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# City Manager

CITY OF SOUTH PASADENA, CALIFORNIA

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EXECUTIVE SEARCH

## THE COMMUNITY

Frequently used in Hollywood films as a stand-in for classic small American towns, the charming City of South Pasadena, California is just six miles from downtown Los Angeles, yet a world apart. Settled in 1874, South Pasadena is located in the West San Gabriel Valley in Los Angeles County and is bounded on the north by Pasadena, San Marino to the east, Alhambra to the southeast, and Los Angeles to the west and south. Known as “South Pas” to its residents, the community is acclaimed for its small-town character, rich architectural heritage, and magnificent tree-lined streetscapes.

South Pasadena’s population of approximately 26,028 occupies a mere 3.44 square miles of flatlands and hillsides. Also called the “City of Trees,” South Pasadena has more than 100 acres of parks and playgrounds blanketing its landscape and more than 21,000 trees adorning its streets. The serene, historic ambiance of the city is a testament to the ardent dedication of its residents in protecting both its architectural and natural beauty. Throughout the community numerous houses, buildings, churches, and trees dating to the late 1800s have been designated as historic landmarks.

At the heart of this appealing city is its historic business district. Mission Street, South Pasadena’s pedestrian-oriented shopping area, is an eclectic mix of historic architecture, antique stores, galleries, trendy shops and cafes, as well as an authentic soda fountain that has been a landmark since 1915. The business district also hosts various annual festivals, including the Cruz’n for Roses Car Show, the Eclectic Music Festival & Art Walk, and the Fourth of July Festival of Balloons.

South Pasadena has one of the most prestigious public school systems in the region. The South Pasadena Unified School District serves approximately 4,800 students through its three elementary schools, one middle school and one comprehensive high school. The city enjoys a low crime rate and the benefits of a close-knit, participation-oriented community. Dynamic civic organizations and a population of ethnic and cultural diversity, along with activities and services for residents of all ages, further enrich its high quality of life.

This enviable lifestyle has earned South Pasadena numerous accolades. It was named Runner Up and Reader’s Pick in the “Best Cosmopolitan Suburb” category of Sunset Magazine’s “Best Places to Live & Work in the West” competition. The city also was named a “Walker’s Paradise” by WalkScore.com and has been recognized by the Los Angeles Conservancy for its outstanding historic preservation efforts.

To learn more about the City of South Pasadena, please visit: [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

### MISSION STATEMENT

THE CITY OF SOUTH PASADENA IS COMMITTED TO PROVIDING EFFECTIVE AND EFFICIENT MUNICIPAL SERVICES FOR THE COMMUNITY WHILE PRESERVING OUR QUALITY OF LIFE AND SMALL-TOWN CHARACTER IN A 21ST CENTURY ENVIRONMENT.

## THE ORGANIZATION

Incorporated in 1888, South Pasadena is a full-service general law city that operates under the

Council-Manager form of government. The City Council consists of five members elected to four-year staggered terms of office. The Mayor is selected from the City Council members and serves a one-year term. South Pasadena enjoys a professional, conservative, and collegial City Council. The next election with two Council seats on the ballot is in November 2018. The City’s other elected officials are the City Treasurer and City Clerk, each of whom serves a four-year term of office. The City Manager is appointed by and serves at the pleasure of the City Council.

Among cities of its size, South Pasadena is unique for directly providing a full range of services, including police and fire protection, the construction and maintenance of streets and other infrastructure, sewer services, water utility, refuse collection, public improvements, planning and zoning, recreational activities and cultural events, library operations, and general administrative and support services. Although staffing these services may cost more than contracting out, doing so affirms South Pasadena’s preference for local control and personal treatment. The City has 146 full-time dedicated employees and a FY 2017/18 General Fund budget of \$27.4 million (including transfers out).

In addition, the City currently is evaluating the feasibility of enacting rent control legislation. A City Council Ad-Hoc Rent Stabilization Committee was established several months ago and is expected to present its recommendations to the full City Council later this year. General Plan and Specific Plan updates are also in progress.

## THE POSITION

This career opportunity is available with the departure of Sergio Gonzalez who recently became Hermosa Beach City Manager. Mr. Gonzalez joined the City of South Pasadena in 2003 and became City Manager in 2012.

The City Manager serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. The City Manager oversees Management Services and the departments of Fire, Police, Finance, Community Services, Library, Planning & Building, and Public Works.

In conversations with the Mayor and City Council and the City’s Leadership Team, a profile of the ideal candidate for City Manager was developed.

The City Council is seeking a trusted advisor of the highest integrity, who will provide clear recommendations and treat all Council members equally. The City Manager will possess an



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engaged and calm demeanor as well as a sense of humor. A hands-on manager, the City Manager will serve as a sounding board and bring new ideas to the table.

The new City Manager will assess the current organization and determine necessary staffing requirements as well as focus on established policies and procedures and internal controls in order to ensure best practices. The ideal candidate has been described as an inclusive and collaborative leader, who respects staff, provides opportunities to grow, and empowers the team to get the job done. The City Manager will foster a culture of transparency, creativity, innovation, and entrepreneurialism, and will facilitate a collaborative approach in the exchange of ideas. The selected City Manager will articulate the vision and confidently lead the organization forward.

South Pasadena residents are actively involved and passionate about their community, which is evident by the support of 20 volunteer boards and committees. The City Manager must support and embrace this environment, be willing to engage with the public, be approachable, and ensure transparency and responsiveness in all interactions. The City Manager will have the ability to appreciate the desires of the community while also explaining financial realities. Strong communication skills are necessary in serving as a representative of the City in media relations as well as with other communities and regional agencies.

This is an excellent opportunity for an Assistant City Manager or department head with experience in a full-service local government agency. Knowledge and/or experience in municipal finance and budget, basic contract law, infrastructure/capital improvements, environmental/quality of life issues is desired. A Bachelor’s degree in public or business administration, finance, or a related field is required; Master’s preferred. An appreciation of the character of this unique community is required.

## THE COMPENSATION

The City of South Pasadena is offering a competitive annual salary, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided.

**RETIREMENT:** 2% @ 55 CalPERS (classic) single highest year calculation; member contribution of 7%. New CalPERS members are at 2% @ 62 plan.

### LEVEL IV SURVIVOR BENEFIT

### MEDICAL/DENTAL/VISION INSURANCE:

City-paid medical insurance coverage is provided up to \$715/month; dental coverage





is provided up to \$75/month; vision care coverage is provided up to \$20/month.

**VACATION LEAVE:** Accrual based on years of service.

**HOLIDAYS:** 11 holidays and two floating holidays annually.



**MANAGEMENT LEAVE:** 80 hours per year.  
Cash out policy available; no carryover.

**SICK LEAVE:** Accrual at 96 hours per year.

**DEFERRED COMPENSATION:** Income may be deferred through plans with ICMA. City contributes 1% of salary.

**LONG-TERM DISABILITY INSURANCE AND LIFE INSURANCE:** City provides long-term disability coverage, Accidental Death and Dismemberment Policy of \$50,000, and term insurance policy of \$50,000.

**AUTO ALLOWANCE:** Available.

9/80 Work Week.

## SEARCH SCHEDULE

Filing Deadline.....July 10, 2017  
Preliminary Interviews.....July 17-19, 2017  
Recommendation of Candidates..... Late July 2017  
Finalist Interview Process .....Mid-August 2017  
These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Please do not hesitate to contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)