



City of Newport Beach



Assistant City Manager



Photo by Nic Lehoux

City of Newport Beach

THE COMMUNITY

Newport Beach is a coastal community located in the center of Orange County, in the heart of Southern California, with Los Angeles County to the north and San Diego County to the south.

In terms of population, Orange County is the third largest county in California and the sixth largest in the nation. The City's population is currently 86,874 and that number has been stable over the last decade. With beautiful beaches and exclusive shopping and dining, Newport Beach offers one of the most attractive communities on the west coast.

Newport Beach is known for its "villages," each with its own distinct character and appearance, such as: Balboa Peninsula (the Peninsula or Balboa), which is a three-mile stretch bordered by Newport Harbor and the Pacific Ocean. Here you will find The Wedge, arguably one of the best bodysurfing sites in the world; Ocean Front Walk; Marina Park; the Dory Fishing Fleet, where local fishermen bring in fresh seafood daily; the Balboa Fun Zone; the historic Balboa Pavilion, established in 1906; and the Balboa Ferry, which is a short, scenic ride to Balboa Island. Newport Coast is comprised of newer homes, upscale hotels, Pelican Hill Golf Course and Resort, and Crystal Cove State Park, a popular hiking destination containing more than a dozen restored 1930s-era vacation cottages. Balboa Island is lined with quaint shops, art galleries, restaurants, and a great walking path that circles its perimeter. Newport Center/Fashion Island contains high- and mid-rise office, medical and residential buildings, hotels, the famous Fashion Island shopping center, and is a five-minute walk from the Newport Beach Civic Center.

CITY GOVERNMENT

Newport Beach was incorporated September 1, 1906. The City Charter was originally adopted in 1954, but has been updated and amended over time to stay current with best business practices and modernization. The City operates under a City Council/City Manager form of government. The City Council includes seven councilmembers, who

are elected by district and voted on by the population as a whole. They serve up to two, four-year-staggered terms. The governing Council is responsible for creating policies, passing local ordinances, adopting the budget, appointing committees and hiring the City Manager, City Attorney, and City Clerk.

The City of Newport Beach is a full-service city providing its residents and visitors with the following functional services: general governance, legal, financial, information technology, and administrative management; police, fire, paramedic, lifeguard, and emergency medical services; engineering, construction, and maintenance of public facilities, public streets, beaches, and parks; planning, zoning, and economic development services; building inspection, plan check and code enforcement services; libraries and cultural and arts services; recreation and senior services; and water, wastewater, and street light utility services. The City provides water and wastewater service to most areas within city limits, but it does not provide gas, cable television, electrical, or other utility service. Public elementary and secondary education is provided by the Newport-Mesa Unified School District and the Laguna Beach Unified School District.

CITY MANAGER'S OFFICE

The City Manager's Office delivers innovative and timely services while providing leadership and strategic direction to the City's twelve operating departments. The Office is committed to maintaining strong fiscal accountability and improved transparency of public funds and resources. Divisions under the City Manager's Office are City Management, Public Information, Economic Development, and Information Technology. The 2015-16 fiscal year goals focus on providing direction and oversight to the development and execution of the City's annual budget and Capital Improvement Program, including the Facilities Financing Program (FFP); effectively engaging the public; and providing an information technology infrastructure and top quality IT support to help the City remain an efficient organization.



Assistant City Manager

THE IDEAL CANDIDATE

The city manager seeks an assistant city manager with a management style based on collaboration, innovation, and achieving positive results for the executive management team, City departments and the community.

