



ARTESIA

CALIFORNIA

City Manager



The Opportunity

The City Council of Artesia, in Los Angeles County, is seeking an energetic and enthusiastic professional to join this organization. This talented professional will be an effective hands-on manager for a staff of 35 full-time employees and 10 part-time employees with a General Fund budget of \$15.4 million. Ideally, the top candidate will be a generalist with emphasis on community development, complemented by a strong working knowledge of finance, revenue generation, and quality customer service. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations.



The Community

The City of Artesia is located in southeast Los Angeles County, California. Artesia was incorporated on May 29, 1959, and is one of Los Angeles County's Gateway Cities. The City has a population of 17,000 and is renowned for its peaceful atmosphere, good neighborhoods, quality schools, diverse ethnic restaurants, and safe streets. Artesia is surrounded on the west, south, and east sides by Cerritos, with Norwalk to the north. Artesia is the home of the East West Ice Palace, an ice rink which is co-owned by Michelle Kwan. It was also the childhood home of former First Lady Pat Nixon, who lived there from 1914 to 1931.

The City of Artesia traces its beginning as a community and retail trade center in Southeast Los Angeles County in the mid-1800s. Nearly every farm had an artesian well, giving the area its name. By 1923, those who had settled in Artesia formed the Artesia Chamber of Commerce to improve business and to build a better community. In 1959, the City of Artesia was incorporated. Over the past 65 years, Artesia has become an eclectic, unique City among its neighbors. Located near the intersection of the 605 and 91 Freeways, Artesia offers a small-town feel for its residents. Businesses can thrive in the City's busy, multicultural downtown, while residents enjoy tight-knit communities, exciting public events, quality public services as well as big-city amenities. Artesia's easy accessibility makes it desirable for businesses and residents and provides businesses with a chance to reach millions of potential customers. Several developers are taking advantage of what the City has to offer - Brandywine Homes is nearing completion of 30 new townhomes along Artesia Blvd., City Ventures is launching the Eginhouse mixed use project along Arkansas St. with commercial, live/work, and townhome units, and the City's three retail cannabis permittees are gearing up to open by the end of 2024 just to name a few.

Artesia's residents are diverse, well-educated, very engaged in the community, and are consistently looking to support local businesses. Community events are well-attended in Artesia, helping to create the tight-knit City that exists today. The City has received over \$5 million dollars in grant funding to develop the Artesia Botanical Garden project, creating even more recreational opportunities for the residents. Traditional events like the International Street Fair and Diversity Festival help bring people together and celebrate the vibrancy of Artesia's Downtown.

Artesia is a well-balanced City that prides itself on a responsive municipal government and a strong sense of community. The City's small-town character allows residents to live in quiet and friendly neighborhoods. Artesia is a place where residents can rest easy and enjoy hometown living.

For more information about the City of Artesia, please visit their website at www.cityofartesia.us/.

Governing Structure and Organization

The City has operated under a Council-Manager form of government since incorporation. Policymaking and legislative authority are vested in a City Council consisting of the Mayor and four other Council Members. The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager. The City Manager is responsible for carrying out the policies and the ordinances of the City Council, overseeing the day-to-day operations of the City, and appointing the heads of the various departments.

The City of Artesia contracts for a wide range of municipal services, including police and fire services, which are contracted with Los Angeles County Sheriff and Fire Departments.

In addition to the City Manager's Office, the City has the following departments:

- ✦ Administrative Services
- ✦ City Clerk
- ✦ Community Development
- ✦ Finance
- ✦ Human Resources
- ✦ Parks and Recreation
- ✦ Public Works

The City has a total 2024-25 General Fund budget of approximately \$15.4 million and a full-time staff of 35 as well as 10 part-time staff. The budget continues the City's commitment of resources to public safety. Public Safety remains the largest expenditure in the 2024-2025 budget, totaling over \$5.4 million.



The Position

The ideal candidate will be a generalist with local governmental experience. Technical strengths for the new City Manager will be best served in the areas of community development and finance. A well-rounded candidate would also bring other skills including knowledge of revenue generation, customer service, and intergovernmental relations. The new City Manager will also embrace the culture of the organization and continue to promote the values held by the community for highly ethical, responsive, and efficient delivery of services. Approachability, attention to detail, patience, responsiveness, and follow-through are essential keys to success in this community.

