



## CHULA VISTA, CALIFORNIA



THE CITY OF CHULA VISTA  
INVITES YOUR INTEREST IN THE  
POSITION OF

# CITY MANAGER



Recruitment Number: 08270109  
Published Date: September 24, 2008

Filing Deadline:

**Monday, October 6, 2008 at 5 pm\***

A comprehensive resume and letter of interest are required.

\*The City will continue to accept resumes until the appropriate candidate is selected.

The City of Chula Vista is an Affirmative Action, Equal Opportunity employer and does not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, religion, age or disability in employment or in the provision of service.

**Americans With Disabilities Act (ADA):** The City of Chula Vista will provide reasonable accommodations throughout the hiring process. To request reasonable accommodations, contact Human Resources.

# CITY MANAGER

## *The City of Chula Vista*

Chula Vista is San Diego County's second largest city. Located seven miles south of downtown San Diego and seven miles north of the busiest international border crossing in the world, Chula Vista is at the crossroads of the San Diego/Baja region.

Major projects are underway throughout this fast growing city including: development of a world-class bayfront; revitalization of the urban core; planning for a four-year university; and development of a 230-acre residential and employment center.

The City will soon be the site of a national energy center, which will host groundbreaking research into energy resources and energy use. Chula Vista's continuing emphasis on energy and conservation has established the city as a regional leader on environmental issues.

A variety of opportunities exist for expanding businesses and growing families. Chula Vista is home to one of the nation's few US Olympic Training Centers, a nationally recognized concert venue, a wildlife preserve, a popular water theme park, and a charming downtown.

Both start-up firms and corporate giants thrive in Chula Vista's business friendly climate. Goodrich Aerostructures is one of Chula Vista's most established corporations. More recent arrivals include: Raytheon, a \$20 billion global technology firm; DNP Electronics America LLC, a subsidiary of the world's largest high tech printing company; and Hitachi Home Electronics America, a division of Hitachi Ltd., a \$423 billion international corporation.

The City of Chula Vista operates under its own charter with a Council/Manager form of government. The Mayor and four Councilmembers are elected at-large for four-year overlapping terms. The City has a long history of political and financial stability. The City has more than 1,000 employees and an operating budget of approximately \$142 million, allocated to the following departments:

- City Attorney
- City Clerk
- City Manager
- Redevelopment & Housing
- Finance
- Engineering
- Fire
- Recreation & Nature Center
- Human Resources
- Library
- Public Works
- Information Technology Services
- Police
- Planning & Building
- Animal Care Facility



## *The Organization*

The City of Chula Vista is a full-service city and has a stable Council/Manager form of government. The City Manager's Office, also called the Administration Department, is made up of the City Manager, the Assistant City Managers, the Office of Budget & Analysis and the Office of Communications.

## *The Ideal Candidate*

Chula Vista is currently seeking a City Manager with strong interpersonal skills who can effectively communicate with the City Council, staff, residents and customers. As Chula Vista has matured, so has the relationship between the City Council and the City Manager.

The City Council is committed to setting policy and looks to the City Manager and his/her staff to provide policy alternatives. The present Council is much more engaged in policy development than in the past. A new City Manager should work well in a collaborative environment where he/she and the City Council respect one another's roles. The City Council looks to the City Manager to provide leadership and clear direction to staff and hold individuals accountable. Follow-through and communication are important to the City Council.

The City is looking for an individual who is progressive; a forward thinker who is creative and innovative. The next City Manager should be a person who is politically astute but apolitical. A manager who treats each Councilmember equally and keeps them well informed is being sought.

The ideal candidate must understand the basic principles of service delivery in the various municipal function areas, and must be able to anticipate future needs for the city. He/she will be a team player and work with others in a collaborative manner. The ideal candidate will be an individual who embraces and encourages quality customer service; appreciating what the residents have come to expect.

The new City Manager should have an extensive background in municipal management. That experience should provide the new City Manager with an understanding of financial management, redevelopment and economic development, growth, and the dynamics of a diverse community. A bachelor's degree in public administration or a related field is required; a master's degree is preferred.



## ABOUT THE POSITION

### *Compensation and Benefits*

The salary for the City Manager position is open and is dependent upon qualifications. The City also offers an attractive benefits package including:

#### **RETIREMENT**

The City contributes the employee's full 8% share to the California Public Employees Retirement System (CalPERS), provides the 3% @ 60 formula and does not participate in Social Security.

#### **FLEXIBLE BENEFIT PLAN**

This position receives \$12,626 annually, from which medical insurance must be purchased for the employee. The remaining money may then be used to purchase a wide variety of non-taxable benefits or receive taxable cash. (The amount will be pro-rated based on plan year and start date.)

#### **INSURANCE**

The City provides life and AD&D insurance coverage of \$50,000.

#### **LONG TERM DISABILITY**

The City pays the total premium for a short and long-term disability policy.

#### **VACATION AND HOLIDAYS**

This position receives 25 vacation days per year at a rate of 7.69 hours per pay period, with an option to sell back up to 80 hours of accrued vacation once per fiscal year. Beginning vacation balance is negotiable. The City observes ten hard holidays and credits 24 hours each fiscal year for three floating holidays.

#### **SICK LEAVE**

Sick leave is accrued at the rate of 3.69 hours per pay period, with the option of a cash payment of 1/4 of the annual accumulation if four days or fewer are used during the year. Beginning sick leave balance is negotiable.

#### **MANAGEMENT LEAVE**

The City Manager receives 80 hours of management leave annually which must be used before the end of the fiscal year. Hours are pro-rated based on date of hire.

#### **DEFERRED COMPENSATION**

A non-contributory deferred compensation plan is available. In addition, the City Manager may choose to participate in the City's 401(a) plan, which matches 5% of salary.

#### **FLEXIBLE SPENDING ACCOUNTS**

Employees may participate in a Health and/or Dependent Care FSA that will allow them to pre-designate money into these accounts on a pre-tax basis.

#### **WORK FURLOUGH**

The City Manager receives 40 hours credit to his/her furlough leave bank every fiscal year. There is a deduction of 1.92% from the employee's gross wages every pay period. Furlough hours will be available for employees to use throughout the fiscal year.

#### **AUTO ALLOWANCE**

The City Manager receives an auto allowance of up to \$1,000 per month with the allowance contingent upon evidence of adequate auto insurance.

### *Application & Selection Process*

The final filing deadline for this recruitment is  
**Monday, October 6, 2008 at 5 pm**

To be considered for this position, please submit a comprehensive resume and letter of interest to:

**City of Chula Vista  
Human Resources Department  
Attention: Marcia Raskin, Director  
276 Fourth Avenue  
Chula Vista, CA 91910**

Following the closing date, resumes will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to interview with the Mayor and Council. References will be contacted only following candidate approval. Candidates will be advised of the status of the recruitment following selection of the City Manager.

**Post-offer Physical:** Employment is contingent upon successful completion of a medical exam.

Questions and inquires may be directed to: Marcia Raskin, Director of Human Resources at 619-585-5679 or email [mraskin@ci.chula-vista.ca.us](mailto:mraskin@ci.chula-vista.ca.us).

*The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in the announcement may be modified or revoked without notice.*