



Invites applications for the position of

CITY MANAGER



The City



The City of Norwalk is a culturally rich community of over 110,000 residents located at the midpoint between Los Angeles and Orange Counties. Norwalk is just minutes away from the finest cultural, educational and entertainment centers both counties have to offer. Mountains and beaches are also close and readily accessible.

Norwalk sits at the heart of an expanding regional transportation network which is an outstanding convenience to residents that work in Los Angeles or Orange Counties and an advantage for businesses who need access to major transportation routes. The community is served by four freeways: the 91 (Riverside) Freeway borders the City to the south, the 605 (San Gabriel) Freeway borders the City to the west, the Interstate 5 (Santa Ana) and the Interstate 105 (Century) Freeways run from Norwalk to the Los Angeles International Airport, thereby providing additional access to even more important business and recreational points throughout the state. Two commuter rail lines serve Norwalk: the Metro Green Line, with connections to downtown Los Angeles, Long Beach, and LAX; and the MetroLink system, with connections to Orange, San Bernardino, Ventura, Riverside and San Diego.

Norwalk is a city with strong community values, where neighbors know neighbors, and is known for their excellent school system and great parks. Norwalk's parks and recreation programs are administered by the City's Recreation and Park Services Department. The parks system consists of 12 parks with a total of 87.3 acres of land. In addition, the City is the home to the Don Knabe Golf Center and Youth Academy and in the near future, the City will be acquiring an additional 15 acres from the Federal Government for the expansion of Holifield Park.

For more information about the City of Norwalk, please visit norwalk.org.

The City Government

The City of Norwalk is a general law city and operates as a Council – Manager form of government. The City Council is composed of a Mayor and four councilmembers. The councilmembers are elected city-wide for four-year terms, with overlapping terms to provide for the election or re-election of councilmembers every two years. The City Council appoints one of their members as the Mayor, who serves a one-year term and is the presiding officer of the Council. All councilmembers are part-time elected officials who exercise the legislative powers of the City and determine matters of policy. The City of Norwalk also has nine commissions that advise the City Council on a variety of issues.

The City of Norwalk has 10 operating departments and provides a full-range of municipal services to the community including social services. Norwalk contracts for services in law enforcement with the Los Angeles County Sheriff's Department, and also contracts for fire, water, street sweeping, and trash disposal. The City is served by one of the nation's most successful and responsible municipal transit services, the Norwalk Transit system.

The City employs 250 full-time employees, 170 part-time/temporary employees and for fiscal year 2017-2018, the City's annual budget is \$130 million. The City has two labor unions and two bargaining units.



The Position



The City Manager is appointed by the City Council and is the chief administrative officer of the City. The City Manager manages the City's organization and administrative operations in accordance with policies and procedures set forth by the City Council. The work is performed under the direction of and within the parameters provided by the Mayor and City Council, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all City management and related administrative support personnel. The nature of the work requires the City Manager to maintain effective working relationships with the Mayor and the City Council; other elected officials and managers of other cities; Department and Division heads; elected and appointed officials in the area, regional; State and Federal agencies; supervisory personnel; employees; and the general public.

City Manager: The Ideal Candidate

Education and Experience - Candidates must have prior experience in the position of City Manager and hold a bachelor's degree from an accredited college or university. A master's degree in public administration or business administration is highly desirable as is experience in a comparable, diverse city. The ideal candidate shall be a well-rounded executive with extensive knowledge in all areas of municipal operations including finance, economic development, public relations, enterprise operations, intergovernmental relations and community relations.

It is also required that candidates have knowledge of budgeting and financial management, experience with public safety and/or community policing, economic development, planning, and water issues (including provision, and delivery). The selected candidate shall also have a proven track record of succession planning, relationship building and a strong customer service orientation.

While residency within the City of Norwalk is not required, it is hoped that the selected candidate will take an active and visible role in the community. Candidates from all geographic regions will be considered. Bilingual capabilities with fluency in writing and speaking both Spanish and English is highly desirable.

Top Priorities: In working with the City Council, the following are the City's top priorities for the City Manager:

- **Public Safety** – To work and meet regularly with the Los Angeles County Sheriff's Office to ensure that the City's best interests are being supported and addressed.
- **Quality of Life** – To ensure that City departments are implementing strategies to enhance the quality of life for City residents. This includes reaching out to residents and neighborhoods and inspiring civic pride and providing unbiased representation to the entire City.
- **Economic Development** – To focus on and implement strategies that lead to business attraction, jobs creation and business retention. Includes revitalization of certain corridor areas of the City.
- **Performance Management** – To Implement a system that holds employees to results, promotes accountability and addresses performance issues in a timely and constructive manner.
- **Work Effectively with Employees** – To establish a positive workforce among employees and continues to improve communication throughout the organization.
- **Working with Council** – To adequately address the concerns, needs and questions of the elected City Council in a professional and confident manner.
- **Regional Leader** – To work closely with the City Council to continue to lead the City of Norwalk in a leadership position on regional issues.

Ideal Candidate Attributes

The ideal candidate shall provide attentive, active and responsive oversight to daily city operational issues, including matters of public safety. This person will be responsive to elected officials and must be able to have an open, honest dialogue between the Council and the Mayor as well as be a great communicator with the community and City Staff. In addition, he/she shall be self-motivated, be visionary and be a visible and an engaged member of the community who understands what it is like to be a resident. Possession of executive leadership and management skills is a must along with strong finance and budget skills. Overall, this person must be capable of properly managing the organization to assure the continuation of prompt, efficient, transparent services of the highest caliber to all City residents.

Compensation

The salary range for this position is dependent upon the qualifications and experience of the selected candidate. The City offers an attractive and competitive benefits package which includes but is not limited to: retirement with the California Public Employees' Retirement System; car allowance; administrative leave; holidays and vacation; sick leave; medical health benefits including dental and vision; life insurance and long term disability coverage.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered.

How to Apply

Interested candidates can apply for this position by submitting a cover letter, detailed resume and salary history by November 7, 2017 by email to: norwalkcmrecruit@rwglaw.com

If you have any questions, contact the City Attorney at norwalkcmrecruit@rwglaw.com.

The City of Norwalk is an Equal Opportunity Employer and values diversity at all levels of the organization.

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norwalk.org

