

CITY OF NEWPORT BEACH

Assistant City Manager





The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the best climates in the nation. Newport Beach is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.

Newport Beach has a permanent population of approximately 85,000 residents and hosts hundreds of thousands of visitors. Newport Harbor is located in the heart of the City, where more than 4,500 boats are docked. The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing, and other aquatic sports activities. Several high ranking universities, including University of California - Irvine are located within a 30-mile radius.

Additional community attractions include the historic Balboa Pavilion, Fashion Island/Newport Center, the Resort at Pelican Hill, and Crystal Cove State Park.

City Government

As a charter city, Newport Beach is governed by a seven-member City Council, operating under a council/manager form of government with a FY 2021-22 operating budget of approximately \$309 million. The City employs 730 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$50 million and a AAA implied General Obligation rating with three major rating agencies.

City Manager's Office

The City Manager's Office delivers innovative and responsive services while providing leadership and strategic direction to the City's thirteen operating departments. As a full service city, departments include Police, Fire, Utilities, Harbor and Libraries in addition to the traditional departments of Community Development, Public Works, Recreation and Senior Services, Finance and Human Resources. The Office is committed to maintaining strong fiscal accountability and transparency of public funds and resources while delivering a high level of services to the community. The City Manager's Office is a close-knit professional team working collaboratively with City Council, departments and the community; providing Public Information; and overseeing citywide initiatives such as addressing homelessness and airport impacts. The Information Technology Division is also a part of the City Manager's Office. Supporting a dynamic and continually evolving community, staff have opportunities to lead or support diverse projects such as formation of a new Harbor Department, public private partnerships for a new animal shelter and permanent supportive housing projects, restructure of the citizens advisory committee on aviation, and creation of a small business grant program as a few recent examples.

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CITY OF NEWPORT BEACH ASSISTANT CITY MANAGER

The Ideal Candidate

The City Manager seeks an Assistant City Manager with a management style based on collaboration, innovation, and achieving positive results for the executive management team, City departments and the community. Based on their background, the Assistant City Manager is anticipated to oversee service areas and activities of several departments; interact regularly with City Council members and the public; and lead citywide initiatives and projects.

A strong candidate will be:

- Approachable, accessible and value a collaborative process;
- Results-oriented with an attention to detail and capable of simultaneously balancing a multitude of priorities;
- Politically astute while focused on accomplishing goals and finding solutions;
- Knowledgeable of new trends and able to provide innovative recommendations to move the organization forward in a progressive way;
- One who possesses a strong work ethic, high integrity, credibility and trustworthiness to build a sense of teamwork and unified purpose;
- Able to represent the City well to community and professional organizations; and
- One with exceptional written and oral communication and interpersonal skills and the ability to build and maintain positive and productive working relationships with a wide variety of internal and external stakeholders.

This position requires seven (7) years of increasingly responsible professional experience in one or more specializations (community development, field operations, public works, public safety, recreation, library, human resources or finance) including at least three (3) years of management and supervisory experience as a Deputy City Manager, Assistant City Manager, City Manager, Department Director or similar role in a county. Experience working in a coastal community or a city with a high tourist population is highly desirable. Education equivalent to completion of a bachelor's degree (120 units) in public administration, business administration, communications, urban planning or a closely related field and possession of a valid California driver's license are required.

The Selection Process

Please visit www.newportbeachca.gov to apply online and to view the full description of the position and requirements. Along with the online application, candidates must include a cover letter, resume and written supplemental exercise to be considered complete. For the written supplemental exercise, applicants are to prepare a memo addressed to City Manager Grace Leung outlining their approach, in the COVID-19 recovery environment, to developing the FY 2022-23 budget for the City of Newport Beach, including the top three priorities the City should be focused on. The memo should be written in Arial font 12 point and no more than three (3) single-spaced pages in length. All materials (cover letter, resume, written supplemental) should be attached to the online application submittal.

