



THE CITY OF CERRITOS
invites applicants for the position of
Senior Assistant City Manager



About the Position

The **Senior Assistant City Manager** strategizes and develops City-wide short and long-term goals, service levels, and key performance indicators. Under the direction of the City Manager, the Senior Assistant City Manager fosters cooperative working relationships with all departments, City staff, intergovernmental agencies, and civic groups. This role also functions as the City Manager during his/her temporary absence.

Essential job duties of this position include, but are not limited to, the following:

- Leads the City's executive management team (Department Directors, Assistant City Manager, and Deputy City Manager) and actively participates in identifying and resolving organizational and operational challenges. Provides guidance and direction to department directors to develop, implement, and evaluate policies, programs, and projects.
 - Leads special projects and initiatives that require interdepartmental collaboration or do not fall into the purview of any single department.
 - Acts with the authority of the City Manager in an atmosphere of close communication and shared responsibility, as needed.
 - Represents the City Manager at a variety of community and official events and meetings.
 - Assumes responsibility for City operations upon temporary absence of the City Manager.
 - Identifies current and future needs, works cooperatively with the City Council, community stakeholders, and the City leadership team to explore policy options, assign resources, and implement solutions.
 - Ensures that all departments and employees are aligned with the City's strategic vision and objectives by clearly communicating the goals, providing regular updates on progress, and encouraging input and feedback from all stakeholders.
 - Establishes key performance indicators to track allocated resources and realize the City's strategic goals. Reassigns resources as necessary.
 - Tracks changes in federal, state, and local laws, rules and regulations; analyzes and evaluates the impact of these changes on the City's operations and strategic goals.
- Establishes and maintains liaison with elected officials and outside agencies in relations with the community; advisory committees; other local, state and federal agencies; and professional organizations.
 - Responds to community member inquiries and resolves complex and sensitive concerns; works with the appropriate department(s) to resolve the issue in a timely manner.
 - Ensures uniformity of messaging across all departments and operations. Aligns daily tasks with the wider vision for the City.

About the City of Cerritos

Cerritos was incorporated in 1956 as the City of Dairy Valley and officially was named Cerritos in 1967. The City offers top-notch services to residents, businesses and visitors, from its beautiful parks system and Cerritos Senior Center at Pat Nixon Park to its state-of-the-art Library and renowned Cerritos Center for the Performing Arts. Cerritos is also known for its quality schools and bustling business community, which includes the Cerritos Auto Square, Cerritos Towne Center, and Los Cerritos Center.

City of Cerritos employees are passionate about public service, and consist of a dynamic and diverse team of professionals across multiple departments. Together, we are committed to ensuring the safety, vitality, and well-being of the Cerritos community.

About the Community

The City of Cerritos is located in the heart of the Los Angeles/Orange County metrocenter, midway between Downtown Los Angeles and the business centers of Irvine, Santa Ana and Anaheim. Because Cerritos is virtually the geographic center of the Los Angeles Basin, it has become one of Southern California's premier commercial crossroads. Cerritos is served directly by three major freeways and is close to two others.

The Ideal Candidate

The **Senior Assistant City Manager** possesses the following skills and attributes:

- **Organizational Dynamics:** Deep understanding of the functions, goals, and challenges of various city departments.
- **Interdepartmental Processes:** Knowledge of the processes and protocols that govern interdepartmental collaboration and communication.
- **Conflict Resolution:** Familiarity with conflict resolution techniques and strategies to address and mediate disputes, address community concerns, and advocate on behalf of the City.
- **Strategic Planning:** Insight into strategic planning methodologies that facilitate alignment of departmental goals with the city's overall mission.
- **Customer Service Principles:** Knowledge of excellent customer service practices and strategies for embedding them into City operations.
- **Leadership:** Strong leadership skills to inspire and motivate department heads and team members towards a shared vision.
- **Communication:** Excellent verbal and written communication skills to articulate goals, strategies, and expectations clearly and effectively to staff, governmental bodies, and the community.
- **Collaboration:** Proficiency in fostering a collaborative environment where different constituencies can work together seamlessly.
- **Project Management:** Ability to oversee complex projects involving multiple departments, ensuring timely and successful completion.
- **Negotiation:** Skilled in negotiating and building consensus among stakeholders with diverse perspectives and interests.
- **Ethical Decision-Making:** Expertise in making decisions that uphold the highest standards of integrity and ethical conduct and infusing those standards in all aspects of City operations.
- **Detail-Oriented:** High level of accuracy and attention to detail in managing tasks, projects, and administrative functions.
- **Visionary Thinking:** Ability to see the big picture and align departmental activities with the City's strategic goals.
- **Interpersonal Skills:** Strong interpersonal skills to build and maintain positive relationships with department heads, staff, and external stakeholders.
- **Adaptability:** Capacity to adapt to changing circumstances and modify strategies to ensure continuous alignment with the city's mission.
- **Problem-Solving:** Aptitude for identifying underlying issues that hinder interdepartmental collaboration and developing innovative solutions.
- **Team Building:** Ability to create and nurture high-performing teams that work effectively across departmental boundaries.
- **Tech-Savvy:** Ability to leverage technology to improve communication, collaboration, and efficiency across departments.
- **Customer-Focused:** Commitment to enhancing customer service and ensuring that all departments prioritize the needs and satisfaction of residents.
- **High-Pressure Management:** Ability to manage conflicting priorities and remain effective and composed in high-pressure situations.

Experience and Education

Any combination of education and experience that would provide the required knowledge and abilities. A typical way to obtain these would be:

- A Bachelor's degree from an accredited college or university in Public Administration, Business Administration or a closely related field. A Master's degree is desirable.
- Seven (7) years of professional public sector municipal government including at least three (3) years of executive management level experience.



Compensation and Benefits

The monthly salary range for this position is \$17,671–\$21,892 per month. The actual salary will depend on the qualifications and experience of the individual selected. In addition, the following management benefits are currently provided:

- **Health Insurance:** The City will contribute monthly the cost of PERS Platinum family coverage, currently \$3,285.70 per month, which can be applied towards any PERS health insurance plan.
- **Dental and Vision:** Employees and dependents are covered as primary insured under a dental and optical plan provided by the City.
- **Annual Vacation:** 17 days per year (to a maximum of 22 days) following a 6-month probationary period
- **Executive Leave:** 5 days per year
- **Holidays:** 11 days per year
- **Floating Holiday:** 1 day per year
- **Sick Leave:** 90 days per incident
- **Long-Term Disability:** Available at the expiration of the required waiting period
- **Short-Term Disability:** A Short-Term Disability plan is available for voluntary employee contributions
- **Wellness Allowance:** \$500 per year
- **Cell Phone Allowance:** \$600 per year
- **Life Insurance Policy:** \$200,000 policy
- **Voluntary Benefits:** The City offers an IRS Section 125 Flexible Benefits plan and additional Life Insurance
- **Deferred Compensation:** A Deferred Compensation plan is available for voluntary employee contributions
- **Tuition Reimbursement:** \$3,500 per year
- **Retirement Plan:** The City of Cerritos contracts with CalPERS. Classic members coverage is 2%@60 with employee paying the member contribution of 7%; PEPPRA members coverage is 2%@62 with employee paying the member contribution of 7%. The City does not contribute to Social Security.

The Selection Process

A comparative review and evaluation of all applications will be conducted by a screening committee. Those candidates possessing the most desirable qualifications will be invited to participate in an appraisal interview.

To apply for this exciting career opportunity, all applicants must submit a City application via the City of Cerritos website at **cerritos.gov/jobs**.

The final filing date: Open Until Filled.

Applicants possessing the most desirable qualifications will be invited to participate in the selection process, which may include an oral interview and/or other assessments designed to predict successful job performance.

Please contact the Human Resources Division at **(562) 916-1322** if you have any questions.

The City of Cerritos is an equal opportunity employer and does not discriminate on the basis of any class protected by law.



CITY OF CERRITOS

