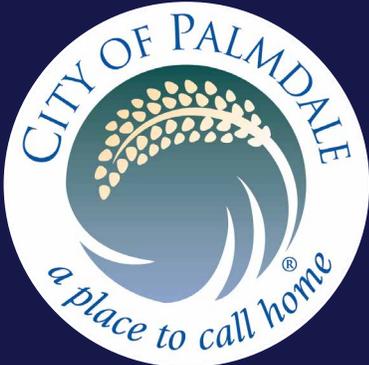


# City of Palmdale, CA

## Assistant City Manager



## The City of Palmdale & Community

The City Manager and City of Palmdale are seeking a highly capable Assistant City Manager to help serve the needs of this community of nearly 160,000 residents. From its beginning as an early European settlement to designation as a Village in 1888, later as a Township and finally incorporated as the City of Palmdale in 1962, the City has enjoyed steady growth and diversity. Over the last twenty-five years, the City of Palmdale has consistently been ranked in the top 25 fastest growing cities in the United States (based on percentage change) and has also been the fastest growing city in Los Angeles County and the fastest growing large city in the State of California. Palmdale is the fifth most populous city in Los Angeles County and covers an area of over 104 square miles, posing unique opportunities and challenges.

The most important industry for Palmdale is the aerospace industry, which would account for it sometimes being referred to as “the aerospace capital of the United States.” As such Palmdale continues its rich history of being the site of significant research, development, final assembly, flight testing and/or servicing/modifications of the Space Shuttle, B-1 Lancer, X-15, B-2 Spirit, F-117 Nighthawk and many other aircraft that have been used in the United States Air Force, NASA and air forces and airlines around the world. USAF Plant 42 is home to major operations of well-known aerospace companies such as Boeing, Lockheed Martin (and its famed Skunk Works), and Northrop Grumman.

The recent award of a \$65 billion defense contract to Northrop Grumman for the next generation stealth bomber, home of the Globalhawk drone development and the F-35 Raptor construction is resulting in significant aerospace growth and need for housing, commercial development and infrastructure expansion. In recent times, however, other manufacturing companies have relocated to Palmdale seeking more affordable land and a skilled workforce. The largest employers in Palmdale (in order of employee size) are: Lockheed Martin, Northrop Grumman, Antelope Valley Mall, Palmdale School District, Walmart, Antelope Valley Union High School District, Boeing, Palmdale Medical Center, Westside Union School District, Los Angeles County, and CarMax.

The City of Palmdale also boasts excellent educational opportunities offered through the Palmdale, Westside Union, Keppel Union, and Antelope Valley High School Districts, the Palmdale Aerospace Academy, and a number of Higher Education institutions including satellite campuses for the Antelope Valley Community College District, California State University System, Chapman University, University of La Verne, and University of Phoenix, as well as a campus for DeVry University that includes the Keller Graduate School of Management and the AERO Institute at the Palmdale Institute of Technology (operated by the National Aeronautics and Space Administration – NASA).

Perfectly located for an easy drive to world-class beaches, skiing, fishing and entertainment, Palmdale is located 60 miles northeast of Los Angeles, it is only an hour’s drive to Los Angeles, 3 hours to Las Vegas, 2.5 hours to Coachella, and 4 hours to Mammoth Mountain.

Even with everything so close, you’re going to want to stick around and enjoy all our amenities. We have outstanding parks, an amphitheater, a water park, theater, opportunities for hiking, biking, horseback riding, golfing, minor league baseball, an airpark, and the region’s premier shopping and dining choices right in our own backyard.

Our diverse housing inventory provides everything from executive mansions to family homes — and very soon, brand new transit-oriented living.

With all this and 300+ days of sunshine a year, you’ll soon see why Palmdale’s motto is “a place to call home.”

## City of Palmdale Government

The City of Palmdale is a Charter City governed under the council/manager form of local government. There are four Council Members who (beginning in November 2016) are elected by District and a Mayor who is elected at large every two years for a two-year term. Every two years, two of the four District Council Members are elected to serve four-year terms. The City Council appoints the City Manager and City Attorney.

The approved City budget for 2017-2018 includes an operating budget of approximately \$117.9 million and a capital budget of about \$132.2 million. If, however, agency funds like our Successor Agency and Assessment Districts are also included, the Operating budget would increase to \$179.4 million and the total budget would be \$311.6 million. The City currently employs a workforce of about 197 FTE.

