



EMPLOYMENT OPPORTUNITIES

Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

DEPUTY CITY MANAGER

Full-Time

\$8,494 - \$10,325 per month/plus City paid PERS

POSITION SUMMARY: The Deputy City Manager is an at-will position appointed by and reporting to, the City Manager. Under the direction of the City Manager, the Deputy City Manager oversees Parks and Recreation, Senior Services, Transportation, Human Resources, Public Safety, Emergency Management and Risk Management.

EXAMPLE OF DUTIES:

- Directs and participates in the development and implementation of citywide and departmental goals, objectives, policies, procedures, and priorities.
- Conducts studies assigned by the City Manager and make reports containing findings and recommendations for the solution of various management problems.
- Provides advice and counsel to City officials in connection with the solution of administrative operating problems.
- Represents the City Manager's office in intergovernmental, interdepartmental, community, and professional meetings as required.
- Interacts effectively with City Council, City Commissions/Committees, staff, employees, and the general public to answer questions and provide information.
- Provides assistance and staff support on issues relating to departmental areas.
- Compiles and analyzes a wide variety of data and handles special projects as assigned.
- Assists with formal labor negotiations; resolves employee relations problems and coordinates all personnel activities.
- Direct all risk management activities for the City.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Confer with department heads and employees regarding policy and procedure changes, interpretation and implementation.
- Serve as a liaison with the Los Angeles County Sheriff's Department and oversee City's Public Safety and School Safety Division.
- Provide direct guidance to Human resources, Parks and Recreation, Transportation and Senior Services.
- Assist the City Manager in preparing and administering the City Budget.
- Mediate and resolve operational conflicts between and within City Departments.
- Serve on primary emergency response team in case of an emergency or disaster pursuant to the City Emergency Plan.
- Manage, oversee, and coordinate the functions of the City's Human Resources division and risk management programs.
- Manage and oversee the City's public information and public affairs related functions.

EMPLOYMENT STANDARDS:

Knowledge & Abilities: Knowledge of: Principles and procedures of public administration, hands on knowledge of current practices of municipal finance, budget procedures; planning, organizing, and directing a multi-faceted organization; relevant mathematical principles and functions and professional writing techniques; principles and practices of fiscal, statistical, administrative research, data analysis, and report preparation; office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases; functions, policies, and procedures of relevant departments and/or operations; English usage, spelling, grammar, and punctuation. **Ability to:** Prepare clear, concise, and comprehensive reports and written materials; plan, organize, prioritize, and perform duties and assigned with minimal supervision; operate standard office equipment, a personal computer, and relevant software. Interpret and apply department policies and procedures; communicate clearly and concisely, both orally and in writing; research and compile information; maintain extensive records; establish and maintain effective working relationships with the public and all levels of staff and management; successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

PHYSICAL REQUIREMENTS: Requires vision (which may be corrected) to read small print. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Performs lifting, pushing, and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job. Subject to inside environmental conditions. May be required to work at a computer for prolonged periods. May be required to use personal vehicle in the course of employment. May be required to work evening and on weekends.

EDUCATION AND EXPERIENCE: A Bachelor's degree in Public or Business Administration or other closely related field is required. At least five years of experience in a capacity of a

Department Head or equivalent management experience in a government agency is required. A Bachelor's degree in Public or Business Administration may be substituted by experience requirement. Management certifications from accredited universities or institutions is also a plus.

WORK SCHEDULE: A consistent schedule during City Hall's normal business hours of 7:00 a.m. to 5:30 p.m. Monday – Thursday. Willing to be flexible with work schedule. City Hall is closed on Fridays. May be required to work evenings, weekends, holidays, council meetings, elections, special events and assume duties of a disaster worker in the event of a locally declared emergency.

SELECTION PROCESS: **APPLY BY: SEPTEMBER 28, 2017 by 5:00 p.m.**

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and or resumes will not be accepted.

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

IMPORTANT NOTICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath of time of employment. City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

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

BENEFITS SUMMARY: **HEALTH**
Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees Retirement System (CalPERS)
CalPERS Retirement Plan:

First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0
Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0

PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

The City also participates in the Social Security retirement system.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

1. A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
2. A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate. By January 1, 2018, all "classic members" will be required to contribute their full share up to 7% of the employee contribution of the CalPERS rate.

Deferred Compensation: Two plans available.