The selection process will begin with a complete evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and assessment(s) that is tentatively scheduled for **Thursday, December 16, 2021**. Testing will measure the candidate's combination of experience, training, knowledge, education, skills, abilities and other characteristics. The selected candidate will undergo an extensive background process including criminal history, driving record, military record, civil records check, past & current employers, education and reference checks. Please contact Human Resources at (949) 644-3256 if you have any questions.

The final filing date for this recruitment is Tuesday, November 30, 2021 at 5:00 p.m.

Apply at
NEWPORTBEACHCA.GOV/JOBS

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

Compensation Package

ASSISTANT CITY MANAGER SALARY: \$171,970–\$257,920 annually

Placement in the range will depend on qualifications and experience. Total employee contributions towards retirement and benefits are a minimum of 19.67%. This is an at-will exempt position. Although unrepresented, the compensation and benefits associated with this position are outlined in the Key & Management Compensation Plan which includes the following competitive benefits package:



RETIREMENT:

California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic tier II employees who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 60 formula. Employees new to the City and CalPERS, and who do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2% @ 62. Employees are required to contribute 13% of pensionable income towards their retirement benefit. Deductions are made on a pre-tax basis.



CAFETERIA PLAN:

The City offers a variety of CalPERS PPO and HMO medical plans, MetLife PPO and HMO dental plans and MetLife vision plans. A monthly cafeteria allowance of \$1,725 is provided to purchase medical, dental and vision insurance (plus an additional \$143 monthly contribution if participating in a medical plan). No cash back is provided if an employee elects medical coverage which costs less than the City's monthly contribution. Those wishing to opt out of medical coverage receive an opt-out allowance of \$500 per month upon submission of proof of alternate group medical insurance coverage.



EXECUTIVE MANAGEMENT PHYSICAL:

Up to \$1,000 per year.



TECHNOLOGY ALLOWANCE:

\$80 monthly smart phone plan and equipment stipend.



WORK SCHEDULE:

Optional 9/80 work schedule with alternating Fridays off.



FLEX LEAVE:

This is a combination of sick and vacation leave which is earned at a rate of 8.77 hours per pay period (228 hours per year), with a maximum of 9.69 hours per pay period (252 hours per year) based on years of City service.



ADMINISTRATIVE LEAVE:

Up to 80 hours per calendar year at the discretion of the City Manager. This leave has no cash value and does not carry over from one calendar year to the next.



HOLIDAYS:

Equivalent to 12 paid holidays per year which includes one floating holiday.



AUTOMOBILE ALLOWANCE:

\$400 per month.



EMPLOYEE ASSISTANCE PROGRAM:

This is a City-paid benefit which provides confidential counseling on work and life issues.



LIFE INSURANCE:

\$50,000 in City-paid coverage. Supplemental life insurance is available at the employee's expense and payroll deductions are made on a post-tax basis. Maximum supplemental life insurance coverage is \$500,000.



DISABILITY INSURANCE:

Up to 66.67% of covered wages up to a maximum benefit of \$1,847 weekly for short-term disability after a 30-calendar day waiting period and \$15,000 monthly for long-term disability after a 180-calendar day waiting period. Employees are required to contribute 1% of salary for this benefit through a post-tax payroll deduction.



LIUNA SUPPLEMENTAL RETIREMENT:

Mandatory enrollment in the Laborers' International Union of North America (a tax qualified defined-benefit plan under IRC 401a). Employees are required to contribute 3.22% of salary for this benefit through a pre-tax payroll deduction.



RETIREE MEDICAL BENEFIT:

Employees are required to contribute 1% of salary for this benefit through a pre-tax payroll deduction. City-paid contributions based on age and years of service occur after five years of full-time service. Account funds may be used after separation from the City for reimbursement of eligible medical expenses.



MEDICARE:

Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary. Enrollment and deduction amounts are subject to change based on negotiated terms and additional laws.



FLEXIBLE SPENDING ACCOUNT:

Optional. Maximum pre-tax election per calendar year is \$2,750 for medical and \$5,000 per household for dependent care.



SECTION 457 DEFERRED COMPENSATION PLAN:

Optional participation. No City matching.



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