The City of Palmdale provides a number of municipal services to the community that are divided into major categories such as Economic & Community Development, Recreation and Culture, Neighborhood Services, Administrative Services and Public Works. Of note is the inclusion of economic development in the community development department, creating a partnership between economic development, planning, building and safety, and public works. This design illustrates the City Council’s commitment to a team approach to economic development in the City. For more details and additional information about the City of Palmdale, please review the City website at:

[www.cityofpalmdale.org](http://www.cityofpalmdale.org)

A few recent key awards that the City of Palmdale has received include:

- Most Business-Friendly City - LA Economic Development Corporation 2015
- Helen Putnam Innovation Award 2015
- Three Building Excellence/Shaping Tomorrow (B.E.S.T.) Awards presented by the Southern California Chapter of the American Public Works Association (APWA) 2014
- Best Use of Technology – Interactive Citywide GIS Website (APWA) 2015
- Outstanding School Recycling Program Award by the California Resource Recovery Association (CRRA) 2017
- Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association 2016

The City of Palmdale prides itself on being a great place to work. Our five core values: Grounded in Integrity, Nurture Teamwork, Cultivate Greatness, Committed to Service and Master the Possibilities are more than words; they are a way of life. We know that cities with a strong culture and high purpose perform better in the long run. More details on our core values is available at: [www.cityofpalmdale.org/values](http://www.cityofpalmdale.org/values)

The City of Palmdale is undergoing a remarkable transformation to become a vibrant city of tomorrow. Some of the many projects and opportunities are noted in this brochure under the section on Issues, Challenges and Opportunities. We invite you to review these and the rest of this brochure and to consider joining the City, City Manager’s Office and our Community in the exciting and challenging role of Assistant City Manager.

## The Position

As a key partner in helping the City Manager shape the City’s organizational culture and implementing the City’s mission and vision, the Assistant City Manager assists the City Manager in managing and





directing citywide departmental activities and operations; assists in providing administrative guidance to executive staff; relieves the City Manager of day-to-day duties associated with municipal operations; and acts for the City Manager in his/her absence.

The management team reporting directly to the Assistant City Manager includes the Public Information Officer and Communications, and the Intergovernmental Relations Officer. The Assistant City Manager will also provide direction to and supervision of the functions and activities of departments as designated by the City Manager. He/she reports to and receives administrative direction from the City of Palmdale City Manager, and exercises direct and indirect supervision over assigned areas, including professional, technical and support personnel.

The Assistant City Manager also provides, supports and helps coordinate activities with other City officials, departments, outside agencies, organizations and the public; and provides responsible and complex staff support to the City Council and City Manager.

The Assistant City Manager is responsible (under administrative direction of the City Manager) for a wide variety of services as outlined below.

Typical duties and responsibilities of the position include:

- Acts as a key partner in helping the City Manager shape the City's organizational culture and implement the City's vision.
- Be directly involved in many of the outreach and public engagement efforts for controversial right of way projects, parks development and funding, high speed rail development and station area planning.
- Interacts with County Supervisors and staff on sensitive and difficult topics.
- Participates in the General Plan update and act as the City Manager and Council's representative at citizen committee meetings.
- Ensures that the City Manager and Council stay in touch with the community's points of view.
- Represents the City Manager at various meetings and serves as the City Manager in his absence.
- Works closely with City Council members, the City Manager, and department directors in planning, organizing, and implementing programs for a variety of municipal operations.
- Recommends and implements procedures and methods for effective operation of the City, responds to official requests for information, citizen inquires, complaints and requests of service.
- Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by the City Manager, conducts various special projects.
- Assists the City Manager in the development of management improvements, analyzes operating problems and suggest policy or program adjustments.
- Prepares a variety of written material in draft and final form regarding ordinances, contracts, and presentations.
- Assists in the development of reports, memos, correspondence, notices and other informational material about programs and services.
- Keeps the City Manager and City Council informed on status of capital/infrastructure projects and development projects.
- Assists the City Manager in the preparation and review of the City budget.

- Assists the City Manager in negotiating and formulating contracts with consultants, agencies and developers.
- Drafts grant proposals, resolutions, and project reports.
- Train and exercises direction over assigned staff, project teams, and consultants.
- Builds and maintains cooperative relationships with member and neighbor jurisdictions and communities, regulatory agencies, and the private sector.
- In coordination with Economic Development staff, meets with prospects, developers, and business representatives to discuss opportunities.
- In conjunction with other staff, provides information on zoning, City regulations, transportation policies, utilities, taxes, community services and other development policies of the City.
- Plans and implements new uses for currently vacant lands, reuse of existing facilities, and joint use of new or existing facilities.
- Attends City Council and Planning Commission meetings, prepares reports, technical memorandums and represents the City at other department related meetings.
- Assists the City Manager in budget review and formulation of solutions to expenditure and/or revenue issues for City operations, projects and programs.
- Performs related duties as assigned.

