

THE CITY OF  
**SAN BERNARDINO**  
CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF  
**LEGISLATIVE & GOVERNMENTAL  
AFFAIRS MANAGER (U)**

RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates

## THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000.

Several highly regarded educational institutions are located within or in the nearby area; California State University, San Bernardino is located in the northwestern part of the City, and San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College as well as Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. The San Manuel Baseball Stadium, located in downtown San Bernardino, is the home park for the Inland Empire 66ers of San Bernardino. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra is one of the oldest and most prestigious in the region.

## CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance & Administrative Services, Human Resources & Risk Management, Information Technology, Parks, Recreation, & Community Services, Animal Services Department, Police, and Public Works Departments.

The City's Adopted FY 2023/24 operated budget is \$200.7 million with a Capital Improvement Program budget of \$168.1 million to date and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



## POSITION SUMMARY

The Legislative & Governmental Affairs Manager (U), under the direction of the City Manager, directs the City of San Bernardino's legislative and governmental affairs program.





## JOB RESPONSIBILITIES

- Provides oversight and administration to the City's legislative and governmental affairs programs.
- Establishes annual legislative goals and objectives throughout the annual legislative calendar, including a list of priority projects for state and federal budget cycles, proposed legislative asks, and updates to the City's legislative platform.
- Maintains and fosters effective working relationships between the City and local, state, and federal legislative delegates, caucuses, associations, public agencies, lobbyists, institutions of higher learning, local tribes, and community and business stakeholders.
- Coordinates the City's legislative advocacy program by working with the City Manager and City Council, and legislative staff, to track legislation through the legislative process.
- Communicates the City's position to local, state, and federal legislative bodies, lobbyists, executive staff, City departments, community organizations, and local agencies at meetings, conferences, and various functions.

- Analyzes and recommends City positions on proposed legislation to City leadership.
- Analyzes pending legislation; determines the impact of legislation on City operations.
- Makes presentations and represents the City at legislative committees, conferences, and various functions. May testify at legislative and regulatory hearings.
- Oversees the City's state and federal legislative advocacy consultants.
- At the direction of the City Manager, provides legislative updates on bills and regulatory changes to the Mayor and City Council.
- Coordinates governmental relations activities and develops or revises operating policies and procedures; evaluates the effectiveness of policies and procedures.
- Ensures the City complies with state and federal regulations covering lobbying activities, i.e. lobbyist registration and reporting requirements.
- Coordinates and leads City of San Bernardino legislative visits at the state and federal level.
- Develops, prepares Mayor and City Council staff reports.

## IDEAL CANDIDATE

The ideal candidate will build and maintain strong networks among government agencies, systematically analyze emerging legislation, policies and positions of relevance, and brief the City Manager/City Council accordingly. The ideal candidate systematically and proactively apprises key government officials on key organizational policies, strategies, operations, other initiatives, and identifies new areas for collaboration and dialogue between the organization and counterparts. In addition, the ideal candidate will build and maintain successful working relationships with residents, department staff, community groups, elected and appointed officials, business leaders, and members of the public.



## SALARY & BENEFITS

Salary - \$111,084.96 - \$135,028.20 Annually

Health Insurance - Eligible to receive a City contribution of \$1,125.00 or \$1,724.00 to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of \$3,500.00 every first paycheck of December.

Retirement for Current Members - For employees hired after 1/1/2013 who are current members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/2012 and have not been separated from service from such agency for six months or more, the retirement benefit shall be **2% @ 55**; highest single year of compensation.

Retirement for New Members - For employees hired 1/1/2013 or later and who are not a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/2012, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be **2% @ 62**; 3 year final compensation. New members will be obligated to pay 50% of the "normal cost" of their retirement benefits as required by state law.



## EDUCATION

Bachelor's degree in public administration, public relations, political science, or a related field.

## EXPERIENCE

Three (3) years of experience analyzing and developing recommendations on complex legislative, budgetary, or governmental policy issues; and three (3) years working with elected officials and their staff; or an equivalent combination of education, training, and experience.

## LICENSES, CERTIFICATIONS, AND EQUIPMENT:

*A valid State driver's license is required.*

## JOB REQUIREMENTS

- Knowledge of organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- The legislative process and governance at the federal, state, and local levels sufficient to effectively analyze and develop sound recommendations and strategies for legislative activities.
- Techniques and methods for tracking and analyzing legislative activities such as bills, budget proposals, and appropriations.
- Techniques for developing persuasive verbal and written statements and narrative.
- Methods of developing and implementing strategic plans and initiatives pertinent to the areas of assignment.

## **BH** APPLICATION AND SELECTION PROCESS

*Open Until Filled | Apply Immediately!*

**Bob Hall & Associates**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to: [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Kristine Ridge at **(714) 493-8506** or Bob Hall at **(714) 309-9104** should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

Please apply immediately as this recruitment may close at any time upon receiving enough qualified applicants.