



The City of
FOUNTAIN VALLEY
California



invites applications for the position of

CITY MANAGER

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

Fountain Valley refuses to be defined by outside expectations. It isn't just a city with small-town charm and a close-knit community, it is a city in the midst of growth with exceptional schools; laying the foundation for future jobs and opportunities. It is considered to be Orange County's "hidden gem." We pride ourselves on being a tight knit community both inside City Hall and throughout our town. Our residents love our city and the camaraderie between City staff and the community is second to none.

The City of Fountain Valley, population 56,987, encompasses 9.7 miles of premier Orange County land. We are minutes from points of interest as Disneyland, Knott's Berry Farm, the beach, and world class shopping. Major employers include Fountain Valley Regional Hospital, Orange Coast Memorial Hospital, Kingston Technology, and Hyundai Motor America.

One of the City's greatest amenities is the Mile Square County Regional Park, which totals 640 acres of land. Within the Park's boundaries are three regulation golf courses, two regulation soccer fields, baseball and softball diamonds, an archery range, and a wilderness area. Also, there are two fishing lakes, concession operated bike and paddle boat operations, a wide expanse of picnic areas, as well as numerous picnic shelters.

Thanks to the well-maintained streets and parkways, 20 parks, wide range of recreation programs for all ages, business-friendly practices, and overall quality of life, Fountain Valley truly is a "Nice Place to Live, Play, and Do Business."

CITY GOVERNMENT

The City of Fountain Valley was incorporated in 1957 as the 21st City in Orange County. Fountain Valley is a full-service, general law City with a Council-Manager form of government. The five-member City Council is elected to staggered four-year terms. Annually, the City Council appoints a Mayor and Mayor Pro Tempore from its members to serve a one-year term. The City's FY 21/22 Operating Budget is approximately \$107.6 million. The City employs 223 full-time employees working together to provide high quality customer service to its residents.

The City has a long history of fiscal responsibility, maintaining healthy reserves, and the reputation as a well-managed city. The City is proactive recognizing potential issues early on and addressing them effectively with the cooperation of the employees and the residents. The City has a strong commitment to professionalism, open and responsible customer service, and the well-being of its employees and citizens.

AT A GLANCE



EDUCATED

College
Graduates: 39%



WEALTHY

Average Household
Income: \$112,324



HOMEOWNERS

Homeowners: 72%
Households: 19,364



THE POSITION

The City Manager, serving at the pleasure of the City Council, is the chief executive officer of the City and directs the development and implementation of the City's goals, objectives, policies, and priorities and is assisted by an administrative team which includes a contract City Attorney and department directors and division managers responsible for Fire, Police, Public Works, Planning/Building, Finance, Human Resources, City Clerk, Community Services, and Information Services.

The City Manager is responsible for the overall coordination of the City's governmental activities as well as communicating organizational goals and values to the public. Managerial competence, maturity of judgment, strong personal leadership, and the ability to communicate effectively and positively with the public and the media are essential.

QUALIFICATIONS

EXPERIENCE: This position requires a minimum of eight (8) years of progressively responsible municipal management experience. California experience is highly desirable although all highly qualified candidates are strongly encouraged to submit career credentials for further consideration.

EDUCATION: A Bachelor's degree in public administration, business administration, or a closely related field is required. A Master's degree is desirable. Completion of other leadership or credentialing programs is also a plus.

DUTIES

- Plans, organizes, and administers operations of the City; coordinates and evaluates the work of the City in accordance with applicable laws, codes, regulations and adopted policies and objectives of the City Council.
- Oversees the preparation of the annual budget for the City; authorizes budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends plans for City service provision, capital improvements, and funding; directs the development of proposals for action regarding City needs.
- Oversees the administration, construction, use, and maintenance of all City facilities and equipment.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work performance of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Ensures that the Council is kept informed of City functions and activities, as well as legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.



IDEAL CANDIDATE

The ideal candidate will have extensive municipal experience from a comparable community with similar opportunities and challenges. Ideally, the right candidate will be an excellent generalist (though experience in economic development would be a bonus) and have a proven track record of delivering results.

The ideal candidate will place an emphasis on communication throughout the organization and community. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style. The successful candidate will be a diplomatic yet strong leader. They will be able to collaborate effectively with council and staff, will stand behind their decisions, and be transparent and thorough in their communications.

As Fountain Valley continues its upward trajectory, a passionate leader is needed to help the City realize its full potential. The future City Manager will value all the City has to offer, recognize needs of improvement, and take decisive action to meet the goals of the City Council. A collaborative, experienced, and ethical leader will excel in this role.

Come be a part of the family and see what makes Fountain Valley a nice place to live and work!

APPLICATION AND SELECTION PROCESS

First Review Date | April 1, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.



Please contact 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 and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE: \$245,000 to 275,000 DOQ

RETIREMENT: Retirement: Cal PERS 2% at 60 with three highest years and a 7% employee contribution for classic/legacy members. For members from a reciprocal agency with a six month or more break in service, Cal PERS 2% at 62 with three highest years and a 6.75% employee contribution. The City of Fountain Valley does not participate in Social Security except for the mandated Medicare portion.

HEALTH INSURANCE: The City participates in the PEMHCA program and pays the medical and dental premium for the City Manager and dependents. The City also provides life insurance, long-term disability, and an employee assistance program.

AUTO ALLOWANCE: The City provides a city vehicle.

LEAVE PROVISIONS: The City provides 11 paid holidays (with one additional floating holiday), 96 hours of annual administrative leave, 12 days of sick leave annually, and vacation begins accruing at 80 hours increasing to 200 hours after 15 years of service.

WELLNESS BENEFIT: Up to \$500 per fiscal year.

