

Compensation & Benefits

Culver City offers an attractive salary and benefits package. The current salary range for this position is negotiable DOQ. The former incumbent had an annual salary of \$245,044 (which includes an annual stipend of \$12,000 as Executive Director for the RDA). The employee benefits package includes:

- ◆ Retirement: Public Employees' Retirement System 2.5% @ 55 single highest year, with a 2% employee contribution.
- ◆ Social Security and Medicare: The City participates in these programs and matches 6.2% (up to \$102,000 annual maximum taxable earnings) for Social Security and 1.45% of earnings for Medicare.
- ◆ Health Benefits: Choice of PERS medical plans for employees and eligible dependents, HMO & PPO available (City pays up to 95% of premium). City paid dental, vision, and life insurance for employees and eligible dependents. Retiree medical benefits are provided to eligible employees and dependents.
- ◆ Life Insurance: \$50,000 term life policy with an AD&D feature.
- ◆ Holidays: 64 hours of "fixed" paid holiday time and 40 hours "floating" holiday time.
- ◆ Vacation: Accrual of 80 hours annually during the first four years of service.
- ◆ Sick Leave: Eight hours accrual per month, partial payoff of accrued hours for extended accumulation.
- ◆ Administrative Leave: Up to 90 hours annually.
- ◆ Auto Allowance: \$600 monthly or city vehicle.
- ◆ Deferred Compensation: The City will contribute up to a maximum of \$142.25 per pay period for employee contributions over \$76.25. Employee contributions less than \$76.25 will be matched dollar per dollar.
- ◆ Employee Assistance Program: Provided by the City.
- ◆ Wellness Program: Up to \$500 allowance per fiscal year for medical exam, health club membership, formal wellness programs or medical/dental expenses not covered by insurance.
- ◆ Work Schedule: The City operates on a 9/80-work schedule.



The Process

To be considered for this exceptional career opportunity, please forward a letter of interest and your resume with a current salary and five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408-399-4423
E-mail: jobs@averyassoc.net



The final filing date for this position is April 30, 2010. It is anticipated that the final selection interviews with the City will take place in early June 2010.

Please contact Paul Kimura at 408-399-4424 if you have any questions related to this position. For more information on the City of Culver City, visit its website at www.culvercity.org.

The City of Culver City

*invites your interest for the
position of*



City Manager



Culver City



Culver City is a thriving, vibrant community of approximately 40,000 residents. Quality of life is the cornerstone of this exciting cultural Mecca. The Los Angeles Times identified downtown Culver City as Los Angeles' "best kept secret." The downtown area is a charming collection of outdoor cafes, unique shops, and galleries opening onto tree-lined walking boulevards. Handsome landmark buildings house cutting edge media facilities and creative workshops. The Downtown area boasts a City Hall of stunning architectural beauty, new state of the art movie theatres, and the nationally renowned Center Theatre Group's Kirk Douglas Theatre and Tim Robbins' The Actors Gang.

Culver City is proud of its stable and delightful neighborhoods, beautiful parks, excellent schools, and strong economic base. Culver City has over three million square feet of retail space. Their highly diversified and successful economic base is deeply rooted in the entertainment industry, as several major movie studios and post-production houses are based in the City. The City's diverse population enjoys a rich cultural and ethnic mix of citizens. Culver City also enjoys an ideal Westside location only three miles from the Pacific Ocean, with great access to the entire LA basin. The City is situated in close proximity to Santa Monica and Marina Del Rey to the west; Hollywood, Beverly Hills and Westwood to the north; LAX immediately south; and downtown Los Angeles seven miles to the east. The ideal location, excellent quality of life, and the warmth and charm of Culver City make it a "city on the move" and an exceptional community in which to live, work, and play.

City Government and the City Manager's Office

Culver City is a Charter City incorporated in 1917. In 2006, the City changed from a CAO to a Council/Manager form of Government. The transition has been very positive, and the City Council is universally supportive of it.

The five council members are elected "at-large" and the Mayor and Vice-Mayor are selected by their peers to serve one-year terms. The Council also serves as the City's Redevelopment Agency, with the City Manager serving as the Executive Director of the Agency. Culver City has a committed staff of approximately 700 personnel with an overall FY 09-10 operating budget of over \$140 million.



Culver City provides a full range of municipal services including; public safety; community development & redevelopment; public works; an in-house city attorney's office; community services, including parks, recreation, youth, disability and senior services; human resources; information technology; a sanitation/solid waste collection division and transportation services by way of a municipal bus system. The City Manager's Office includes the responsibilities for

intergovernmental relations/grants administration and the City Clerk's Office. In addition to an Assistant City Manager, there are six department heads that report to the City Manager. The Fire Chief, Police Chief and City Attorney report directly to the City Council.

The Position and Ideal Candidate Profile

The new City Manager will benefit from an exceptionally strong, cohesive and highly regarded executive management team. Additionally, relationships with City Council are positive, interactive and unified. A successful relationship will be based on effective communications and achievement of mutual goals.

Priorities for this role include the desire for greater levels of engagement and outreach throughout the community. The manager will be expected to have an active community presence through high levels of visibility and community involvement. The demographics, nature and needs of Culver City are changing and it will be essential for the manager and city government to understand and respond to those changes. Operationally, the ongoing expectation is to maintain the current high levels of quality service to the community. This will require resourceful and creative solutions, as with all municipalities today the concerns of budget deficits may have an impact on service delivery. Ongoing issues of deferred maintenance and future funding liabilities are also of concern, which emphasizes the need for a strong finance background in this role.



The highly visible and large-scale Expo Light Rail station will connect downtown Los Angeles to Culver City and eventually all the way to Santa Monica. This mixed-use, multi-modal project has exceptional economic development potential and will require active guidance, and community outreach as it comes to fruition. The regional nature of this project along with regional transportation planning and air quality initiatives will require excellent interpersonal skills to maintain the positive relationships with the Westside COG and various regional partners throughout Los Angeles County and beyond.

Vision, leadership and administrative strengths are especially critical with the concerns of the economy and the potential impact on local government. While Culver City has operated in an effective manner, the future will require a continual focus on greater efficiency and improved service delivery.

The ideal candidate for this assignment will have a successful track record as City Manager or Assistant City Manager in a vibrant active community similar to Culver City. It's expected that the new manager will have five or more years of executive experience in a complex government entity and possess excellent financial, economic development and administrative capabilities. The ability to manage and resolve political considerations in a fair, apolitical and non-partisan manner is an absolute requirement in this position. A minimum of a Bachelor's degree in business or public administration or a related field is required, and a Master's degree is desirable.

Culver City's Mission Statement:

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than eighty-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.