



City Manager

CITY OF GLENDORA, CALIFORNIA



THE COMMUNITY

Glendora is one of Southern California's most appealing communities. Set in the scenic foothills of the San Gabriel Mountains in northeastern Los Angeles County, Glendora is a thriving, conservative, upscale community imbued with small town values and ambience. Its tree-lined neighborhood streets, charming downtown and welcoming residents offer a family-friendly lifestyle with convenient access to all the amenities of the Los Angeles metropolitan area just 28 miles to the west.

Founded in 1887, Glendora has evolved from a small community of citrus growers to a suburban municipality of over 52,000 residents. Known as the "Pride of the Foothills", Glendora now encompasses 19.86 square miles. It is bordered by Azusa to the west, San Dimas to the east and south, Covina to the south, and the San Gabriel Mountains to the north.

Glendora's residents enjoy excellent public and private schools, lush parks, 19 miles of hiking, equestrian and multi-use trails, comprehensive community services, two modern hospitals, and one of the lowest crime rates in the nation. Its charming downtown area, known as the Glendora Village, features dozens of restaurants, cafes, shops and boutiques along the main street, Glendora Boulevard, along with many community events scheduled throughout the year. The City has been recognized in the San Gabriel Valley as the "Best Friendly City" and the "Best Downtown" for six consecutive years (2012-2017). The City also has been recognized as "Playful City USA". Glendora's community cohesion is fostered by superior educational, youth, family, and senior programs, active service organizations, and cultural resources. There is a strong, team-oriented relationship between business and municipal government, with accessible City leadership encouraging successful business development.

The diversified business community of Glendora includes village-like neighborhood shopping districts, professional business centers, and corporate headquarters for major U.S. firms such as the California Portland Cement Company, Ormco Dental Specialties, and the National Hot Rod Association (NHRA). A major 100-acre retail commercial complex is located adjacent to the intersection of the two freeways serving Glendora in the southeast corner of the City. Major tenants include Wal-Mart, Home Depot, Barnes and Noble, Best Buy, Sam's Club, a five-dealer auto center, numerous other shops and services, and a new AMC theater complex. Adjacent to this retail complex, the City recently completed an \$11 million renovation of the 26-acre Louie Pompei Sports Park with a multiple array of lighted baseball, soccer, and football sports fields.



The city is served by the Glendora Unified and Charter Oak Unified School Districts, two of the best in the state and nation.

Glendora also is home to Citrus College, which has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

THE ORGANIZATION

Incorporated in 1911, Glendora is a General Law city that operates under the Council-Manager form of government. The City Council consists of five members currently elected at large for a term of four years with no term limits. The City will move to district elections in 2020. The City Council serves as the legislative and policy-making body of the City and as the Successor Agency to the former Glendora Redevelopment Agency, enacting all ordinances and operating resolutions, adopting the annual budget, appointing commissions and committees and hiring the City Attorney and City Manager.

The City Manager serves as the chief executive officer and is responsible for implementing the Council's policies, ordinances and directives and overseeing the day-to-day operations of the City. The City Manager also serves as the Executive Director of the Successor Agency to the Community Redevelopment Agency. The City Manager appoints eight department directors (City Clerk, Community Services, Finance, Library, Human Resources, Planning and Redevelopment, Police, and Public Works). Appointment is subject to ratification by the City Council. The City of Glendora is blessed with a professional and cohesive executive leadership team.

With a staff of approximately 206 full-time and 42 part-time employees, the City provides a wide range of services including police, public works, water, storm drainage, planning and development, park and landscape maintenance, code enforcement, building inspection, library facilities, recreation, and administration. Fire protection and flood control services are provided by Los Angeles County. The City provides for trash collection services through a contracted third party. The General Fund Budget for FY 2017-18 is \$28.6 million with a total budget of \$69.6 million.

