

## Compensation and Benefits

The City of Port Hueneme offers an attractive and competitive salary and benefits package. The current salary range for this position is \$118,020 to \$153,426 annually, DOQ. The employee benefits package includes:

- ◆ Retirement – CalPERS with a 2.7% @ 55 formula and single highest year for Classic PERS members. New PERS members are subject to a 2% @ 62 and pay 50% of the normal cost rate for PERS. The City participates in Social Security.
- ◆ Health Insurance Plans – The City will contribute an allowance between \$500 per month (for employee only) to \$1,000 per month (employee plus two or more dependents) towards CalPERS Health Program. City also provides dental and vision plans.
- ◆ Deferred Compensation – Employees receive a match up to 2% of base salary contributed to 457 or 401(k) plan of choice.
- ◆ Time Off – The City offers 11 ½ paid holidays and 1 floating holiday annually; annual leave of 180 hours in years 1 thru 4 with cash out provision of up to 160 hours a year (must have 160 hours remaining).
- ◆ Administrative Leave – Employee is granted 45 hours annually.
- ◆ Auto Allowance – \$200 per month.
- ◆ Life Insurance – Term life policy of \$100,000.
- ◆ STD/LTD Disability – Salary Continuation Plan.
- ◆ Employee Assistance Program and Annual Physical.

## The Process

To apply for this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

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The final filing date for this position is: November 29, 2017

If you have any questions regarding this position, please contact Bill Avery at [bill@averyassoc.net](mailto:bill@averyassoc.net) or 408.399.4424. For more information on the City of Port Hueneme, visit its website at [www.ci.port-hueneme.ca.us](http://www.ci.port-hueneme.ca.us).



# The City of Port Hueneme



*invites your interest  
for the position of*

**Deputy  
City  
Manager**

## The Community

The City of Port Hueneme (pronounced "Wy-nee'mee") is a charming, friendly and relaxed seaside community in Ventura County, California. The City is ideally located along the County's renowned Gold Coast, 60 miles northwest of Los Angeles and 40 miles south of Santa Barbara. Port Hueneme has a population of approximately 23,000 residents living within the 4.5 square miles that comprise the city limits and serves as home to Naval Base Ventura County and the commercial Port of Hueneme.



Visitors quickly find that the quality of life in Port Hueneme is one-of-a-kind. Those who live or work here benefit from the City's small town atmosphere, affordable housing, temperate climate, clean air, low crime, quality education and recreation. Port Hueneme takes pride in its clean and well-maintained beach and fishing pier. The City's 90 acres of parkland exceeds the statewide norm by more than one-third. The educational system is exceptional, as local schools at all levels are nationally recognized for academic performance. California State University, Channel Islands and off-campus extensions of the University of California and State University systems, and local community colleges, are also within a 20-minute drive of Port Hueneme. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme's subtropical temperate climate. Annual temperatures range from 45 to 71 degrees.

The City of Port Hueneme has seen much dramatic progress since its incorporation. Residents consistently cite the high quality of life offered due to planned development, excellent public facilities and responsive city services as being primary reasons for choosing to live in the City. A commitment to maintain high standards for a clean and attractive appearance of the City continues to be a major priority. The importance of preserving and enhancing existing amenities to ensure the long-term health and vitality of the community is recognized as well.



## City Government and its Departments

Port Hueneme was initially incorporated in 1948 and became a Charter City effective December 1996. Port Hueneme has a five-member City Council, which functions as the policy making governmental body utilizing a Council/Manager form of government. The five individuals serve staggered four-year terms in office, with the Mayor and Mayor Pro-Tem being selected by the City Council in December of each year.

City services are structured around seven departments: City Administration,

Community Development, Finance, Housing, Police, Public Works, and Recreation and Community Services. The City of Port Hueneme has an approved FTE level of 85 and operates with a total budget of approximately \$47 million. The General Fund for FY 2017-18 is approximately \$16.7 million.

## The Position and Ideal Candidate

The Deputy City Manager is a critical and highly visible leader on the Executive Management team, supporting the City Manager and City Council in creating a desirable community that provides high quality of life services built on a solid economic foundation. The Deputy City Manager will provide leadership through collaboration, teamwork and active involvement in the management of the City government, with the goal of continuing to build a strong and vibrant community in the "Friendly City by the Sea."

The Deputy City Manager has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City; providing expert advice and assistance to the City Manager, the City Council, department heads and senior managers. The specific duties for the Deputy City Manager can be tailored to the background and interests of the selected candidate, but it is anticipated that human resources, risk management, organizational development, budget and financial analysis, public information and oversight of the City Clerk and information technology functions will be core areas of responsibility.

The Deputy City Manager will be a creative, outside the box thinker and a community-minded facilitator who provides exceptional leadership towards the city's vision of building a strong community. He/she will be a strong relationship builder with the ability to work with and command respect among the city leadership team and with the community. The ideal candidate will be a seasoned manager, collaborative leader, a team player and a self-directed problem solver, who can serve as a mentor/coach to city staff.



The ideal candidate will possess a leadership style and value system that embodies ethics, integrity and an uncompromising dedication to public service, the employees and the community. The successful candidate will be an effective and seasoned public sector manager and administrator who creates and maintains an environment of mutual respect and transparency with an ability to develop consensus and credibility through strong relationships. The candidate should expect to become very involved in the community. Establishing and maintaining a relationship with the Ventura County Naval Base and Port of Hueneme is a necessity as their actions can have a great impact on city services and activities. A Bachelor's degree in a related field is essential and Master's is ideal.