



**glendale**  
california

**City Manager**



## MISSION STATEMENT

*"The City of Glendale delivers exceptional customer service through precision execution and innovative leadership."*

**To learn more about the City of Glendale, please visit [www.glendaleca.gov](http://www.glendaleca.gov)**

## THE COMMUNITY

With a population of approximately 202,000 residents, Glendale is the fourth largest city in Los Angeles County. It is located northeast of Los Angeles in the foothills of the San Gabriel Mountains and is traversed by the Golden State (5), Glendale (2), Ventura (134) and Foothill (210) freeways; the Hollywood Burbank Airport is minutes away. Glendale is noted for its excellent residential areas, schools, shopping facilities, libraries, parks, hospitals and business environment. The City enjoys a mild climate with an average high temperature of 77 degrees and average rainfall of almost 18 inches per year.

Glendale is one of the most livable cities in Southern California, with beautiful well-established suburbs, a walkable downtown residential district, a top-rated school system, and numerous parks and recreational facilities located all within the 31.5 square miles of the City. The Americana at Brand is a one-of-a-kind community gathering place and dynamic shopping, dining, residential and entertainment district, while the recently updated Glendale Galleria provides over 200 retail stores and restaurants. The Exchange and Marketplace shopping and entertainment centers provide a good complement creating a vibrant and thriving downtown. The Montrose Shopping District, Adams Square, Kenneth Village, the South Brand Boulevard auto dealerships and a variety of other banking, financial and business institutions push Glendale's daytime population to well over 250,000.

The City is home to the Brand Library and Art Center, the Alex Theatre, the Museum of Neon Art, the Glendale Centre Theatre and the future home of the Armenian-American Museum & Cultural Center. Area attractions include Universal Studios, the Hollywood Bowl, the Los Angeles Zoo, Descanso Gardens, the

Autry Museum of Western Heritage, the Norton Simon Museum, the Huntington Library & Gardens, Forest Lawn Art Collections, Dodger Stadium, Staples Center and the Rose Bowl.

Glendale experiences the benefits of a culturally diverse community. Approximately 65 different languages are spoken in the City's schools. Glendale is comprised of a broad mix of Caucasians, middle-Easterners, Latinos and Asians. Glendale has the largest Armenian-American population of any city in the United States. The City has strong neighborhood identification, with a total of 20 active neighborhood associations. Glendale has diverse and affordable housing choices, featuring an eclectic mix of styles and types.

Glendale is one of over 500 communities designated as a "Keep America Beautiful" Affiliate, recognizing a commitment to waste reduction and litter prevention. In addition, Glendale has received the designation as a "California Healthy City" and, since 1984, has been designated a "Tree City, USA" for its commitment to urban forestry projects.

Public school education is available through the Glendale Unified School District, the fifth largest school district in Los Angeles County, with an enrollment of 26,000 students. There are 20 elementary schools, four middle schools and three comprehensive high schools. The School District also operates one magnet high school, one continuation high school, and a development center for disabled students. Students are also served by 15 parochial and private schools. In addition to Glendale Community College, area colleges and universities include Pasadena City College; Occidental College; California State University, Los Angeles; California State University, Northridge; University of California, Los Angeles; and the University of Southern California.







Health care services available within the immediate area are provided by three outstanding institutions: Glendale Memorial Hospital and Health Center (Dignity Health), USC Verdugo Hills Hospital, and Glendale Adventist Medical Center.

## CITY GOVERNMENT

Glendale was incorporated in 1906 and is a charter city operating under a council-manager form of government. The five Council members are elected at large to four-year staggered terms. The Mayor, a member of the Council, is selected from among its own members, and serves a one-year term. Other elected officials are the City Clerk and the City Treasurer. The City Manager and the City Attorney are appointed by the City Council.

The total City budget for FY2017-18, including all general government services, enterprise operations and a water & power utility is about \$837 million (\$215 million – General Fund only). The City has approximately 1,585 full-time staff.

The City has identified eight Strategic Goals and Objectives and each year, as part of the budget, departments develop their key performance indicators for contributing to these goals. They include: Arts and Culture; Community Services and Facilities; Economic Vibrancy and Fiscal Responsibility; Balanced, Quality Housing; Safe and Healthy Community; Infrastructure and Mobility; Informed and Engaged Community; and Sustainability.

Glendale is a full-service City that includes a water and power department that services over 33,000 water customers and 88,000 electric customers. In addition to obtaining transmission from outside sources, the City operates its own power plant. Water comes primarily from the Metropolitan Water District, along with a small portion from local wells. The City also owns its own landfill, is half owner of the area's sewage treatment plant, and provides refuse collection for City residents.

The Glendale Fire Department maintains a Class 1 rating, indicating that it has exceptional firefighting abilities, personnel, response times, fire prevention efforts, water supply availability and communications. In addition, the City's Police Department is committed to providing proactive law enforcement and high-quality police services, and this has contributed to the City's low crime rate. Glendale has been designated as one of the safest cities for a city its size, ranking 3rd in the state and 6th in the nation.

