



THE CITY OF ARTESIA, CALIFORNIA

18747 CLARKDALE AVENUE, ARTESIA, CALIFORNIA 90701

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"Service Builds Tomorrow's Progress"

REQUEST FOR QUALIFICATIONS FOR INTERIM CITY MANAGER

The City of Artesia ("City" or "Artesia") is seeking qualification statements from persons with sufficient experience to serve as the Interim City Manager.

I. BACKGROUND

1. About the City

Incorporated in 1959, the City Artesia is a diverse, vibrant city with nearly 18,000 residents and a dynamic business community. Artesia, a leader in sustainability practices, is focused on serving the community with sound governance, 21st Century infrastructure, and a commitment to public safety. The City is located in southeast Los Angeles County and encompasses 1.62 square miles.

Artesia is a General Law city with a Council/Manager form of government, and consists of the following departments: City Manager, City Clerk, Finance, Human Resources, Parks & Recreation, and Community Development. Artesia contracts with a full-service legal firm for all legal assistance. The general fund budget is \$10,098,624 and supports overall staffing level of 44.3 full-time equivalent positions.

2. City Manager Responsibilities and Duties

Appointed by the City Council, the City Manager is the chief administrative officer for the City. The City Manager implements and enforces City Council policies. The City Manager directs, oversees, and supports the efforts of all City Departments, ensuring that City Council policies and direction are carried out. Pursuant to Section 2-4.205 of the Artesia Municipal Code, the City Manager's powers and duties can be summarized as follows:

- (a) To ensure that all relevant State laws and the laws of the City are duly enforced;
- (b) To control, order and give directions to the department heads, subordinate officers, and employees of the City;
- (c) To appoint, promote, discipline, demote and remove any officer and employee of the City;
- (d) To exercise control over and to supervise, in general, all departments and divisions of the City government and all the appointive officers and employees thereof;

- (e) To attend all meetings of the Council and its committees, unless excused therefrom by the Council;
- (f) To recommend to the Council for adoption such measures or ordinances as he or she deems necessary or expedient;
- (g) To keep the Council at all times fully advised as to the financial condition and needs of the City;
- (h) To prepare and submit to the Council the annual budget and to administer the budget after its adoption;
- (i) To purchase, or cause to be purchased, all supplies for all of the departments or divisions of the City;
- (j) To make investigations into the affairs of the City, and any department or division thereof, and any contract and the proper performance of any obligation of or to the City;
- (k) To investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in the City and to ascertain that all franchises, permits, and privileges granted by the City are faithfully observed;
- (l) To exercise general supervision over all public buildings, parks, streets, and other public property which are under the control and jurisdiction of the Council;
- (m) To devote his or her time as required by the duties and interests of the City;
- (n) To make reports and recommendations as may be desirable or as requested by the Council;
- (o) To serve in any appointed office or as head of a department within the City government to which he or she may be qualified when appointed thereto by the Council and to hold and perform the duties thereof at the pleasure of the Council;
- (p) To provide leadership for civic movements designed to benefit the residents of the City when so authorized by the Council;
- (q) To hire and execute written agreements of employment with persons employed as employees on a contractual basis;
- (r) To perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution of the Council.

A complete overview of the City Manager's involvement in the City can be found in Artesia Municipal Code Title 2, Chapter 4, Article 2.

II. REQUEST FOR QUALIFICATIONS

1. Scope of Services

The City is seeking a full-time Interim City Manager with immediate start date availability. The term of services needed would be for six months or until a permanent City Manager is found, whichever is earlier. The salary range for this position is \$125,000 to \$145,000 DOQ.

2. Evaluation Criteria

The Interim City Manager candidate will be evaluated based upon their executive and administrative qualifications and abilities, pursuant to Artesia Municipal Code section 2-4.202. The City Council will determine the process by which the statements are reviewed, but it is anticipated that the material provided in the Statements of Qualifications, interviews with candidates, interviews with references, and internal research will be the determinative factors in selecting an Interim City Manager. The candidate's proposed compensation and benefits is an important factor but will be ancillary to the experience, abilities, and qualifications of the candidate (and will be separately negotiated).

