



CITY OF MONTEBELLO

INVITES YOUR INTEREST
IN THE POSITION OF
CITY MANAGER

ABOUT

The Community

The colorful history of Montebello dates back to the days of the Franciscan missionaries who, in 1771, established the original San Gabriel Mission near where San Gabriel Blvd crosses the Rio Hondo River.

However, it was in May 1899 that present day Montebello had its beginning. The town site was originally formed on 40 acres of land owned by Harris Newmark and Kasper Cohn, two well known Los Angeles businessmen. Although first given the name Newmark, it was later called Montebello, meaning beautiful hills in Italian, at the suggestion of a gentleman named William Mulholland. It was Mulholland who developed the Montebello water system, which was incorporated as the Montebello Land and Water Company in 1900.

Originally an agricultural community, Montebello boasted having the ideal climate, rich and productive soil and an abundance of water. From the turn of the century and through the 1920's, the area was famed for its production of flowers, vegetables, berries, and fruits. However, the discovery of oil by the Standard Oil Company on the Anita Baldwin property in 1917 brought revolutionary change to Montebello. The agricultural hills soon became a major contributor to oil production. By 1920, Montebello oil fields were producing one-eight of the state's crude oil. On October 19, 1920, Montebello was incorporated as the 35th city in Los Angeles County.

Today, the city of Montebello, with a population of just over 63,000, is a balance of quiet residential neighborhoods and industrial and commercial centers. The City's 8.4 square miles are composed of well maintained and beautifully landscaped public amenities that include seven public parks and an 18-hole municipal golf course.

City Government

The City of Montebello is a General Law city with a Council / Manager form of government. The five (5) City Council members are elected at-large to overlapping four (4) year terms. The Mayor is appointed to a one (1) year term by the other members of the Council. They also serve as the executive board of the City of Montebello Successor Agency. The City Council hires the City Manager who is responsible for managing the day-to-day operations of the City. Montebello is a full-service city with a General Fund of \$53,986,837, a Total Budget of \$118,341,659, and nearly a total of (500) full-time and part-time employees working in one of eight departments: Police, Fire, Finance, Personnel & Risk Management, Planning & Community Development, Public Works, Administration, and Transportation.

City Council meetings are held on the 2nd and 4th Wednesdays of each month.

ESSENTIAL DUTIES

Job Summary

Under the direction of the City Council, the City Manager will serve as the Chief Executive Officer for the City of Montebello and be the key staff advisor to the City Council. His/Her responsibilities will be to implement policies as directed by the City Council and enforce all municipal laws and regulations for the benefit of the community.

Scope of Services

The City Manager shall provide the following services in accordance with the powers and duties established for the City Manager in the City's Municipal Code:

- Keep the City Council informed of all matters pertinent to the City in a timely and accurate fashion;
- Enforce all laws and ordinances of the City and see that all laws of the State pertaining to the City are faithfully observed;
- Help the City Council transition and stabilize the organization;
- Give presentations to the City Council, community groups, employee groups, and other stakeholder groups;
- Prepare written reports and present them to the City Council and other stakeholder groups;
- Direct the day-to-day operations of the City through subordinate department heads, managers, and staff;
- Make professional recommendations to the City Council in regard to potential and real issues effecting the greater community, organization, and City;
- Recommend to the City Council measures and ordinances for adoption he/she deems necessary for the City;
- Make investigations into any of the affairs of the City and any department or division thereof, and any contract or the proper performance of any obligations of the City and document/report findings accordingly;
- Examine or cause to be examined the official conduct of any officer or employee of the City and document/report findings accordingly;
- Investigate all complaints in relation to matters concerning the administration of the City government, document and report findings, and remedy adverse findings accordingly;
- Ensure all franchises, permits, contracts and privileges granted by the City are faithfully performed and observed;
- Exercise general supervision over all public buildings, public parks and all other public property which are under the control and jurisdiction of the City;
- Direct the planning and construction of all public works under the control and jurisdiction of the City; Direct all department heads, subordinate officers, and employees of the City.



THE IDEAL CANDIDATE

The ideal candidate will be a strategic thinker with a proven track record of sound financial management and success in implementing organizational efficiencies. The individual's professional career will be marked by innovation in responding to the evolving needs of the community and the vision of the Mayor and the City Council. He/she will display outstanding communication skills, and have the ability to motivate and inspire staff through times of change. The ideal candidate will have the skills to build and promote a cohesive management team, develop their managerial qualities, delegate responsibility and hold them accountable for their contributions to the mission of the City. The City Manager must demonstrate a strong customer service orientation, the ability to form positive working relationships easily and be flexible and open to new ideas. The City Manager must be pro-active in working with the City Council, keeping them informed of significant issues in a timely manner. The City Manager must demonstrate an energetic and enthusiastic approach to enhancing the quality of life in Montebello. He or She will possess unquestionable ethics and integrity.

Qualifications

- The successful candidate will possess a Bachelor's degree from an accredited 4-year university or college with a major course of study in Public Administration, Business Administration or a related field.
- Masters degree is highly desirable.
- Candidates should possess at least eight (8) to ten (10) years of executive level experience in a local government setting, preferably as a City Manager or Assistant City Manager or as a Department Director.



Compensation

- Base salary will be negotiable depending on the qualifications (DOQ) of the successful candidate and salary will be determined by the City Council. Other benefits applicable to this position are:
- Allowance to be determined by City Council
- Executive Life Insurance - \$150,000
- Executive Long-Term Disability (LTD)
- PERS Retirement – the City Manager will pay his/her (8%) employee's share of PERS contributions if a Classic member or (6.25%) or half of normal cost of the employee's share of PERS contributions if a PEPR member.
- Six (6) months severance of base salary and benefits as determined by the City Council, if terminated without cause.
- Annual performance evaluation by City Council.
- Annual leave benefits in the same manner afforded to other employees.
- Administrative leave is 80 hours at the commencement of the date of the agreement and annually earned on the anniversary date.
- City shall pay the full costs of health, dental, and vision plan and benefits up to \$1,608.46 per month and as determined by the City Council.
- City agrees to pay all necessary dues, fees, and expenses for Employee to belong to one local civic service club to be selected by Employee.
- Cash out of Administrative and Annual leave hours will be afforded in the same manner as other employees.
- City will pay for necessary professional development, such as participation in League of CA Cities.

Selection 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 may include any or all of the following: outside interview panel, internal interview panel, and final interview with the City Council.

Application Process

This recruitment is Open Until Filled. To be considered for this opportunity, please submit and on-line City Application with the following attached documents:

- ♦ Apply on-line at: <http://cityofmontebello.com/department/human-resources/career-pages.html>
- ♦ Attach a cover letter not to exceed (2) pages.
- ♦ Attach a current Resume that reflects the scope of your responsibilities and your most significant career accomplishments.
- ♦ At least five (5) professional references.

For additional information regarding this opportunity, please contact:

- Bob Franco, Director of Human Resources at (323) 887-1200, Ext. 419 or by E-mail at: bfranco@cityofmontebello.com
- Nicole Mooshagian, Management Analyst at (323) 887-1200, Ext. 383 or by E-mail at: nmooshagian@cityofmontebello.com