Glendora has the lowest per capita tax rate of any community in the San Gabriel Valley, and the community has relatively high expectations for service. Operating with limited resources and funding, the organization faces challenges of ongoing labor negotiations with the Glendora POA, compliance with NPDES Municipal Separate Storm Sewer System (MS4) permits, and addressing unfunded CalPERS pension liability.

To learn more about the City of Glendora, please visit <http://www.cityofglendora.org>.

M I S S I O N

THE CITY OF GLENDORA'S MISSION IS TO PROVIDE THE CITIZENS AND BUSINESS COMMUNITY EFFECTIVE MUNICIPAL SERVICES WHILE MAINTAINING OUR HISTORICAL SENSE OF COMMUNITY VALUES.

Peckham & McKenney
"All about fit"



THE POSITION

This career opportunity is available with the upcoming July retirement of Chris Jeffers, who has served as the Glendora City Manager for the past 11 years. In discussions with the Mayor and City Council as well as the City's Executive Leadership Team, the following profile of the ideal candidate has been developed.

The City Manager will respect the City Council as the face of the City and will work to navigate the distinct personalities of Council members while advancing the vision of the Council as a whole. The City Manager will provide clear recommendations supported by research and facts in order to facilitate informed decision making by the Council. The Manager will engage the Council in strategic planning and short- and long-range goal setting. The City Manager will be politically savvy, yet remain apolitical. While working collaboratively with the Council, the City Manager will also have the ability to say "no" when necessary.

The ideal candidate is a proven, collaborative leader with strong interpersonal, communication, and listening skills who is visible and accessible throughout the organization as well as in the community. An inclusive and collaborative leader who trusts and mentors staff, the City Manager will provide opportunities for growth and development and will empower the team to reach its full potential. The City Manager will effectively work to foster a positive and supportive work environment as well as a culture of transparency and customer service.

The City Manager will actively engage and inform residents and business owners on current issues and opportunities as well as fiscal constraints. It is expected that the City Manager will maintain and enhance regional relationships with neighboring communities and strategic partners and will serve as a leader in representing the City of Glendora on regional challenges and issues.

The ideal candidate brings a solid knowledge of municipal finance/budget as well as labor relations and negotiations. In addition, an individual is desired that stays current on legislative policies and regulations that impact the City. A Bachelor's degree with major coursework in public or business administration or a related field is required; Master's degree is preferred.



THE COMPENSATION

The current incumbent's annual salary is \$228,000, and appointment will be made depending on the experience and qualifications of the selected candidate. The City of Glendora also offers an attractive benefits package that currently includes the following:

RETIREMENT – CalPERS 2% at 60 for classic members with 7% member contribution; 2% at 62 for new members with 6.25% member contribution. City does not participate in the Social Security System.

INSURANCE – The City provides a flexible benefit plan amount of \$820 + 1.25% of monthly salary per month, from which employees pay their medical, dental, dependent vision insurance and half of the LTD insurance premiums. An additional \$125 per month is available for

city-offered medical plans. The City pays the employee's vision insurance premium, half of the LTD insurance premium, and provides a \$50,000 life insurance policy.

VACATION LEAVE – Vacation for employees with less than 5 years of service is 10 working days per year. Employees earn longevity vacation credit at the rate of 1 additional working day per year after 5 years service to a maximum of 18 working days.

HOLIDAYS – 12 City holidays (96 hours) each calendar year and one floating holiday (8 hours) each fiscal year.

SICK LEAVE – 96 hours per year with unlimited accumulation. Sick leave is converted to service credit upon retirement when retirement date is within four months of employment separation.

AUTOMOBILE ALLOWANCE – \$650 per month.

In addition, the City of Glendora provides an education incentive program to its employees.



SEARCH SCHEDULE

Filing Deadline.....	May 29, 2018
Preliminary Interviews.....	June 4-8, 2018
Recommendation of Candidates.....	June 12, 2018
Finalist Interview Process	July 9 and 10, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



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