In addition to Brand Library, the City operates the recently repurposed and renovated Central Library and six other library branches. It also provides a wide variety of arts and cultural programming in the City. Glendale's residents enjoy 36 City parks and nearly 5,000 acres of publicly owned open space. In addition to parks, other City maintained facilities and recreational activities are available for the public's use and participation. Some of the most popular facilities include the Civic Auditorium, Pacific Park Pool and historical buildings such as the Casa Adobe, Verdugo Adobe, Tea House and the Doctor's House. Glendale provides a variety of transportation services. The City operates a Dial-A-Ride service for the elderly and disabled. The City also has a City-wide bus service known as the Beeline. The Glendale Railroad Depot was purchased by the City of Glendale in 1989 and has been preserved and listed on the National Historic Register. It has been converted to the Larry Zarian Glendale Transportation Center, which serves as a connecting point for several modes of transportation, including rail. The City is also part owner (as part of a joint powers association with cities of Burbank and Pasadena) of Hollywood Burbank Airport, located in the City of Burbank.

## THE POSITION

Under the direction of City Council, the City Manager acts as the Chief Executive Officer of

the City, directing, planning, and organizing all administrative activities of the City. This includes development of goals, objectives, policies and procedures, as well as enforcing and administering municipal code, the charter and ordinances governing the City.

## OPPORTUNITIES AND PRIORITIES TO ADDRESS

- Economic Development and Implementation of Glendale Tech Strategic Plan
- Completion of the South Glendale Community Plan
- Addressing Affordable Housing Challenges in the City
- Balancing Growth and Quality of Life Issues
- Multi-Modal Transportation, Connectivity, and Traffic Improvements/Programs
- Proposed Grayson Repowering Project
- Proposed Biogas Renewable Generation Project

## THE IDEAL CANDIDATE

The ideal candidate will be an honest, ethical, and dynamic leader with a record of professional accomplishments that demonstrate his/her ability to effectively lead a large and diverse public organization. A proven record in project management, strategic planning and sound fiscal management skills are essential. This challenging position requires a strong, visionary leader committed to quality improvement, customer service and performance management. The qualified candidate will be able to negotiate challenging political waters, while remaining focused on organizational goals, managing a strong executive team, and working with a passionate and involved city council.

## KEY COMPETENCIES AND CHARACTERISTICS

Desirable attributes and characteristics for the new City Manager include but are not limited to the following:

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An individual who possesses the highest level of personal and professional integrity.
- A strong communicator with excellent interpersonal skills; able to articulate ideas to different audiences in a clear and direct manner.
- Establish a positive relationship with city council based on honesty and respect, while providing balanced information on issues and programs, as well as solution alternatives; be an advisor, not an advocate.
- Possess the ability to remain patient in divisive situations, but still willing to stand up for what's right.
- A leader who inspires others to commit to the organization's ideals and to contribute the best through effective management, coaching, and leading by example.
- The ability to analyze trends and problems to develop long range plans.
- Able to establish and build effective business relationships.
- Foster a team-oriented working environment.
- An active listener.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business, public finance or a related field.
- Five (5) years of highly responsible administrative or executive experience in public sector employment including principles and procedures of municipal management and budgeting for government programs.
- Master's degree preferred.

## SALARY AND BENEFITS

The **salary range** for this position is **\$250,000 - \$280,000** depending on qualifications and experience.

**Retirement** is provided through the California Public Employees' Retirement System (PERS) with a 2% at 55 retirement formula for PERS "classic" member employees; new PERS members have the PEPRA formula of 2% at 62. Note: the employee pays the entire PERS employee contribution of 7% (2% at 55 formula) or 5.75% (2% at 62 formula), plus 4% of the employer's contribution.

**Vacation** - Up to 160 hours per year, with carry-over and cash-out provisions.

**Holidays** - 106 hours per year.

**Executive leave** - 100 hours per year.

**Sick leave** - 96 hours per year.

**Medical Benefits/Life Insurance:** Medical insurance (choice of four plans); executive medical reimbursement plan (EMRP), in which out-of-pocket medical expenses are reimbursed up to \$10,000 annually; dental insurance (choice of three plans); life insurance equal to 1.33 times annual earnings to a maximum of \$500,000; voluntary life insurance, including spouse and child coverage; long term disability (LTD) insurance; and vision benefit plan.

**Other benefits include:** PERS level four survivor benefit; PERS pre-retirement option 2W death benefit; retiree health savings plan (RHSP); voluntary 457 deferred compensation program; voluntary 401(a) defined contribution plan; monthly auto allowance of \$490 per month; free parking; compensation for car-pooling and van-pooling; credit union; employee assistance program (EAP); tuition reimbursement; executive physical fitness/civic organization membership; flexible savings account (FSA) for dependent care.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is **Friday, January 12, 2018**. To be considered for this exceptional career opportunity, please submit your cover letter, resume, and six work-related references (who will **not** be contacted in the early stages of the recruitment.) Resumes must reflect years **and** months of employment and positions held. To apply, please visit our website: <https://secure.cpshr.us/escandidate/JobDetail?ID=296>



CPS HR Consulting  
Tel: 916- 471-3111  
Email: [resumes@cpshr.us](mailto:resumes@cpshr.us)  
Website: [www.cpshr.us/search](http://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 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.