A critical aspect of this role is establishing rapport and a positive relationship with the entire City Council, community, and staff. An effective working relationship will be the result of proactive and regular communications with all constituents. It is expected that the individual selected will be a strategic and proactive thinker with the ability to articulate a vision and foster creativity. A proven ability to deliver successful projects, programs, and initiatives will be essential to success in this role. Artesia's City Manager needs to also be approachable and inclusive. It is expected that the City Manager will be excited to engage the community to participate in civic affairs and will enthusiastically reach out to local businesses.

The top candidate will be an outgoing leader with a hands-on management style who will actively involve the small team of Department Heads/Managers in support of the City Council's goals.

The ideal candidate will possess the following personal characteristics and attributes:

- ✦ Results driven approach to the successful management of an organization including a key understanding of municipal finance, community development, public safety, and all aspects of municipal service delivery;
- ✦ Confident style that will promote collaboration and encourage diversity of thought;
- ✦ Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance; and
- ✦ Strategic thinking and problem-solving skills with the ability to understand the long-term impacts of management decisions.



The Position *continued*

The new City Manager will provide strong leadership and be primarily involved in:

- ✦ Securing the City's long-term financial future. The new City Manager will need to be a highly strategic thinker to help the City identify opportunities for generating new revenues including consideration of a sales tax measure while still delivering high quality services and tackling the long-term needs of the City;
- ✦ Implementation of a voter approved commercial cannabis program that allows taxes to be collected from the sale of cannabis in the City;
- ✦ Identifying economic development opportunities related to the construction of a light rail line that will connect Downtown Artesia with Downtown Los Angeles;
- ✦ Balancing an array of community needs including continuing the high-level of transparent, frequent, and open communications;
- ✦ Addressing ongoing infrastructure needs, service delivery, public safety, and overseeing overall enhancements through effective planning and community development; and
- ✦ Establishing constructive relationships among the City Manager, staff, Council, and the community.





Experience and Education

The full City Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.

Experience: Ten (10) years of progressively responsible municipal management experience. This is an ideal position for an energetic and high-energy mid-career professional to assume the top position in a municipal organization. Candidates with applicable experience in a comparable size organization are encouraged to apply. Experience working with an engaged elected body is strongly desired. All highly qualified candidates from existing City Manager to aspiring professional are strongly encouraged to apply. The City Council will consider a broad spectrum of talented individuals with a preference for municipal service in a contract City in California.

Education: A Bachelor's degree from an accredited university or college in public administration, political science, economics, finance, urban planning, or a closely related field is required. An advanced degree is preferred.

Compensation and Benefits

The City of Artesia is prepared to offer a highly competitive salary for the region consistent with recent practices; salary appointment will be made depending on qualifications and experience of the selected candidate.

The excellent benefits program includes:

- ✦ **Retirement:** CalPERS with classic members eligible for a 2% @ 60 formula. New members participate in a 2% @ 62 formula.
- ✦ **Vacation:** Accrual rate of 80 hours annually during the first five years of service.
- ✦ **Sick Leave:** 96 hours are earned annually.
- ✦ **Management Leave:** 80 hours annually.
- ✦ **Holidays:** 13 plus three additional floating holidays annually.
- ✦ **Auto Allowance:** \$400 per month.
- ✦ **Employee Health Plan:** City contributes to benefits including, Medical, Dental, Vision, Short-term and Long-term Disability, Life Insurance in the amount of \$300,000, and \$600 annual HRA.
- ✦ **Deferred Compensation:** City-Matched 457(b) plan (dollar for dollar basis with a 3% match of employee's base compensation).

Further details on benefits can be obtained through discussions with Ralph Andersen & Associates.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. To be considered, candidates must apply by **Monday, July 22, 2024**, with the review of resumes in early August. Electronic submittals are strongly preferred via email to apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Artesia is an equal opportunity employer.

www.cityofartesia.us