



Deputy City Manager

CITY OF LAGUNA NIGUEL, CALIFORNIA

Open Until Filled; First Review, September 6, 2019



DEPUTY CITY MANAGER

Open Until Filled; First Review of Resumes, September 6, 2019



Laguna Niguel (Population 66,000) is a beautiful, safe, vibrant and dynamic community to live, work and play. Nestled in the coastal foothills of south Orange County, the City is home to 34 parks and 80 miles of scenic hiking, biking and equestrian trails. Over one-third of the City is designated as open space which helps to maintain a pristine and tranquil setting. The City of Laguna Niguel was incorporated on December 1, 1989, and is celebrating its 30th Anniversary this year. Organized as a General Law City with a City Council/City Manager form of government, the City outsources several services including street and landscape maintenance, water services, residential solid waste collection, street-sweeping, police services, fire services, and building services.

THE POSITION

Now is your chance to make a difference in a remarkable community! With a team of 69 full-time city employees augmented by contract employees, the City of Laguna Niguel has a long history of conservative fiscal stewardship, enjoys healthy reserves, and has never had bonded indebtedness. Reporting to the City Manager, the Deputy City Manager directs the human resources, risk management, information technology, public information/outreach and legislative advocacy functions. This position also provides highly responsible and complex support to the City Manager, coordinates assigned activities with other City departments and outside agencies, and assists

in planning, directing and reviewing the activities and operations of the City.

THE IDEAL CANDIDATE

The successful candidate must be a professional with the highest level of integrity, outstanding judgment, and management skills. The Deputy City Manager will be an innovative generalist with broad experience and technical knowledge in human resources and risk management. He or she 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. The position requires someone who is fiscally prudent, politically astute, a creative problem solver and has a comfort with and a strong desire for interacting with employees, association representatives, department directors, elected officials, residents, and diverse stakeholders.

Other characteristics and abilities of the ideal candidate include:

- Direct all City human resources and risk management services and activities, including recruitment and selection, classification and compensation, employee relations, employee benefits, and liability insurance administration; recommend and administer policies and procedures.
- Serve as Acting City Manager in the City



Manager's absence when designated.

- Select, train, motivate, and evaluate assigned staff and assist City supervisors with these tasks for their staff; provide or coordinate Citywide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage and participate in the development and administration of the Administration Department's budget; direct the monitoring of and approve expenditures; implement budgetary adjustments as necessary.
- Assist in developing, planning, and implementing goals and objectives for the City; recommend and administer policies and procedures.
- Conduct specific and comprehensive analyses of a wide range of municipal policies and operational issues involving organization, procedures, and services.
- Direct the City's public information and outreach efforts; oversee the preparation of news releases and public statements; compose and coordinate the production of social media posts, City newsletters and other informational materials.
- Prepare agenda reports; develop and present oral presentations.
- Assist the City Manager in the meet and confer process with recognized employee organizations.
- Meet with citizens to remedy problems and

discuss City policies and procedures; respond to and resolve difficult and sensitive citizen inquiries and complaints.

- Direct the City's legislative advocacy efforts; oversee the preparation of the City's legislative platform.
- Manage the City contract for information technology services; direct and coordinate related procedures and policies.
- Enjoy being innovative and entrepreneurial with a strong commitment to customer service.
- Be a decisive, forward thinker with excellent verbal and written communication skills.
- Possess strong interpersonal skills.
- Be detail oriented, flexible and adaptable.

QUALIFICATIONS

Education: A Bachelor's degree in Public or Business Administration or other relevant discipline is required. A Master's degree is highly desirable.

Experience: A minimum of 5 years of increasingly responsible experience in local government is required.



COMPENSATION AND BENEFITS

The City of Laguna Niguel offers a highly competitive compensation package. The annual salary range for the Deputy City Manager is:

\$159,000 — \$198,756

The City of Laguna Niguel offers a generous benefit package including:

Health Benefits: Choice of health plans is available through CalPERS Health Program, Principal Dental and EyeMed Vision plans. The City provides the following contributions toward health, dental and vision premiums:

<u>Coverage</u>	<u>Monthly Contribution</u>
Employee Only	\$ 713.00
Employee + 1	\$1,404.00
Family	\$1,791.00
Medical Opt Out	\$ 478.00

CalPERS Retirement: 2% at 60 formula for qualified “classic” members who contribute 7% of base salary. New CalPERS members participate in the 2% at 62 formula and contribute 6.25% of base salary. The City participates in Medicare, but does not participate in Social Security.

Additional benefits include: 457 Deferred Compensation, Flexible Spending Account (IRS Section 125 Plan), Life Insurance, Disability Coverage, and Auto Allowance as well as paid holidays, vacation, sick leave and administrative leave.

APPLICATION PROCEDURE

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will be contacted only following explicit candidate approval.

If you are interested and qualified for this outstanding career opportunity, please submit a resume, cover letter and the names and telephone numbers of three work-related references to:

hr@cityoflagunaniguel.org

or

City of Laguna Niguel, 30111 Crown Valley Parkway, Laguna Niguel, CA, 92677, Attn: Human Resources.

This recruitment is open until filled. The first review date of resumes is September 6, 2019.

Resumes will be reviewed carefully and only those who appear to have the best qualifications will be invited to continue in the selection process.

For questions regarding this recruitment, please contact Deputy City Manager Debbie Bell at (949) 362-4386 or via email at dbell@cityoflagunaniguel.org.



**City of Laguna Niguel
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
(949) 362-4300**