THE COMMUNITY
The City of Santa Ana is located 33 miles southeast of Los Angeles and 90 miles north of San Diego. The county seat of Orange County and center of all state and federal government buildings and court houses, Santa Ana encompasses an area of approximately 27 square miles. With a population of approximately 335,000, it is the second largest city in Orange County.

Proud of its rich history and cultural diversity, the City boasts an active arts and cultural community, including theaters, concert halls, a municipal zoo, the Artists Village, the Discovery Science Center, and the Bowers Museum of Art. Additionally, world-famous amusement parks and beaches are just minutes away.

The City’s diverse business community includes over 13,000 companies that employ approximately 150,600 people and generate over $50 million in annual sales tax revenues for the City. These companies benefit from the City’s ideal location, a regional transportation center, and easy access to five major freeways.

Over 50% of the City’s land is dedicated to residential use, with an additional 30% used for commercial and industrial purposes. Schools, public parks and vacant land comprise the remainder of the City’s property. The City has 76,896 housing units as of the 2010 Census, consisting of single-family detached homes (46%) and multiple-family homes such as duplexes (41%); the remainder are townhouses and mobile homes.

Santa Ana is currently developing exciting improvements for its charming downtown, including a street car system to facilitate transportation, luxury high-rise condominiums, and mixed-use projects with restaurants, live/work townhomes and lofts. A 37-story office tower, the tallest building in Orange County, is planned for the city center, as well as a vibrant, revitalized downtown called the Station District, where both new and historic houses mix together to energize this dynamic urban environment.

SANTA ANA CITY GOVERNMENT
Incorporated in 1886, Santa Ana is a charter city with a Council/Manager form of government including a mayor and six council members. Council members are elected to four-year terms with a three-term limit and the mayor is elected to two-year terms with a four-term limit.

The City Council appoints the City Manager, City Attorney and City Clerk. The City Manager is ultimately responsible for the appointment of all other employees of the City, and personally appoints the Executive Directors of the City’s agencies. The City’s eleven agencies provide traditional municipal services, as well as a water utility, library system, 20-acre zoo, and other facilities. The City’s fiscal year 2017-2018 budget is $510.7 million and there are 1,457 employees.

THE POSITION
The City Manager provides professional leadership in the management of the City and is responsible for the coordination of all municipal programs and the executive supervision of all City departments and agencies. The City Manager’s principal duties and responsibilities include assisting members of the City Council in formulating policies and responding to City Council issues and concerns, either directly or through various City staff members, to recommend options and potential solutions. In addition to managing the administrative functions of the City, the City Manager ensures the effective coordination and implementation of public policies, programs and initiatives through the professional efforts of the other City departments: the City Attorney’s Office, Clerk of the Council, Community Development Agency, Finance and Management Services, Parks, Recreation and Community Services, Personnel Services, Information Technology Department, Planning and Building Agency, Police Department, and Public Works Agency.

OPPORTUNITIES AND PRIORITIES

• Fiscal Stability – Santa Ana has recently experienced a decrease in revenues making it difficult to maintain current service levels. Services were severely cut during the recession making it difficult to make additional reductions without negative impact on the community and its residents. The City Council was willing to use one-time funding to balance the operation budget for FY 17-18 but new revenues, efficiencies or service cuts need to be identified so future budgets are balanced.

• Public Safety and Quality of Life – Having a safe city is paramount to the City Council. They understand that enforcement alone is not enough. A safe Santa Ana is also dependent on programs for prevention and intervention particularly focused on youth.

• Economic Development – Santa Ana has seen an increase in activities related to development and wants to be a business friendly city. However, City processes, procedures and staffing levels and service development have not kept up with the increase in activity. The City Council would like to expand economic development staffing, streamline the processing of development projects including upgrades in technology for record keeping and information sharing.

IDEAL CANDIDATE
The ideal candidate will be an effective and collaborative leader; possessing confidence, patience, excellent communication and interpersonal skills, and strong technical and business acumen; who understands the need for public service through community engagement and participation. A personable yet professional manager with cultural sensitivity and a willingness to address community issues is highly desirable. He or she will have a good sense of the needs of the community and compassion for the underserved. The successful candidate shall have expertise in enterprise and budget management, agency administration, and
City of Santa Ana
Mission Statement

To deliver efficient public services in partnership with our community which ensures public safety, a prosperous economic environment, opportunities for our youth, and a high quality of life for residents.

the ability to build and maintain collaborative relationships with city council, regional and business partners, surrounding cities, governmental agencies, staff and the community, through open and respectful dialogue. He or she will demonstrate open and transparent communication and will be known as someone who is responsive and approachable. A candidate that can demonstrate the ability to work positively and effectively with staff and promote positive morale and team building in the organization is highly valued, as is their desire to embrace and be a part of the City of Santa Ana.