3. Qualification Statements

Please provide the responsive information for each request for qualification:

(a) **Curriculum Vitae.** A current Curriculum Vitae, which must include the following sections:

- i. Contact Information;
- ii. Relevant Work History/Experience;
- iii. Education; and,
- iv. Three (3) professional references, with all necessary contact information and a brief description of the reference's relationship to the applicant's work experience.

If applicable, the Curriculum Vitae may include:

- i. Relevant Special Skills;
- ii. Relevant Professional Certifications; and,
- iii. Publications and Conference Presentations.

(b) **Management Experience.** The response to this request should describe the overall experience, if any, the candidate has had as a city manager. If a candidate has prior experience as a city manager, please include which cities and the associated dates of service. If a candidate does not have prior city manager experience, please identify and describe all qualifications for the position. Relevant information to include in the response should relate to prior management experience, experience working with organizations and/or public agencies, and any areas of expertise that would be relevant to the duties and obligations of a city manager.

(c) **Team Management.** The response to this request should describe the candidate's overall experience with managing a team. Relevant information to include in the response should relate to the job where the candidate managed the team, the size of the team, how long the candidate was a manager, complexities of team dynamics, and any unique situations or

challenges that are applicable to the duties and obligations of a city manager.

- (d) **Unions and Negotiation of MOU's.** The response to this request should describe the candidate's overall experience in working and negotiating with unions. Relevant information to include in the response should relate to the size and type of union(s), how long the candidate worked with the union, negotiation experience, and any unique situations or challenges that are applicable to the duties and obligations of a city manager.
- (e) **Budgets.** The response to this request should describe the candidate's overall experience with handling and maintaining budgets. Relevant information to include in the response should relate to experience with budgets, including budgets involving public funds, the size of the budget, how long the candidate was in charge of the budget, complexity of the budget, and any experience drafting budgets, obtaining funds and grants, balancing budgets, and preparing budget-related reports.
- (f) **Land Use Development.** The response to this request should describe the candidate's overall experience with handling issues relating to land use development. Relevant information to include in the response should relate to experience with land use development projects, negotiating agreements, purchasing and selling property, and interacting with developers.
- (g) **Contract Management.** The City of Artesia is a contract city. The response to this request should describe the candidate's overall experience with negotiating, managing, and implementing contracts. Relevant information to include in the response should relate to the candidate's knowledge of public contracting and the Liability Trust Fund.
- (h) **Public Benefits.** The response to this request should describe the candidate's overall experience with CalPERS. If the candidate has no experience with CalPERS, relevant information to include in the response should relate to the candidate's knowledge of California's retirement and benefits system.
- (i) **Special Qualifications.** The response to this request should describe any special qualifications or experiences that the candidate believes would assist the City Council in properly evaluating the candidate's qualifications.
- (j) **Personal Statement.** The response to this request should describe why the candidate wants to be the Interim City Manager.

4. Questions and Point of Contact

All questions, interpretations or clarifications relating to this should be directed to:

Melissa Burke
Acting City Manager
City of Artesia
mburke@cityofartesia.us

5. Interviews

City officials reserve the discretion to invite certain applicants for in-person or video conference interviews prior to offering an appointment.

6. Submission

Statements of qualifications should be mailed or e-mailed to:

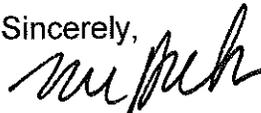
City of Artesia
Attn: Melissa Burke, Acting City Manager
18747 Clarkdale Ave.
Artesia, CA 90701
Email: mburke@cityofartesia.us

Deadline for Submittal of Qualifications: **5:00 p.m. on November 22, 2021**

7. Award of Contract

The City reserves the right to offer the appointment to only the most qualified applicant and to negotiate terms of payment separate from this Request for Qualification process. There is no guarantee that the City will select any applicant to serve as the Interim City Manager. The City reserves the right to reject any and all applications.

Sincerely,



Melissa Burke
Acting City Manager