



*Invites applications for the position of*

**DEPUTY  
CITY MANAGER/  
ADMINISTRATION**

*An Equal Opportunity Employer*



## The City



City of Norwalk is a culturally rich community of over 110,000 residents located at the midpoint between Los Angeles and Orange Counties. Norwalk is just minutes away from the finest cultural, educational and entertainment centers both counties have to offer. Mountains and beaches are also close and readily accessible.

Norwalk sits at the heart of an expanding regional transportation network which is an outstanding convenience to residents that work in Los Angeles or Orange Counties and an advantage for businesses who need access to major transportation routes. The community is served by four freeways: the 91 (Riverside) Freeway borders the City to the south, the 605 (San Gabriel) Freeway borders the City to the west, the Interstate 5 (Santa Ana) and the Interstate 105 (Century) Freeways run from Norwalk to the Los Angeles International Airport, thereby providing additional access to even more important business and recreational points throughout the state. Two commuter rail lines serve Norwalk: the Metro Green Line, with connections to downtown Los Angeles, Long Beach, and LAX; and the MetroLink system, with connections to Orange, San Bernardino, Ventura, Riverside and San Diego.

Norwalk is a city with strong community values, where neighbors know neighbors, and is known for their excellent school system and great parks. Norwalk's parks and recreation programs are administered by the City's Recreation and Park Services Department. The parks system consists of 12 parks with a total of 87.3 acres of land. In addition, the City is the home to the Don Knabe Golf Center and Youth Academy and in the near future, the City will be acquiring an additional 15 acres from the Federal Government for the expansion of Holifield Park.

For more information about the City of Norwalk, please visit [norwalk.org](http://norwalk.org).

## The City Government

The City of Norwalk is a general law city and operates as a Council – Manager form of government. The City Council is composed of a Mayor and four councilmembers. The councilmembers are elected city-wide for four-year terms, with overlapping terms to provide for the election or re-election of councilmembers every two years. The City Council appoints one of their members as the Mayor, who serves a one-year term and is the presiding officer of the Council. All councilmembers are part-time elected officials who exercise the legislative powers of the City and determine matters of policy. The City of Norwalk also has nine commissions that advise the City Council on a variety of issues.



The City of Norwalk has 10 operating departments and provides a full-range of municipal services to the community including social services. Norwalk contracts for services in law enforcement with the Los Angeles County Sheriff's Department, and also contracts for fire, water, street sweeping, and trash disposal. The City is served by one of the nation's most successful and responsible municipal transit services, the Norwalk Transit system.

The City employs 250 full-time employees, 170 part-time/temporary employees and for fiscal year 2017-2018, the City's annual budget is \$130 million. The City has two labor unions and two bargaining units.

## About the Position



The Deputy City Manager/Administration is a newly created assignment with the City with the primary function being a centralized point of coordination to enhance public safety, gang prevention and homelessness intervention. The Deputy City Manager will be a critical and highly visible leader on the Executive Management team, supporting the City Manager in creating a desirable community that provides high quality of life services. The Deputy City Manager will provide leadership through collaboration, teamwork and active involvement in the management of the City government. The Deputy City Manager has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City, providing expert advice and assistance to the City Manager, department heads and senior managers. The Deputy City Manager will be assigned supervision over specific departments and/or functions including, but not limited to managing the Sheriff's Department contract, Public Safety, Social Services, Code Compliance and Gang Prevention. He/she will be a strong relationship builder with the ability to work with and command respect among the city leadership team and with the community. The ideal candidate will be a seasoned manager, collaborative leader, a team player and a self-directed problem solver, who can serve as a mentor/coach to city staff.

## The Ideal Candidate

The ideal candidate will possess a leadership style and value system that embodies ethics, integrity and an uncompromising dedication to public service, the employees and the community. The successful candidate will be an effective and seasoned public sector manager and administrator who creates and maintains an environment of mutual respect and transparency with an ability to develop consensus and credibility through strong relationships. The candidate should expect to become very involved in the community. A Bachelor's degree in a related field and seven (7) years increasingly responsible experience in municipal government, including at least two years of experience at the department head or top management level is required. A Master's degree in public administration or related field is desirable.

## How to Apply

This position is open until filled with the first review of applications occurring on December 7. To apply for this unique opportunity, please visit the City's website at <http://www.norwalkca.gov/city-hall/departments/human-resources/employment-opportunities>. Please include a cover letter and detailed resume with your online employment application via NEOGOV.

The City of Norwalk is an Equal Opportunity Employer and values diversity at all levels of the organization.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.



## Compensation and Benefits

The City of Norwalk offers an attractive and competitive salary and benefits package. The current salary range for this position is \$134,448 to \$163,428 annually. The employee benefits package includes:

**Vacation Leave:** 8 hours per year for the first year; 120 hours per year after completion of 1 year but less than 10 years; 160 hours per year after completion of ten years or more.

**Sick Leave:** The City offers 8 hours per month.

**Management Leave:** 80 hours per fiscal year.

**Paid Holidays:** 10 holidays and 2 floating holidays.

**Retirement:** The City contracts with CalPERS as follows:

Classic Members: 2% @ 55 retirement plan formula, employee pays 7% employee contribution.

PEPRA Members: 2% @ 62 retirement plan formula, employee pays 50% of “normal costs” (currently 6.75%).

**Health Insurance Plans:** Medical Plan: The City contributes up to the PERSCare family premium towards CalPERS Health Program. (\$1,751.70 January 2018). Employee receives a rebate of 50% of any unused allocation.

**Dental Insurance:** The City pays 100% of premium for employee plus dependents.

**Vision Insurance:** The City pays 100% of premium for employee plus dependents.

**Group Life Insurance Plan:** One and one-half times annual salary.

**Long Term Disability Insurance:** The City pays 100% of the insurance premium.

**Voluntary Insurance Plans:** Optional Supplemental Life, Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee’s cost.

**Car Allowance:** \$400 per month.

**Physical Examination Allowance:** Up to \$500 for an annual physical examination.

**Deferred Compensation:** The City contributes four percent (4%) of base salary to a 401(a) plan. Voluntary plan is also available.

