

ASSISTANT CITY MANAGER/ CHIEF OPERATING OFFICER

City of Ventura, CA



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Want to redesign the way municipal government does business in the 21st century?

THE CITY

The City of Ventura is recognized as one of America's most livable communities. It is located between Malibu and Santa Barbara on the Pacific, overlooking Anacapa and Santa Cruz islands. Founded in 1782, Ventura was incorporated in 1866. In recent decades Ventura has matured into a seaside community known for its scenic coastline and hillsides, rich culture, revitalized historic downtown and environmental stewardship.

Recreational activities are plentiful in Ventura, with some of the best surfing in Southern California. Downtown Ventura is home to the Mission San Buenaventura, museums, galleries, dining, and shopping. Downtown Ventura is also home to Ventura's landmark City Hall with its signature statue of Junipero Serra. Downtown also features the internationally acclaimed Rubicon Theatre Company.

The City provides a full range of services to 109,000 residents. It operates under the "Council/Manager" form of government under a charter adopted by voters in 1934, with an elected seven member City Council. The Mayor is chosen from among the City Council and serves a term of two years. There has been a high level of stability, with the current Council having served an average of 12 years each and an average City Manager tenure of ten years since 1934. The City has a FY2011-12 General Fund budget of \$88.7 million, with a workforce of approximately 600 employees. The City Council and the City Manager are dedicated to the highest standards of integrity, public service and innovative approaches to governing.

THE POSITION

The City of Ventura seeks an action-oriented, dynamic and strategic Assistant City Manager/Chief Operating Officer (ACM/COO). This person will highly value:

- Effective Leadership
- Collaboration
- Execution

The ACM/COO will assist the City Manager to envision, inspire, convene and facilitate, mediate, develop and implement, delegate, oversee, and evaluate the City's responsibilities, resources, activities, and operations; function as a catalyst to better craft and define the City's pivotal role in the community; lead the civic engagement and communications strategy efforts with the City's partners in the local and Statewide communities; directly manage and supervise assigned operations, functions, and services; and provide highly complex administrative support to the City Manager and City Council members.

The ACM/COO will operate with substantial latitude and discretion to achieve effective and efficient utilization of the City's resources in serving the City's constituencies. He/She will act for and on behalf of the City Manager and serve as a member of the City's Executive Team.

Requires a combination of education and experience equivalent to a bachelor's degree in public or business administration or related field; and five years of increasingly responsible experience in the management of public sector operations. A mix of public and private sector employment is desirable, particularly including experience in the office of a City or County Manager. Advanced education in public/business administration, social services, urban studies or related field is highly desirable. The salary for this position is within an established annual range of \$127,811 to \$171,268.

HOW TO APPLY

For a detailed Recruitment Profile, please contact:

Sherrill A. Uyeda or Syldy L. Tom

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Please apply **on-line** by **October 16, 2011** at www.allianceRC.com.

An Equal Opportunity/ADA Employer