## Issues, Challenges, and Opportunities

The City of Palmdale has many projects, challenges and opportunities on the horizon. Some of these include:

- High speed rail negotiations with the State of California, rail station planning and right of way acquisition.
- High Speed Rail/Multimodal Transportation — A California High Speed Rail station is planned to open in Palmdale around 2029. It will connect with the Xpress West High-Speed Rail system from Las Vegas anticipated in 2025, making Palmdale the only city in the nation where two high speed rail systems converge.
- Negotiations with the County of Los Angeles and other County agencies on tax equity issues, annexation issues, Measure H homeless funding, Measure A park funding, and Measure M transportation funding.
- Developing a long - term vision and process for renewed operations at the Palmdale Regional Airport and acquiring the adjacent 17,000-acre airport property from the Los Angeles World Airports (LAWA)
- Renewing commercial air service at the Palmdale Regional Airport and develop/coordinate other local modes of transportation.
- Transit Oriented Development — Grant funded studies are underway to develop the downtown areas surrounding the multimodal high-speed rail station. This will include housing, retail and restaurants, all with a focus on creating a destination that provides a wide range of opportunities for existing and future residents and workers.
- General Plan —Exciting growth and changes are on the way! Palmdale's General Plan will undergo a fresh, new revision to reflect changes in everything from transportation to parks, and new regional highways to a potential inland port near the airport.

- Business Development — Manufacturing and business continue to grow along with Palmdale's newest economic driver — health care. The future Oasis Wellness Village, located next to the acclaimed Palmdale Regional Medical Center, will merge medical and retail to create a regional continuum of care.
- Other challenges include retrofitting street lights (some 18,000) in the City with LED; consideration of an operating Airport in the future and working through a joint use lease for an airport terminal with the U.S. Airforce; groundwater and recycling issues including working with three major water districts and many smaller districts; and numerous planned infrastructure improvements throughout the City. City staff has been successful in securing over \$132.5 million in capital grants and special funding to meet the challenges of growth and to provide adequate capital improvements for its citizens. Some 90 active projects will advance this year.

## The Candidate

### Education and Experience

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way, however, to obtain the required knowledge and abilities would be:
- Possession of a Bachelor's degree from an accredited college or university in public administration, business administration, or related field. A Master's degree is highly desirable.
- Ten years of increasingly responsible administrative or managerial experience in a public administration setting, including three years of management or supervisory experience at the department director/manager level.

### Knowledge, Skills and Abilities

The successful candidate should have strong leadership abilities yet also be ready to roll -up their sleeves and work through details when needed. He/she should also have excellent communication, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills that include:

- A hands-on understanding of municipal government or other organizations of similar complexity.
- Principles and practices of municipal budgeting and finance.
- Current social, political and economic trends and operating challenges and responsibilities of municipal government.
- The principles and practices of public administration, budgeting, personnel administration, contract management, risk management, and a comfort level working with employee/ union representation, organization and management.
- Understanding of local and state legislative processes, and applicable federal, state and local laws, codes and regulations.
- Principles of leadership, strategic planning and organizational management; and methods and techniques of staff supervision, training and motivation.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods of assessing municipal operating requirements and the use of modern technology including computers and data processing applications relevant to municipal operations.

In addition, she/he should be able to:

- Communicate clearly and concisely both orally and in writing.
- Analyze problems and situations and take appropriate actions and deal effectively with complex and sensitive issues.

## Management Style and Personal Traits

The successful candidate should be a person of high integrity who is open to City management, staff and the community, is approachable and diplomatic, comfortable handling complicated issues, and results oriented. He/she should be a team builder who enjoys a challenge, is results oriented and is a strong, yet inclusive, leader.

She/he should have good "generalist" experience, and must be an articulate, and clear communicator who is comfortable serving as an administrative agent of the City Manager and the City Council. This person should also be a good strategic planner and thinker who considers both short and long-term goals and strategies and is able to analyze complex issues and develop and implement well considered and appropriate responses including implementation of the City's strategic plan.

This individual should also have a strong customer service orientation, and be able to interact well and comfortably with people at various levels, and of diverse ethnic, social, economic and political backgrounds. The selected individual must be able to delegate effectively and provide effective leadership in a diverse workplace and community, subscribe to the principles of good municipal government, and manage in a manner that is conducive to full performance, high staff morale, and quality services.

## Compensation

The salary for this position is open, with hiring dependent upon experience and qualifications. The current annual salary range is \$156,564 to \$199, 818.

The City of Palmdale also offers a competitive benefits package including 14 paid holidays, 4/10 work schedule (with every Friday off), administrative leave, sick leave, vacation leave, CalPERS retirement, a wellness program, health, dental/vision, long-term and short-term disability, deferred compensation, a life insurance policy, a \$400/month auto allowance and much more. Details are available upon request.

More information can be obtained by calling or contacting the telephone, fax and/or e-mail numbers noted below.

## How to Apply

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President  
Lawrence Davenport, Executive Vice President or  
Rahn Sibley, Vice President

### Neher & Associates

3790 Millerton Place. Suite 100  
West Sacramento, CA 95691

Telephone: (916) 443-2421

Facsimile: (916) 443-5949

Applications are preferred electronically at:  
robertneher@executivesearchneher.com

Should you have any questions regarding your own interest, or a recommendation of a colleague, please contact us at the numbers above. This position will be officially open until filled, however; the search is on a fast track. Leading candidate applications will likely be reviewed with the City in mid to late January 2018 and potential interviews with any Screening/Interview Panels by late January to early February 2018.

***The City of Palmdale is an Equal Opportunity Employer.***