



*The City of*  
**SAN CLEMENTE**  
*California*



*invites applications for the position of*

**CITY MANAGER**

RECRUITING SERVICES PROVIDED BY



## THE COMMUNITY

The beautiful southern California community of San Clemente has 4.7 miles of stunning beaches and great surf that draw visitors on a year-round basis. The City is a family-oriented community of more than 65,500 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service suburban community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The City offers a unique blend of community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.

While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and highly involved, which leads to an enhanced sense of community, and a higher standard for development, historic preservation, and urban design.

With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community's distinctive seaside lifestyle.

## CITY GOVERNMENT

The City of San Clemente operates under a City Council/City Manager form of government. The City Council consists of five members, elected at-large, for four year overlapping terms of office. Non-partisan City elections are held in November of even-numbered years for Council Members. The City Council acts as the legislative body, to set policy, approve the budget, pass local laws which are incorporated into the Municipal Code, and to give direction on matters concerning the City.

The City Departments include the City Clerk, Beaches, Parks & Recreation, Community Development, Finance & Administrative Services, Public Works and Utilities. The City contracts police and fire services with the Orange County Sheriff's Department and Orange County Fire Authority.



## THE POSITION

To plan, direct, manage and oversee the activities and operations of the City of San Clemente including the Community Development Department, Public Works Department, Utilities Department, Beaches, Parks and Recreation Department, and the Finance & Administrative Services Department including City Clerk; and to provide complex administrative support to the City Council.

## QUALIFICATIONS

**EXPERIENCE:** Seven years of increasingly responsible experience in municipal government, including five years of administrative and supervisory responsibility.

**EDUCATION:** Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable.

## DUTIES

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Assume full management responsibility for all City operations, including the Community Development Department, Public Works Department, Utilities Department, Beaches, Parks and Recreation Department, and the Finance & Administrative Services Department including City Clerk; recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through Department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Oversee the City's Economic Development program; establish and implement efforts to retain new investment; maintain an effective work relationship with the business community.
9. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties and outside agencies and organizations.
11. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
14. Respond to media inquiries, City Council concerns and issues, and community needs.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.



## IDEAL CANDIDATE

The ideal candidate will have extensive municipal experience from a comparable community with similar opportunities and challenges. A candidate with experience working in coastal communities is preferred. Ideally, the right candidate will be an excellent generalist and have a proven track record of delivering results. A strong finance background is a plus.

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. Responsiveness to staff, Council, and community members is key.

The City of San Clemente, like many other cities in California, is facing staffing challenges. The ideal candidate will be a strategic visionary with innovative ideas to solve problems such as these. The City Manager will have the ability to recruit top talent, mentor and develop staff, and retain those employees.

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.

## APPLICATION AND SELECTION PROCESS

**First Review Date | Wednesday, November 23, 2022**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto: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, panel interviews, 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** - \$240,219.20 - \$291,990.40  
Annually, depending on qualifications.

**FLEXIBLE WORK SCHEDULE** - This position works a 9/80 schedule.

**HOLIDAYS** - The City presently recognizes 12 regular holidays, plus two floating holidays.

**VACATION** - Employees accumulate vacation at the rate of 140 hours per year increasing to a maximum of 180 hours based on years of service.

**ADMINISTRATIVE LEAVE** - Employees in this position are granted 96 hours per year.

**SICK LEAVE** - Accrual of 8 hours per month.

**INSURANCE** - The City provides a comprehensive benefit package including employee medical, dental, vision, short-term, and long-term disability insurance.

**LIFE INSURANCE** - Value equal to two times annual earnings up to a maximum of \$350,000.

**DEFERRED COMPENSATION** - The City contributes the IRS maximum.

**FLEXIBLE SPENDING ACCOUNT** - Employees may participate in either or both of the Health Care or Dependent Care programs.

**EMPLOYEE ASSISTANCE PROGRAM** - The City offers full-time employees and their dependents an EAP program which provides a variety of professional services.

**GYM** - Gym available for employee use at City Hall.

**AUTO ALLOWANCE** - The City provides a \$450 per month auto allowance.

**RETIREMENT** - The City of San Clemente is a member of the California Public Employees' Retirement System (CalPERS), and is subject to the Public Employees' Pension Reform Act (PEPRA). Classic Member: 2% @ 55 CalPERS Retirement Plan Employee contribution: 7% (of the 7% employee contribution). PEPRA New Member: 2% @ 62 CalPERS Retirement Plan Employee Contribution Amount: 6.75%. The City is also a member of the Social Security system.

**RETIREMENT HEALTH SAVINGS PLAN (RHS)** - Enables employees to save for health care expenses in retirement on a tax-free basis. Participation is mandatory and provided through Mission Square Retirement (formerly ICMA-RC).