



CITY OF GARDENA

CAREER EMPLOYMENT OPPORTUNITY

CITY MANAGER

(OPEN/COMPETITIVE)

Annual Base Salary \$257,376 with excellent benefits

Filing Deadline: OPEN UNTIL FILLED

Salary: The salary range is based on a 6 step merit system with new employees hired at the first step with progression to the second step upon successful completion of a probationary period, with an annual review thereafter. Cost of Living Adjustment (COLA) is negotiated with the representative labor group and is separate from merit steps.

Vacation: 10 hours per month increasing with years of service.

Holidays: 12 fixed holidays per year plus additional 20 hours of floating holiday.

Sick Leave: 10 hours per month accumulated per year with no maximum accumulation.

Management Leave: 40 hours per year

Retirement: The City participates in the Public Employees Retirement System and currently pays 3.5% of the employees 7% contribution towards retirement (2% @55); no Social Security. New hires not already members of CalPERS will be enrolled according to PEPRA2013 (2% @ 62)

Health Insurance: Medical, vision, prescription and dental coverage is provided. City currently pays the premium for employee plus one dependent.

Life Insurance: Group Term Life Insurance policy paid by the City @ 1.5 times annual salary with optional coverage available.

Tuition Reimbursement: \$1,500 per fiscal year for tuition and books for approved courses.

Deferred Compensation: Available to interested employees; no City match.

Credit Union: Savings and loans services are available through the South Bay Credit Union.

THE POSITION

The city manager shall be appointed by the council solely on the basis of his executive and administrative qualifications and shall hold office at the pleasure of the council.

ESSENTIAL DUTIES

The city manager shall be the administrative head of the city government under the direction and control of the council. He or she shall be responsible to the council for the efficient administration of all the affairs of the city which are under his or her control. In addition to his or her general powers as administrative head, and not as a limitation thereon, it shall be the duty of the city manager, and he or she shall have the power to:

- See that all laws and ordinances are properly enforced within the city;
- Appoint, discipline and dismiss all department heads and all subordinate officers and employees of the city, except the city clerk, city treasurer and city attorney and their deputies; transfer employees from one department to another; and consolidate or combine offices, positions, departments, or units under his or her jurisdiction;
- Exercise control over all departments and divisions of the city government and over all the appointive offices and employees thereof;
- Attend all meetings of the council unless excused therefrom by the council, except when his or her removal is under consideration by the council;
- Recommend to the council for adoption such measures and ordinances as he or she deems necessary or expedient;
- Keep the council fully advised at all times as to the financial condition and needs of the city;
- Prepare and submit to the council the annual budget;
- Prepare and recommend to the council a salary plan;
- Purchase all supplies for all departments or divisions of the city; no expenditure shall be submitted or recommended to the council except upon a report of approval of the city manager;
- Make investigations into the affairs of the city and any department thereof and any contract, or the proper performance of any obligation running to the city;
- Investigate all complaints in relation to matters concerning the administration of the government of the city and in regard to the services maintained by public utilities in the city, and see that all franchises, permits, licenses and privileges granted by the city are faithfully observed;
- Exercise general supervision over all public buildings, public parks, and other public property which are under the control and jurisdiction of the city;
- Devote his or her entire working time to the duties and interests of the city; and
- Perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution of the council.

The Gardena Community:

Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with a Mayor and four City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

Immigration Reform & Control Act of 1986:

In compliance, all new employees are required to provide documentation verifying identity and entitlement to work in the United States.

Provisions of this bulletin do NOT constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

FILING, SELECTION & TESTING PROCESS

The City of Gardena is now actively accepting applications for the recruitment of City Manager. To apply, submit an original City of Gardena Employment Application along with a resume and cover letter to the Human Resources Office; address listed below.

Applications submitted to any other office will be rejected unless otherwise directed. Incomplete or illegible applications will be rejected. No copies, FAX or email copies.

We do not make copies of applications, DMV printouts or certifications.

Please come prepared with all applicable materials for submission. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written exam, skill or practice test, and an oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

SUBMIT APPLICATIONS TO: CITY OF GARDENA HUMAN RESOURCES OFFICE

1700 W. 162ND STREET, GARDENA, CA 90247

Human Resources Office: (310) 217-9688

www.cityofgardena.org

Job Hotline: (310) 217-9515



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