanent open space.

Proudly known as the "gateway to the Santa Monica Mountains," the City of Calabasas offers and strives to maintain a high quality of life. Residents enjoy the cultural attractions of the Los Angeles area as well as the nearby beautiful coastline with a unique and



independent ambience that is distinct to the City of Calabasas. Highlights of Calabasas include a renovated Old Town area with shopping and entertainment, the Santa Monica Mountain Recreation Area with scenic trails, and its proximity to stunning southern California beaches.

Governing Structure and Organizational Overview

The City of Calabasas was incorporated on April 5, 1991 and operates under the Council-Manager form of government. The City Council is composed of five members elected at-large on a non-partisan basis to serve four-year overlapping terms. The Mayor is selected by the City Council, from one of its members, for a one-year term. Council meetings are held on the second and fourth Wednesdays of each month beginning at 7:00 p.m. The City also operates with a strong Commission system including Planning, Library, Parks, Recreation and Education, Traffic and Transportation, Public Safety, Environmental, Communications and Technology, and Historical.

The City provides a range of municipal services through in-house City staff and contracts for police, fire, and animal services from the County of Los Angeles.

In addition to the City Manager's Office, the City has the following departments:

- Administrative Services;
- City Clerk;
- City Attorney (Contract Law Firm);
- Community Development;





- Community Services;
- Finance;
- Emergency Preparedness and Public Safety;
- Fire Department (Contract with Los Angeles County);
- Media, Library, and Information Services;
- Public Works; and
- Sheriff (Contract with Los Angeles County).

For next fiscal year, total revenue is anticipated to be in excess of \$24 million with expenditures also of \$24 million. There are approximately 86 full-time employees (FTEs) and 79 permanent part-time employees (PTEs), plus a range of seasonal employees based on project or specific needs.

The Ideal Candidate

The City Council is seeking a creative and innovative individual to utilize a team approach to problem-solving and be proactive in addressing issues that impact the City Council and the community. Additionally, the City Manager will be an idea person, able to develop and promote strategic initiatives for the Council's discussion and consideration, while also incorporating best practices in local government.

The City Manager will have a hands-on and collaborative approach with frequent interaction with department heads and staff, fostering an open dialogue between staff and Council. The City Council desires a professional who truly enjoys working in the public sector. Elected officials and residents both have high expectations of the new City Manager including involvement in civic, business, community-wide social gatherings, and inter-governmental activities on a local and regional basis.



The top candidate will be an experienced decision-maker committed to organizational effectiveness, fiscal accountability, and continuous improvement of a municipal organization. The successful candidate will also promote the use of technology and best practices in his/her approach to guiding and leading an organization. Additionally, top candidates will be comfortable in an environment that constantly strives for high quality staff reports, strategic planning, financial acumen, exceptional customer service, and timely responses to public inquiries.

Importantly, the ideal candidate will have unquestioned personal integrity, honesty, and impeccable ethics paired with excellent communication skills. Strong interpersonal skills will also include being an excellent listener and being comfortable presenting in a public forum.

Additionally, the ideal candidate will possess the following personal characteristics and attributes:

- Genuine concern for preserving the quality of life presently offered to residents of Calabasas with an appreciation for the natural beauty of the area and a high regard for the importance of environment and open space to residents;
- Results driven approach to the successful management of an organization including a key understanding of municipal finance, public safety, and all aspects of municipal service delivery;
- Appreciation for the array of expansive uses of technology in local government complemented by aggressively incorporating new technology to both enhance and improve service delivery, operations, financial reporting, and overall community access;
- Confident style that will promote candid discussions and encourage diversity of thought by providing an environment



that emphasizes the review of options and alternatives for the City Council's consideration;

- Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance; and
- Strategic thinking and problem-solving skills with the ability to anticipate the political ramifications of management decisions.

Experience and Education

Experience – Acting as the Chief Executive Officer for the City of Calabasas, the City Council desires an experienced professional who has achieved an outstanding record of success in leading an organization of comparable size and/or greater complexity. Candidates may have gained qualifying experience in city management or other executive level positions (department or agency head) in the public sector or achievement of a verifiable record of success in the private sector, state or federal government, or military service. All qualified applicants are strongly encouraged to apply if career history demonstrates exemplary leadership with the ability to transition into a municipal environment. California experience is highly desired although all qualified candidates should submit for consideration.

Education – Bachelor's degree is required. Master's degree is a plus. The City Council may give additional consideration to candidates with an advanced degree.

Certifications/Credentials – Leadership training and/or certification should be noted.

Review of Qualifying Experience and Education – The full City Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.



CITY *of* CALABASAS

Compensation

The City Council desires to consider a broad range of candidates for this position and, as a result, has determined this position to be dependent upon qualifications (DOQ). Candidates can be assured that the salary will be highly competitive for the region and consistent with recent practices including executive level benefits including CalPERS Retirement (2%@55-Classic; 2%@62-New) and appropriately matched with the level of responsibilities and duties outlined.

An employment agreement will be negotiated with the selected candidate. Moving and relocation expenses may be part of the compensation package. Further details can be obtained through discussions with Ralph Andersen & Associates.

To Be Considered / Process

Interested candidates may apply by submitting a resume and a compelling cover letter by **Friday, May 25, 2018** to apply@ralphandersen.com. Interviews are anticipated in mid-June for a select group of highly qualified candidates. Candidates are advised that interviews with the City Council will commence the week of June 11, 2018 (Thursday, June 14th – evening; Friday, June 15th – evening; and Saturday, June 16th – day).

Candidates should be aware that the City Council desires a smooth transition of leadership and, as a result, the Council along with the outgoing City Manager, Tony Coroalles, will work together to facilitate a seamless transition. A start date during the month of July or early August would be ideal.

Candidates should be aware that this is a highly confidential search process throughout all steps of the recruitment. References will not be contacted until mutual interest has been established. The City Council will conduct their resume review and oral interviews with top contenders during a closed session meeting to ensure the utmost in confidentiality of applicants and those interviewed.

Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900.

The City of Calabasas is an equal opportunity employer

www.CityofCalabasas.com