

Culver CITY

Invites Your Interest In
The Position Of



**ASSISTANT CITY
MANAGER**



THE CITY

Known as “The Heart of Screenland”, Culver City is strategically located on the Westside of Los Angeles County at the intersection of the 405 (San Diego) and 10 (Santa Monica) freeways. This ideal location provides great access to the entire Los Angeles basin and is within an approximate 20-minute drive to Santa Monica and Marina del Rey to the west, and Hollywood, Beverly Hills and Westwood to the north, and seven miles from downtown Los Angeles to the east.

Quality of life is the cornerstone to this exciting and vibrant city. The City prides itself in having stable, delightful neighborhoods with numerous parks, excellent schools and a diversified economic base. Deeply rooted in the entertainment industry, the City is home to major movie studios and post production houses. Culver City is home to major businesses such as Sony Pictures Studios, Amazon, Apple, Symantec, Nantworks, and HBO corporate offices. The City’s safe and friendly ambiance provides great “walkability” through virtually all parts of the City.

The strategic location, the quality of life and the warmth and charm of Culver City makes it an excellent community in which to live and work.

CITY GOVERNMENT

Culver City was incorporated in 1917 and has a Council/City Manager form of government. The five Council members are elected at-large, with the Mayor and vice-Mayor selected by

their peers to serve one-year terms. Culver City also actively engages citizens through Council appointed commissions, committees and boards.

Culver City has a staff of approximately 720 employees with an adopted FY2021-2022 budget of \$267 million. In addition to providing a full range of municipal services, including transportation services by way of a municipal bus system; public safety (police and fire); community development; public works (including a full service refuse and recycling operation); and community services which includes parks, recreation, and senior services.

Additional information regarding Culver City can be found on the City’s website at www.culvercity.org

THE DEPARTMENT

The City Manager’s Office is responsible for managing the day-to-day operations of the entire City through the coordination of all City departments. The City Manager’s office develops program and policy alternatives for City Council’s consideration, and recommends to the City Council current and future financial, human resource and program needs of the City. As directed by the City Council, the City Manager’s office directs the implementation of the City’s goals and priorities. In addition, the City Manager’s Office coordinates City communications and community relations, reviews and analyzes proposed legislation; establishes administrative policies which enhance the effectiveness and efficiency of City operations; and develops and maintains intergovernmental relationships and intra-agency activities.





THE POSITION

The Assistant City Manager (ACM) is a critical role with a very high level of visibility and interaction with City Council, department heads, regional government entities, local high profile businesses and the community. Under general direction of the City Manager, the ACM oversees, directs, and participates in City activities and projects to assure timely coordination and completion. The Assistant City Manager regularly interacts with the City Manager, City Council, and departmental management while leading special projects, researching new ideas, and representing the City Manager.

- ♦ Works closely with the City Manager and Department Heads to develop goals and objectives based on the City Council's policy directives, then designs and implements new programs and policies to achieve them.
- ♦ Provides leadership and oversight to departments. Coordinates across departments on interdepartmental activities, including leading special projects and assignments to assure timely response or completion.
- ♦ Identifies existing or potential operating problems on a citywide basis, and works with departments to resolve conflicts.
- ♦ Studies and makes recommendations regarding complex legislative, regulatory, legal and policy issues.
- ♦ Analyze existing or proposed operating procedures or programs on a citywide basis, recommending revisions or new procedures or programs to promote efficient, effective, and consistent delivery of services.

- ♦ Oversees and engages extensively in the City's communication efforts, including extensive writing and public speaking assignments.
- ♦ Fosters cooperative relationships with public officials, civic groups, intergovernmental agencies, private organizations and City staff, working to develop consensus and resolve problems.

THE IDEAL CANDIDATE

The wide variety of projects and diverse range of challenges make this a unique career opportunity for a manager with strong generalist experience. The ideal candidate:

- ♦ Is an effective, collaborative, motivated self-starter who is skilled and trusted to efficiently produce work of the highest quality.
- ♦ Quickly understands complicated concepts, balances competing priorities, and has an excellent command of written and oral language.
- ♦ Has a passion for service, empathy, and a thirst for knowledge and new ideas.

EDUCATION & EXPERIENCE

A Bachelor's Degree from an accredited college or university is required with an emphasis in Public or Business Administration or other related fields. Additionally, five (5) years of professional management experience in a municipal government setting including three (3) years of recent experience managing a department or division within a public agency. A Master's Degree is highly desirable.





COMPENSATION & BENEFITS

Culver City offers an exceptional salary and benefits package. The annual salary for this position is up to \$230,415.

Following is a benefit summary. Please see the Executive Pay Plan for a complete review of the benefits provided.

Retirement: CalPERS (Public Employees Retirement System) retirement plan. 2% @ 60 for "Classic" members and 2% @ 62 for "New" members. Employees pay full member rate.

Social Security and Medicare: City participates in these programs.

Health Benefits: Choice of CalPERS medical plans for employees and eligible dependents, HMO & PPO available, as well as dental, vision, and life insurance. City provides up to \$1,801 per month towards health benefits.

Life Insurance: \$250,000 term life policy with an AD&D feature.

Disability Insurance: Short and Long –Term Disability provided by the City.

Leave Programs include:

Holidays: 9 paid City Holidays per year, plus 48 hours floating holiday time.

Vacation: Accrual of 80 hours annually during the first four years of service.

Sick Leave: 104 hours accrual annually.

Administrative Leave: 112 hours per fiscal year.

Automobile Allowance: \$375 per month

Cell Phone Allowance: \$60 per pay period

Deferred Compensation: City will contribute up to a maximum of \$160.00 per pay period for employee contributions over \$76.25 in 401 (a) Plan. Employee contributions less than \$76.25 will be matched dollar per dollar. Voluntary 457 plan available.

Education Incentive: City provides \$4,800 annual education incentive for possession of a Master's Degree or higher; \$2,400 for a Bachelor's Degree.

Wellness Program: \$500.00 allowance per fiscal year. City also provides monthly cycling classes and yoga classes at no cost to employees.

APPLICATION & SELECTION

The filing date for this recruitment is **Friday, October 15, 2021**. Those most qualified with demonstrated experiences will be invited to an interview tentatively scheduled for the week of **October 25, 2021**.

To be considered for this career opportunity, please submit a letter of interest and resume to:

City of Culver City
Attention: Serena Wright-Black
9770 Culver Blvd
Culver City, CA 90232
serena.wright@culvercity.org

Confidential inquiries are encouraged and should be directed to Serena Wright-Black at 310-253-5642.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Culver City is an Equal Opportunity Employer

