



The City of Santa Monica **Assistant City Manager/ Chief Operating Officer**

Transforming local government for the 21st century



City of
Santa Monica®



An engaged and dynamic community, model of innovation, committed to sustainability, diversity and wellbeing

The City of Santa Monica
is actively seeking candidates for

Assistant City Manager/Chief Operating Officer

The Opportunity

The City of Santa Monica seeks an Assistant City Manager (ACM) to serve as the Chief Operating Officer (COO) for the City. As Chief Operating Officer, the ACM will be responsible for ensuring the effective operations of an organization of 11 departments and 2300 staff and the hub for the City's leadership team, which is committed to serving the Santa Monica community and transforming local government. The position is key as it will serve as the Chief Operating Officer spearheading strategic and operational planning and performance management for the City including interdepartmental efforts to assure timely coordination and completion. The COO will provide oversight, supervision and coaching to Department Directors and various staff assigned to the office of the City Manager. They will mentor staff to elevate their roles to that of strategic partners and be responsible for the overall direction, coordination and evaluation of departments.

Santa Monica is a progressive community, dedicated to inclusion, equity and sustainability. The ACM/COO will build collaborative systems to align interdepartmental efforts and civic partnerships among public, private and non-profit stakeholders to achieve the Council's strategic outcomes.

The ACM/COO is a member of the Executive Team and serves at the will of the City Manager.

City Government

Santa Monica is a Charter City with a Council-Manager form of government. City Manager Rick Cole was appointed by the Council in 2015. The ACM/COO will work with the City

Manager to provide clear and consistent direction, counsel and guidance to the 11 Department Directors of the City including; Big Blue Bus, Community and Cultural Services, Finance, Fire, Housing and Economic Development, Human Resources, Information Systems, Library, Planning and Community Development, Police and Public Works. In addition, they will work with three other departments; Records and Elections and City Attorney's Office which report to the Council and Rent Control which reports to the Rent Control Board. The City also operates the Santa Monica Airport, the Santa Monica Pier, water services and a cemetery.

The City Council's Strategic Goals are: establishing a new model of mobility; preserving community diversity and affordability; securing local control of airport land use; exercising regional leadership to reduce homelessness; and promoting life-long learning.

The organization has a total budget of \$621.7 million for FY 16-17 and employs a diverse and engaged workforce of approximately 2300 full-time staff.

The Ideal Candidate

The ideal candidate will have passion for:

- Creating a 21st Century government.
- Embracing diversity and pursuing equity and inclusion.
- Nurturing community identity, pride and civic engagement.
- Building collaborative civic partnerships among public, private and non-profit stakeholders.
- Being a role model for public service, continuous learning and mentoring future leaders.



Experience and Education

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a closely related field. Ten years of progressively responsible executive management experience. Experience as a department director in a similarly complex public agency is desirable.

Application & Selection Process

The Assistant City Manager recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted, and will screen and evaluate candidates. The most highly qualified candidates will be invited to participate in an on-site interview. Interested and qualified individuals are invited to submit a resume and cover letter with current salary information electronically to smcity.acm@thehawkinscompany.com. Resumes received by June 9, 2017 will receive first consideration. The position is open until filled.

The Hawkins Company
8939 S. Sepulveda Blvd., #110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

Confidential inquiries are encouraged and should be directed to Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Mr. Bill Hawkins at 310-348-8800. bill@thehawkinscompany.com



About the City

Within just 8.3 square miles bordered by the Pacific Ocean and the west side of Los Angeles, Santa Monica is home to 90,000 residents who enjoy beautiful neighborhoods, a world renowned beach, fabulous restaurants, a thriving art community, vibrant shopping districts, excellent schools, award winning community facilities and parks, and plenty of sunshine.

Santa Monica's approximately 16,000 businesses include everything from high profile entertainment companies and world class retail to small entrepreneurial start-ups. Santa Monica has earned the moniker "Silicon Beach" with Yahoo!, Hulu and Activision as a few of the high-tech companies that make Santa Monica their home.

The Santa Monica community is known for its high level of engagement in civic affairs. Community priorities emphasize active and healthy lifestyles, culture, sustainability, social services, youth services and balanced land use. The City recently received a Bloomberg Philanthropies Mayor's Challenge prize to help fund The Wellbeing Project to address wellbeing across all segments of the community through a combination of measurement and action. In short, Santa Monica is a vibrant beach town with the resources of a big city.

Fast Facts

Santa Monica residents enjoy annual average temperature of 61.7°, smog free weather and miles of excellent beach, surf and deep sea fishing.



Compensation and Benefits

The following salary and benefits are being offered for this at-will exempt position:

- **Salary Range:** \$234,900 - \$290,000
- **Retirement:** California Public Employees' Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS. The City does not participate in Social Security but does participate in Medicare, which requires a 1.45% contribution by both the employee and the City.
- **City-paid Health Insurance:** The City pays 93.5% of the medical insurance premium for employees and eligible dependents with the employee contributing 6.5%. The City pays 100% of dental and vision premiums and the Employee Assistance Program for employee and eligible dependents.
- **Retiree Medical:** The City pays retirees (employees only) medical insurance up to age 70, as provided in the Executive Pay Plan (EPP) Resolution.
- **Long Term Disability Insurance:** The City pays the premium for Long Term Disability coverage.
- **Supplemental Retirement Plan:** A 457 plan is available and there is no city contribution. A 401(a) plan is provided and there is a mandatory \$625/month employee contribution.
- **Holiday/Vacation/sick/Management Leave:**
 - Holidays – 11 days/year plus 2 floating holidays
 - Vacation – Minimum of 12 days/year with a maximum accrual of 21 vacation days/year, with a 40 hour/year cash-out provision.
 - Sick Leave – Accrual of 12 days/year; a portion of unused sick leave can be cashed out at the end of the fiscal year.
 - Management Leave – Up to 3 days, one of which can be cashed out at the end of the fiscal year.
- **Term Life Insurance:** City paid term life insurance policy in the amount of two times the annual base salary rounded to the nearest \$1,000, up to a maximum benefit of \$500,000.
- **Work Schedule:** City Hall is closed every other Friday so staff works a 9/80 work schedule with every other Friday off.
- **Executive Pay Plan:** The Assistant City Manager/Chief Operating Officer receives any other benefits provided under the terms of the Executive Pay Plan.

For more details you can find the complete Executive Pay Plan under the Labor Relations tab at www.smgov.net/hr.



City of
Santa Monica[®]

Employment Opportunities

Visit us on the web at
www.smgov.net/hr
Or call 310-458-8246

City of Santa Monica
Human Resources
1685 Main Street
Santa Monica, CA 90401
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