

Compensation and Benefits

The salary range for the City Manager is open and negotiable depending on qualifications. While subject to negotiation, the City offers a standard benefits package that includes:

- ◆ Retirement: Classic members will be enrolled in the City's 2.5% @ 55 retirement formula. New members will be enrolled in the 2% @ 62 retirement formula. Employee pays 4% of employer portion (no deduction or participation in Social Security).
- ◆ Health: Employee contributes monthly up to \$550.18 + 8% of salary toward Health Care costs.
- ◆ Holidays: Whittier observes 11 fixed holidays (88 hours) plus 20 hours of floating holiday.
- ◆ Executive Leave: 60 hours per fiscal year.
- ◆ Sick Leave: Accrual is 96 hours per year.
- ◆ Vacation: Up to 176 hours per year after 19 years of service.



The Process

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

Bill Avery or Bill Lopez
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The final filing date for this position is: September 6, 2019.

If you have any questions, please contact Bill Avery at 408.399.4424 or bill@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of Whittier



*invites your interest
for the position of*

**City
Manager**

The Community

Whittier is located in Los Angeles County, about 12 miles southeast of the City of Los Angeles. The City covers 14.8 square miles and has a culturally diverse population of approximately 87,369. The City has numerous businesses and community attractions predominantly located in the vibrant Uptown Whittier, the Quad shopping mall, as well as the Whittwood Town Center. Whittier is also blessed with beautiful outdoor activities like the Habitat and the Greenway Trail.



The City's strong sense of history and vision for the future has made it an upscale and dynamic residential community. Throughout the years, Whittier has striven to provide a healthy and safe community and a well-maintained infrastructure enhanced by planned patterns of growth and development. Through a balance of economic, social, political, cultural and recreational opportunities like the Uptown Art Stroll, and Summer Concerts in the Park as well as community issues like the Gold Line extension, the Groves and the General Plan Update, the City Council has encouraged an atmosphere conducive to community spirit and active participation in the affairs and progress of the community.

City Government

The municipal government established by the City Charter is the Council-Manager form of government. The elective officers of the City consist of five City Council members, as of this March all will be elected by district. In April 2016, two City Council members were elected by district to four-year terms in Districts 1 and 3, and the Mayor was elected citywide for a two-year term. In April 2018, two City Council members were elected by district to four-year terms in Districts 2 and 4, along with the Mayor for a two-year term.

The Mayor is the official head of the City for all ceremonial purposes and, together with all Council members, interprets the policies, programs and needs of the City government for the people. The City Manager is the head of the administrative branch of the City government and is responsible to the City Council.

The City Council serves as the City's primary policy-making and legislative body of the City. The Council also serves as the Whittier Redevelopment Successor Agency and the Whittier Public Financing Authority Board, Whittier Utility Authority and the Whittier Housing Authority. The City Council adopts the City's annual operating budget and capital improvement program.



The City has a total budget of \$122 million and a general fund budget of \$64 million. The City Departments consist of: Administrative Services, City Clerk, Community Development,

Library, Parks, Recreation & Community Services, a Police Department with 121 sworn officers, and Public Works.

The Position and Ideal Candidate

The City of Whittier is looking for an experienced and visionary City Manager to lead the City forward into an exciting future that is not without its challenges and opportunities. The position is appointed by the City Council and will be the administrative head of all government functions. The key focuses of this position will be continuing to build the financial strength of City, completion of key development projects as well as continuing to develop the City's staff. With pending retirements, the Manager will be responsible for creating a high performing and diverse management team.



participative management style. This is essential in connecting with the passionate and dedicated City staff. Mentorship and staff development are especially important in the organization and the expectation is to ensure the City culture of customer service, expanded transparency and performance accountability is continued and enhanced.

In partnering with the City Council, the expectation is to implement Council priorities while maintaining a strong communication and service orientation with the entire Council. The new City Manager is also expected to be strong with external communications and have passion for community engagement. It is also expected that the City Manager will be effective in ensuring that the City continues to engage and connect with all segments of the community in a proactive and innovative manner. Prior experience as a high level public agency executive along with a Bachelor's degree in a related field or the equivalent is required. An MA/MS and generalist experience with land use/planning, finance and administration is preferred. Spanish proficiency is not required, but would be a plus factor.



Core areas of experience required for this role will be extensive experience with finance and budget management. As the City continues to build its financial strength, the next manager will need to have an ability to effectively strategize and plan the City's financial future in a manner that builds reserves to manage rising retirement costs, as well as effectively allocating funds to ensure quality City services and maintenance of City facilities. Another area of experience that will be important in this role is a background in the management of community development projects, ensuring on time and on budget delivery.

The successful candidate will be an active and engaged manager with a collaborative, empowering, and

