

Compensation & Benefits

The City of Camarillo offers an attractive and competitive compensation package, including:

- ◆ A salary range of \$147,353 - \$198,757 annually
- ◆ City paid PERS Retirement (2% at 55 formula), PERS 1-year Highest Final Compensation, PERS Post-Retirement Survivor Allowance
- ◆ Defined Contribution (401a plan): 7% of salary
- ◆ Deferred Compensation (457 plan): 3% of salary
- ◆ Medical, Dental and Vision, FSA: Cafeteria plan equal to 90% of Family PERS Choice rate (currently \$1,059/month). Dental and Vision City paid
- ◆ Bi-Annual Physical: Once every two years
- ◆ Education Reimbursement: 75% of expenses up to \$1,800/fiscal year
- ◆ Employee Assistance Program: 6 sessions per incident per year
- ◆ Life Insurance (Annual salary plus \$5,000)
- ◆ City paid short and long term disability insurance
- ◆ Holidays: 11 fixed plus 3 floating holidays
- ◆ Sick leave: 12 days per year
- ◆ Vacation: 10-25 days per year based on years of service
- ◆ Administrative Leave: 8 days per year
- ◆ Auto Allowance: \$250 per month



The Process

If you are interested in pursuing this highly desired career opportunity, please forward a letter of interest, your resume, current salary and the names and phone numbers of five professional references to:

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

Final Filing date: August 6, 2010

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or Ann Slate at 805.459.5132.



The City of Camarillo

*invites your interest for the
position of*



Assistant City Manager

The City of Camarillo

Camarillo is located on the Pacific coastal plain, halfway between Santa Barbara and Los Angeles. Only 15 minutes from the ocean, it has a mild year-round climate and is surrounded by scenic mountains and hills and highly productive agricultural land.

Camarillo is the fifth largest city in Ventura County with a population of more than 67,000 residents. The most recent census indicates that Camarillo has a high percentage of college-educated and professionally employed residents, ranking fourth among Ventura County's ten cities in median family income.

The City of Camarillo possesses all the pluses of a suburban-rural community with a small town quality. There is a variety of housing available, from new residential developments to existing homes in established, well-maintained neighborhoods. Nearly 80% of the housing is single family dwellings, the majority of these less than 30 years old, with prices ranging from the mid-\$300s to well over \$1 million. The city's planned growth ordinance provides an annual allocation of 400 new residential units each year. The city's growth is expected to continue at a fairly constant level.

A variety of business enterprises provides a strong economic base in the community, with many leading high-technology companies choosing to locate in Camarillo because of its favorable climate, skilled work force, and proximity to major transportation centers. Camarillo sits at the hub of a retail market population of nearly a half-million shoppers, and is home to many successful retail businesses, a combination of small, local specialty retailers and a 160-store premium outlet center.

Excellent schools, many recreational facilities, shopping, quality housing and a safe, small-town atmosphere all combine to make Camarillo a great place to "live, work and play."

The Organization

The City of Camarillo has approximately 150 employees in six departmental areas: City Manager's Office, City Clerk, Community Development, Finance, General Services and Public Works. Police services are provided through a contract with the Ventura County Sheriff's Department. Fire protection, library and parks/recreation services are provided by Ventura County or by special-purpose districts.

The current City Manager, Jerry Bankston, is retiring on October 1, 2010. Upon his retirement, Assistant City Manager Bruce Feng will assume the role of City Manager. The five City Councilmembers are part-time, with offices in City Hall. All have several years of experience on the City Council, which contributes to the political stability of the organization. The City Council, City Manager and departmental staff have an excellent working relationship, with each group respecting and honoring the other's roles and responsibilities. Employee turnover is extremely low, and most employees (including department heads) have worked in the organization for many years.

Camarillo is a well-managed city with a strong financial position. The City has begun the construction of a new freeway interchange with approved mixed use specific plan development as well as a variety of redevelopment projects on agency-owned land including a hotel/convention center, bowling alley and skate park, a performing arts center and several other restaurant, retail, and affordable/market housing mixed use developments. Camarillo is not anticipating the kinds of cuts in services that many other California cities are facing.

The Position

Camarillo's Assistant City Manager has a key role in the city organization. Responsible for a number of high level special projects, the ACM provides invaluable assistance to the CM in all City matters. The ACM works closely with elected officials, City staff, community representatives and members of the development community.

The new Assistant City Manager will have a strong role in internal operations and/or economic development and redevelopment programs. In addition, the ACM assists with the management of emergency services, the public information office, solid waste and recycling, library services; serves as city liaison with Old Town Association/Chamber of Commerce; and staff support to a variety of city and regional committee meetings.

The incoming City Manager, Bruce Feng, has been ACM for five years. Prior to that he was Deputy City Manager at the City of Burbank, where he also held positions as Public Works Director, Assistant Community Development Director, and Chief Building Official; and he was a plan check engineer with the City of San Diego; and a civil engineer with the City of Santa Ana.

The position requires an individual with at least four years of supervisory experience, along with six or more years in a professional administration capacity in a municipal governmental entity. Municipal internal operations and/or redevelopment/economic development experience is preferred. A BS/BA degree in Public or Business Administration or a related field is required. An MPA/MBA degree is highly desirable.

The Ideal Candidate

If you have held similar leadership positions at the Assistant City Manager and/or Department Head level, are eager to accept new challenges in an exciting and forward thinking organization, and may be prepared to step up to the City Manager position if the opportunity arises, you are invited to apply. Camarillo wants an Assistant City Manager who has the following:

- ◆ Proven track record of complete success on high level accomplishments
- ◆ Experience as an Assistant City Manager and/or Department Head with an understanding of how city departments and local government operates
- ◆ Ability to work successfully with a wide range of people: members of the community, City staff, elected officials, and outside agencies
- ◆ Desire to create win-win situations through consensus building and bringing people together
- ◆ Strong communication skills, which includes writing, listening, and public speaking
- ◆ Respected reputation in the community, with City staff, and the profession
- ◆ Interest in a wide variety of municipal activities and the ability to multi-task diverse projects
- ◆ Ability to work independently with minimal direction
- ◆ Demonstrated sound decision making and judgment
- ◆ History of community involvement
- ◆ Knowledge and confidence to take the reins in the City Manager's absence
- ◆ Strong work ethic, unquestionable integrity, and have a passion to serve in municipal government
- ◆ Enthusiasm about the opportunity to work in a great city
- ◆ Politically astute and apolitical in nature
- ◆ Sense of humor