



NOW RECRUITING

Assistant City Manager / Chief Operating Officer

City of Laguna Beach, California

Confidential Recruitment

Open Until Filled

Steve Mermell, Executive Recruiter

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Why Join Our City?

Laguna Beach is one of California's premier coastal cities, shaped by its natural beauty and long-standing active arts tradition. Home to approximately 23,000 residents within 8.84 square miles, the city offers the feel of a close-knit community while welcoming more than six million visitors each year to its beaches, trails, downtown, and cultural events.

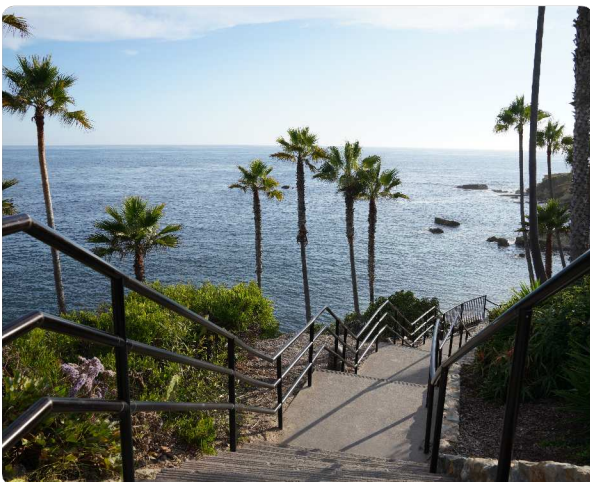
Laguna Beach is a full-service city with its own Police, Fire, and Marine Safety Departments in addition to Finance and Technology, Public Works, Community Development, Human Resources and Risk, and Community Services and Transit. The city operates under a Council – Manager form of government, with a five-member Council elected at large.



A FULL-SERVICE CITY

Police · Fire · Marine Safety · Finance and Technology · Public Works · Community Development · Human Resources and Risk · Community Services and Transit

The successful candidate will work directly with the City Manager and members of the City Council on priorities tied to Laguna Beach's vision of becoming the most livable city through leadership, innovation, a commitment to people, the environment, the arts and Laguna Beach's unique history.



A newly created executive role

The newly created Assistant City Manager/Chief Operating Officer role offers a unique opportunity to strengthen service delivery, improve citywide operations, and enhance inter-departmental coordination.

This is a pivotal time to join Laguna Beach. The City is creating this executive leadership role to increase organizational capacity, support the City Manager, and help translate Council and community priorities into effective citywide action.

THE IDEAL CANDIDATE

What We Are Looking For

The ideal candidate will possess broad knowledge of local government operations, preferably through prior service as a City Manager, Assistant City Manager or Deputy City Manager. Experience in a high-service-demand community will be especially valuable, as well as a demonstrated ability to work effectively with engaged Councilmembers, an active public as well, and complex projects that require sound judgment and follow-through.

The City is seeking a collaborative, steady leader who can quickly gain trust across the organization and community. The strongest candidates will communicate clearly, exercise sound judgement, model integrity and professionalism, and lead teams effectively even when influence matters more than formal reporting authority.



Collaborative

Quickly gains trust across the organization and community



Clear Communicator

Communicates clearly and exercises sound judgement



Integrity

Models integrity and professionalism



Steady Leader

Leads teams effectively, even without formal authority

THE POSITION

Job Description

Under general direction from the City Manager, the Assistant City Manager/Chief Operating Officer is responsible for day-to-day management of the City and may supervise multiple departments on a temporary or permanent basis.

This position will lead efforts to improve service delivery, operations and inter-departmental cooperation across the municipal organization. This position will play a key role in addressing complex municipal issues.

This position will work directly with Councilmembers on special projects and initiatives; represent the City at various community meetings and serve as acting City Manager in the City Manager's absence.



KEY RESPONSIBILITIES

- Day-to-day management of the City
- May supervise multiple departments
- Improve service delivery, operations and inter-departmental cooperation
- Address complex municipal issues
- Special projects and initiatives with Councilmembers
- Represent the City at community meetings
- Serve as acting City Manager when needed

Salary

ANNUAL SALARY RANGE

\$186,636 – \$305,892

ANTICIPATED APPOINTMENT

≈ \$246,264 (near midpoint)

Appointment is anticipated near the midpoint of the range, approximately \$246,264, and will be based on the selected candidate’s qualifications and experience.

TOTAL REWARDS

Key Benefits



Retirement (CalPERS)

CLASSIC MEMBERS

2.5% @ 55 / EE Contribution: 8%

PEPRA MEMBERS (hired on or after 1/1/13)

2.0% @ 62 / EE Contribution: 7.75%



Scan For More Details

Open for the City of Laguna Beach job description and benefits specification.



Health Insurance

City paid medical and dental for employee and 90% for dependent coverage (capped at HMO family plan rate). Voluntary vision plan. Cash-in-lieu available w/ proof of coverage (currently \$569.39/month).



Retiree Medical

Retirees may be eligible to continue membership in City’s medical plan based on years of service. Employee is responsible for entire premium.



Up to 5%

Performance Pay

of salary



\$100 / mo

Retirement Health Savings Plan

City contribution



\$400 / mo

Car Allowance

per month



\$80 + \$50

Cell Phone & Internet Stipends

per month



Submit a cover letter and resume to:

LB.ACMRecruitment@JacobGreenAndAssociates.com

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FOR QUESTIONS OR A CONFIDENTIAL CONVERSATION

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CONFIDENTIALITY

JGA conducts recruitments through a strict, candidate-protective confidential process. Candidate information is shared only with the appointing authority. All interviews occur offsite with logistics managed discreetly to ensure privacy and controlled exposure at every step.



City of Laguna Beach, California

Assistant City Manager / Chief Operating Officer