KNOWLEDGE, SKILLS, AND EXPERIENCE
• Organizational and operational management of municipal government.
• A well-rounded background and understanding of municipal issues including financial management, planning and land use, economic development, housing, and labor and employee relations.
• Strong knowledge of pertinent laws, ordinances and regulations related to California city government and public administration and public contracting.
• Solid techniques in maintaining effective council, staff, and community relations.
• A professional who can lead the organization with a commitment to uphold the values of Santa Ana; develop positive business relationships and respect the richness of the City.
• A competent manager of both issues and staff; someone who can mentor and develop employees; retain and attract top talent.
• The ability to effectively present and articulate ideas both verbally and in writing to various groups.
• A change agent for the City, willing to adapt and evolve to improve processes, methods and results.
• Successful at building collaborative business and community-oriented working relationships.
• An enthusiastic, inspiring and engaged communicator.
• A forward thinker with the willingness to make difficult decisions based on what is right and enforce not only the letter of the law, but the spirit of the law.
• A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision.
• A manager who can blend innovation and creativity, think outside the box, can creatively move the city in a positive direction, or next step, while acknowledging and responding to its challenges.
• Diplomatic; being known as a ‘people person’, with a can-do style that is comfortable interacting with a wide spectrum of individuals and one who welcomes dialogue and discussion.
• Technologically astute, and recognizes the value of harnessing and integrating the benefits of cutting edge technology for city government and for residents.
• A manager that can appreciate diversity and recognize the strength it brings to the community.

MANAGEMENT STYLE AND CHARACTERISTICS
• A strong, seasoned leader with the highest integrity, character, and ethics.
• Honest, with the ability to build and maintain confidence and trust.
• A friendly and approachable leader who is visible and engaged in the community and will ensure quality customer service; someone that understands the needs of the citizens, listens and allows the public to be heard and respected.
• A manager who can blend innovation and creativity, think outside the box, can creatively move the city in a positive direction, or next step, while acknowledging and responding to its challenges.
• Diplomatic; being known as a ‘people person’, with a can-do style that is comfortable interacting with a wide spectrum of individuals and one who welcomes dialogue and discussion.
• Technologically astute, and recognizes the value of harnessing and integrating the benefits of cutting edge technology for city government and for residents.
• A manager that can appreciate diversity and recognize the strength it brings to the community.
MINIMUM QUALIFICATIONS

- A Bachelor’s degree in public or business administration from an accredited college or university. A Master’s degree is desirable.
- A minimum of 10 years of experience as a City Manager or Assistant City Manager in a full service urban city, preferably with a population in excess of 100,000.

COMPENSATION AND BENEFITS

The salary range for this position is $240,000 - $290,000 commensurate with the successful candidate’s experience and qualifications.

Retirement – CalPERS 2.7%@ 55 formula with employee paying 8% if existing CalPERS member and less than a 6 month break in service. 8% City-paid EPMC. New CalPERS member receives PEPRA 2% @ 62 with 5.5% contribution amount.

Life Insurance – Three (3) times salary not to exceed $300,000. Optional additional coverage is available for employee and dependents.

Health Insurance – Various choices, maximum paid by City is $1,558.80 per month.

Medical Retirement Subsidy Plan – Employee contributes .5%, City contributes 1.75% to a fund that helps pay for medical premium at retirement.

Vision – Plan available at employee’s expense.

Dental – Maximum paid by City is $110 per month.

Long Term Disability – 2/3 of first $7,500/mo, after 60 days. City paid 100% of premium cost.

Holidays – 96 hours per year.

Sick Leave – 96 hours per year.

Management Vacation Benefit – 40 hours per year.

Vacation – 120 hours for 1-5 years of service increasing after five (5) years.

Deferred Compensation – 457 Deferred Compensation Plan available.

Car Allowance – $6000 per year.

Bilingual Pay – Available.

Tuition Reimbursement – $2,000 per fiscal year maximum.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is Wednesday, August 16, 2017. To be considered for this exceptional career opportunity, please submit your cover letter, resume, current salary and 10 work-related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of employment, positions held. To apply, please visit our website: https://secure.cpshr.us/escandidate/JobDetail?ID=250

CPS HR Consulting
Tel: 916-471-3111
Email: resumes@cpshr.us
Website: www.cpshr.us/search

Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City of Santa Ana will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Frank Rojas.