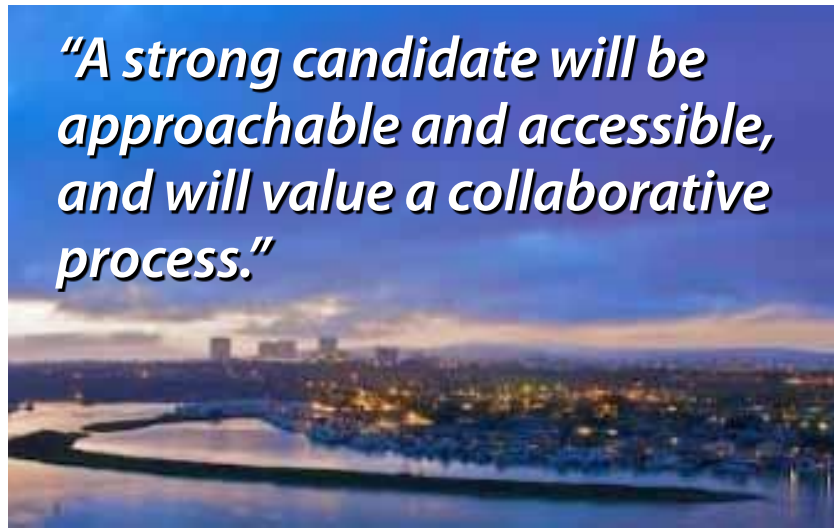
A strong candidate will be:

- Approachable and accessible and will value a collaborative process;
- Results-oriented and capable of simultaneously balancing a multitude of priorities and accomplishing goals;
- Knowledgeable of new trends and able to provide innovative recommendations to move the organization forward in a progressive way;
- A champion of organizational efficiency and change management;
- One who possesses a strong work ethic, high integrity, credibility and trustworthiness and operates transparently in an open government;
- Able to represent the City well in community and professional organizations; and
- One with exceptional communication and interpersonal skills and the ability to build and maintain positive and productive working relationships with a wide variety of internal and external stakeholders.
- A qualified candidate must have seven years of increasingly responsible professional experience in one or more specializations (community development, field operations, public works, public safety, recreation, library, human resources or finance) including at least three years of experience as a deputy city manager, assistant city manager, city manager or similar role in a county. Experience working in a coastal community or a city with a high tourist population is highly desirable.
- A bachelor's degree in public administration, business administration, communications, urban planning or a closely related field is also required. A master's degree in public administration, organizational psychology, or a related field is desirable.

COMPENSATION PACKAGE

- \$149,822 - \$224,702 annually (DOQ)
- Retirement – CalPERS 2% at 60 (existing PERS members or reciprocal members with less than a six-month break in service) or 2% at 62 for new CalPERS members hired after 1/1/13
- Health Insurance – \$1,549 monthly allowance to purchase medical, dental, vision and additional life insurance with available provision to opt out and receive \$600 taxable cash
- Automobile Allowance - \$400/month
- Technology Allowance – Monthly smart phone plan and equipment stipend
- Supplemental Retirement Plan available
- Retiree Health Savings Account
- Life Insurance: \$50,000 coverage
- 457 Deferred Compensation Plan - \$5,000 yearly City contribution
- Flexible Spending Account available
- Flex Leave Program – 228 hours per year
- Administrative Leave – Up to 80 hours/year
- Holidays – 13 per year (includes one Floating Holiday)
- 9/80 Work Schedule – Eligible after initial six months of employment

“A strong candidate will be approachable and accessible, and will value a collaborative process.”



Assistant City Manager

THE SELECTION PROCESS

Please visit our City's website to apply online and to view the full description of the position and its requirements at www.newportbeachca.gov. Candidates must include a cover letter briefly addressing their experience as deputy city manager, assistant city manager or city manager, as well as experience in one or more specializations (community development, field operations, public works, public safety, recreation, library, human resources and/or finance), a resume and three professional references with the online application.

The final filing date for this recruitment is September 14, 2015 at 5 p.m.

The selection process will begin with a complete evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and/or assessment(s) that will measure the candidate's combination of experience, training, knowledge, education, skills, abilities and other characteristics. The selected candidate will undergo an extensive background process including criminal history, credit history, driving record, military record, civil records check, past and current employers, education and reference checks. Please contact Human Resources at (949) 644-3300 if you have any questions.

The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.

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City of Newport Beach
100 Civic Center Drive
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www.newportbeachca.gov