



Invites your interest in the position of

ASSISTANT CITY MANAGER

\$175,389 - \$213,186*

Apply by: November 22, 2024

*Pending approval by City Council, position's range will be brought to the median amongst the city's survey cities plus a 3% COLA increase



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The Community

San Dimas is a city where community pride and a warm, welcoming atmosphere come together to create an ideal place to call home. Nestled against the San Gabriel Mountains, our City boasts not only some of Los Angeles County's best parks and open green spaces but also an outstanding school system that prioritizes educational excellence. We have a small-town feel, with a community that is caring, connected, and engaged.

You'll find our City has some of the region's best and flourishing small businesses with above-and-beyond customer service. Everything you need to shop, eat, and play is right here in San Dimas.

The City places a strong emphasis on public safety, consistently earning praise for its low crime rates and proactive law enforcement efforts. San Dimas boasts crime rates well below the national average, exemplifying the City's dedication to creating a secure environment for its residents. Our local law enforcement works closely with the community to foster a sense of trust and cooperation, ensuring that our residents can enjoy our small-town feel with peace of mind.

The City prides itself in its attention to community services, continuous improvement in service delivery, focus on capital improvement and solid financial health. Residents appreciate the ability to comfortably walk throughout our community's quiet and friendly neighborhoods and attend several community events such as the Farmers Market, Halloween Spooktacular, and Holiday Extravaganza. With a commitment to safety and a family-friendly environment, San Dimas is more than just a location; it's a fantastic place to raise a family, full of charm and endless possibilities.

San Dimas By Numbers



35,000

POPULATION

43



AVERAGE

AGE



\$102,241

AVERAGE
INCOME

\$800,000



MEDIAN
HOME VALUE



EMPLOYEES

FULL-TIME

72

PART-TIME

126

The Organization

San Dimas was incorporated on August 4, 1960, as a General Law City with a Council/Manager form of government. San Dimas has a City Council consisting of four members who are elected by the citizens of San Dimas for overlapping four-year terms. Elections are held every two years to coincide with statewide primary elections in even numbered years. The fifth member of Council, the Mayor, is elected directly by the citizens and serves a two-year term. City commissions advise the Council on special issues that affect the community. These include the Parks and Recreation Commission, Public Safety Commission, Planning Commission, Senior Citizens Advisory Commission, and Equestrian Commission.

The City of San Dimas operating Departments are Administrative Services (Finance, Human Resources, and IT), City Manager (including City Clerk), Community Development (Building, Code Compliance, Housing, and Planning), Parks and Recreation (including Landscape and Facilities), and Public Works (Engineering, Environmental Services, and Streets). As a “contract” City, public safety is provided by the Los Angeles County Fire Protection District and Los Angeles County Sheriff Department, and animal control is provided by the Inland Valley Humane Society.

The City of San Dimas has something for everyone. Our goal is to provide inclusive programs and services to foster health and wellness, lifelong learning, and community.

The Position

The Assistant City Manager partners with the City Manager in a broad range of activities, handling many high-level managerial and operational matters. This includes providing general strategic and administrative direction to specific departments, assisting in planning, directing, and reviewing the administrative activities and operations of the City, implementing City policies and procedures, leading and/or participating in major negotiations, special projects for the City Manager, and coordinating assigned activities with other City departments and outside agencies. The Assistant City Manager is a senior member of a dedicated Executive Team and will act as City Manager in their absence.

Key areas for the Assistant City Manager will include working with the City Manager on overarching initiatives including organizational development, department support, employee appreciation, employee relations and development, labor negotiations, community engagement, and customer service.

Key responsibilities include:

- Serve as principal support to the City Manager, leading City-wide programs and services.
- Oversee key areas like public information, social media, and intergovernmental relations.
- Support the City Manager by managing day-to-day city operations and departments.
- Lead initiatives to evaluate and improve service delivery methods, administrative practices, and technology.
- Direct complex projects, ensuring cost-effectiveness and operational efficiency.
- Collaborate with department heads to resolve organizational challenges and implement improvements.
- Act as a key liaison to the community, addressing concerns and working with citizens, city council members, and external partners.
- Represent the City Manager in their absence and serve as a public information officer during emergencies.
- Participate in City Commissions and/or Committees.
- Participate in policy development and advise the City Council on key issues and solutions.

Ideal Candidate

The ideal candidate for the role of Assistant City Manager is a dynamic, authentic, and experienced leader ready to take on a key leadership position within the City of San Dimas. Politically astute, and capable of navigating complex issues with integrity and diplomacy, the successful candidate will be a trusted advisor, providing valuable insights to operating departments while prioritizing initiatives and identifying innovative solutions to challenges facing the City.

With a commitment to transparency and open communication, the Assistant City Manager will build strong relationships with the City Manager, employees, elected officials, and the community to foster an environment of trust, collaboration, and shared success. This is an excellent opportunity for someone that wants to work with multiple City departments to modernize and improve customer service while also working on organizational development, culture, and community engagement.

If you are someone who values professional management, leadership, integrity, honesty, teamwork, communication, and thrives in managing city-wide programs, projects, and services with efficiency and vision, San Dimas is the place for you.

Key Attributes



Strategic thinker with proven leadership experience in a managerial or administrative role within municipal or public administration.



Strong understanding of public policy, community relations, and intergovernmental processes.



Expertise in project and program management, with a focus on efficiency, cost-effectiveness, and innovation.



A collaborative leader who excels in building teams, resolving organizational issues, and fostering an inclusive work environment.



Excellent communication and public relations skills, with the ability to represent the City to residents, stakeholders, and legislative bodies.



Knowledge of budget development and financial management, ensuring city projects and programs are sustainable.

Qualifications

The typical background and experience for the Assistant City Manager includes a Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Public Policy, Finance, or a related field and at least five years of responsible managerial, professional, leadership, and administrative experience involving varied interdepartmental programs and services. A Master's degree in Public Administration, Finance, or a related field is highly desirable.

Compensation & Benefits

The annual salary range for the Assistant City Manager is \$175,389 – \$213,186 and starting step will be dependent on qualifications. The City is open Monday through Friday and operates on alternative scheduling.

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In addition, the City offers a comprehensive benefits package including:

CalPERS Retirement

- "Classic" members of CalPERS participate in a formula of 2% at 55, with the employee paying 7%.
- New members to CalPERS are subject to PEPRA, which includes a formula of 2% at 62, with the employee paying one-half of the normal cost (currently 7.75%).

Vacation

- Annual accrual of up to 160 hours, based on years of service.

Sick Leave

- Annual accrual of 96 hours.

Holidays

- 12 days per year
- *Pending City Council approval would increase to 13 days per year.

Administrative Leave

- 96 hours per year

Car Allowance

- \$300 per month

Health Insurance

- \$1,545 monthly allotment for medical, dental, and vision insurance.

Deferred Compensation

- City provides matching 457(b) contribution into a 401(a) plan of up to \$250 per month.

Flexible Spending Account

- Allows employees to pay for dependent care and un-reimbursed medical expenses on a pre-tax basis.

Life Insurance

- City paid up to a maximum of \$50,000.
- *Pending City Council approval would increase to \$100,000.

Employee Assistance Program (EAP)

- The City pays 100% of cost.

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Interested candidates should apply by submitting an online application, cover letter, comprehensive resume, and five professional references [HERE](#).

KEY DATES:

Recruitment Close: Friday, November 22, 2024
Interviews Tentatively Scheduled: Week of December 16, 2024

CONFIDENTIAL INQUIRIES ARE WELCOME TO
CECILIA TODD, HUMAN RESOURCES MANAGER AT (909) 394-6211