



CITY OF WHITTIER CALIFORNIA

INVITES YOUR INTEREST IN THE POSITION OF

CITY MANAGER



Recruitment Services Provided by Ralph Andersen & Associates

AN INCREDIBLE OPPORTUNITY!

Renowned for its outstanding quality of life and family-friendly small-town feel, the City of Whittier is seeking an accomplished executive to serve as its next City Manager.

The City Council is looking for a candidate who would be a good fit for the community, a strong leader for City staff, and a successful partner with City Council. This top professional is expected to have exceptional leadership skills, effective interpersonal and communication skills, and a strong passion for public 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. A thorough understanding of municipal finance, budgeting, community planning, public works, and policing is of high importance to the City Council.

THE COMMUNITY

Whittier is located in Los Angeles County, about 12 miles southeast of the City of Los Angeles. The City covers 14.8 square miles and has an estimated population of 87,527. The City is a charter law city and is Governed by a five-member City Council, under the Council – Manager form of government.

Founded in 1887 as a Quaker colony, Whittier's strong sense of history and vision for the future have made it an upscale and dynamic residential community. Throughout the years, the City has continued to strive towards providing a healthy and safe community, with a well-maintained infrastructure system to support planned growth and development. Through a balance of economic, social, political, cultural and recreational opportunities, the City Council has encouraged an atmosphere conducive to community spirit and active participation in the affairs and progress of the community. Such efforts have been made to ensure a desirable community in which the City's identity and character are preserved and enhanced.

Whittier is a municipality well known for being community-centered and multi-cultural because of its desirable location and first-class amenities. It is a balance of quiet residential neighborhoods and industrial and commercial centers. The city offers family style neighborhoods, a downtown area with thriving locally owned businesses, restaurants, award winning health care facilities such as Presbyterian Intercommunity Hospital.

For more information about the City of Whittier, please visit their website at <https://www.cityofwhittier.org/>.

THE COMMUNITY CONTINUED

POPULATION

Total Estimated Population: 87,527



HOUSING

Number of Dwelling Units: 29,724
Owner occupied: 16,187 - 57.52%
Renter occupied: 11,956 - 42.48%
Median Home Price: \$810,882

Average Household Size: 2.96
Median Age: 39.92
Average Household
Income: \$119,489



EDUCATION



Some College: 21.15%
Associate Degree: 9.39%
Bachelor's Degree: 17.42%

Master's Degree: 8.52%
Doctorate Degree: 0.74%

BUSINESS

Labor Force: 42,000
Not in Labor Force: 26,368
Total Employed: 40,309
Unemployment Rate: 3.61%



LARGEST EMPLOYERS

PIH Health Hospital
Whittier Hospital Medical Center
City of Whittier
Whittier Union High School District
East Whittier City School District

MAJOR SALES TAX BUSINESS CLUSTERS

General Commercial Goods: 1,505 businesses
Business and Industry: 518 businesses
Building & Construction: 88 businesses
Restaurants & Hotels: 275 businesses
Fuel & Service Stations: 23 businesses
Food & Drugs: 98 businesses
Auto & Transportation: 251 businesses



GOVERNING STRUCTURE AND ORGANIZATIONAL OVERVIEW



The City of Whittier began in 1887 and was incorporated in 1898, and the Charter form of government was ratified in 1955 under the laws of the State of California. The City operates under a Council/Manager form of government, and its elected City Councilmembers serve a four-year term and the Mayor is elected citywide for a two year term.

The Council hires the City Manager and City Attorney and appoints members of city commissions, committees, and boards. Under the Council-Manager form of government, the Council establishes city policies, and the City Manager ensures their implementation.

The City Manager serves as chief executive of the municipal organization. The City of Whittier is a full-service city with a total budget of \$208 million including a CIP budget of \$10.6M. Current staffing includes 514 benefited FTEs. The City Departments consist of: Administration, City Clerk, Community Development, Finance, Human Resources & Risk Management, Library, Parks-Recreation & Community Services, Police, and Public Works. Fire protection is provided by the LA County Fire Department.

Notably, the City is financially stable with over \$100 million in General Fund reserves (\$50 million in undesignated and \$50 million in designated), and total reserves of \$228 million in all funds.

THE IDEAL CANDIDATE

The City Council is seeking a creative and innovative individual to utilize a team approach to problem-solving and be proactive in addressing issues of concern to the City Council and the community. Additionally, the City Manager will be able to develop and promote strategic initiatives for the Council's discussion and consideration, while also incorporating best practices in local government.

The next City Manager will:

- Have a collaborative approach with the City Council, department directors, and staff fostering an open dialogue;
- Truly enjoy working in the public sector; elected officials and residents alike have high expectations of the City Manager including involvement in civic, business, community-wide social gatherings, and inter-governmental activities on a local and regional basis;
- Be an experienced decision-maker committed to organizational effectiveness, fiscal accountability, and continuous improvement of a municipal organization;
- Be comfortable in an environment that constantly strives for high quality work product, strategic planning, financial acumen, exceptional customer service, and timely responses to public inquiries;
- Have unquestioned personal integrity, honesty, and impeccable ethics paired with excellent communication skills; and
- Possess strong interpersonal skills, including being an excellent listener and open to new and different ideas.

Additionally, the ideal candidate will possess the following personal characteristics and attributes:

- A genuine concern for preserving the quality of life presently offered to residents of Whittier and a high regard for the importance of maintaining the quality of life to residents;
- A result driven approach to the successful management of an organization;
- A confident style that will promote candid discussions and encourage diversity of thought by providing an environment that emphasizes the review of options and alternatives for the City Council's consideration;

THE IDEAL CANDIDATE CONTINUED

- The ability to provide leadership to staff, set goals and objectives, 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 anticipate the political ramifications of management decisions.

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

- 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;

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.

Securing the City's long-term financial future will be of paramount importance for the next City Manager. The new City Manager will need to be a highly strategic thinker to help the City identify opportunities for generating new revenues while still delivering high quality services and tackling the long-term needs of the City.



EXPERIENCE AND EDUCATION

Education: A Bachelor's degree in public, business administration, or other related field is required with a Master's degree preferred.

Experience: Any combination of experience that has provided the knowledge, skills, and abilities necessary for a City Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of directly related experience at an administrative or management position in municipal government.

Prior or current City Manager or Assistant City Manager experience in successfully leading an organization of comparable size and/or greater complexity will be expected.

COMPENSATION AND BENEFITS

The current annual salary for the City Manager is up to \$306,648 but is negotiable dependent upon qualifications. The City Council will offer a highly competitive salary and benefits to its next City Manager which considers the candidate's qualifications and track record of career success. The City also offers an attractive and competitive benefits package that includes but is not limited to retirement benefits offered through the California Public Employees' Retirement System; comprehensive medical, dental and vision; paid holidays, vacation and sick leave; management leave; auto allowance; professional development expense allowance; and deferred compensation.



TO BE CONSIDERED

Interested candidates are encouraged to apply immediately and before the closing date of **February 14, 2025**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter, comprehensive resume, and five professional references. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Top candidates will be invited for an on-site interview with the Mayor and City Council.

The City Council reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City Council and the organization. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Whittier is an Equal Opportunity Employer.

www.cityofwhittier.org