



The City of Camarillo

*invites your interest for
the position of*

*Assistant
City Manager*



The City of Camarillo

Camarillo is located on the Pacific coastal plain, halfway between Santa Barbara and Los Angeles. Only 15 minutes from the ocean, it has a mild year-round climate and is surrounded by scenic mountains and hills and highly productive agricultural land.

Camarillo is the fifth largest city in Ventura County with a population of more than 67,000 residents. The most recent census indicates that Camarillo has a high percentage of college-educated and professionally employed residents and ranking fourth among Ventura County's ten cities in median family income.

The City of Camarillo possesses all the advantages of a suburban-rural community with a small town quality. There is a variety of housing available, from new residential developments to existing homes in established, well-maintained neighborhoods. Nearly 80% of the housing is single family dwellings. The majority of these homes are less than 30 years old, with prices ranging from the mid-\$500s to well over \$1 million. The City's planned growth ordinance provides an annual allocation of 400 new residential units each year. The City's growth is expected to continue at a fairly constant level.

A variety of business enterprises provide a strong economic base in the community, with many leading high technology companies choosing to locate in Camarillo because of its favorable climate, skilled work force, and proximity to major transportation centers. Camarillo sits at the hub of a retail market population of nearly a half million shoppers, and is home to many successful retail businesses, a combination of small, local specialty retailers and a 184-store premium outlet center.

Excellent schools, many recreational facilities, shopping, quality housing and a safe, small-town atmosphere all combine to make Camarillo a great place to "live, work and play."



The Organization

The City of Camarillo operates with 160 employees and several contract staff in six departmental areas: City Manager's Office, Administrative Services, City Clerk, Community Development, Finance, and Public Works. Police services are provided through a contract with the Ventura County Sheriff's Department. Fire protection, and parks/recreation services are provided by special-purpose districts.

The majority of the City's five Councilmembers have several years of experience on the City Council, which contributes to the political stability of the organization. The City Council, City Manager and departmental staff have an excellent working relationship, with each group respecting and honoring the other's roles and responsibilities. Employee turnover is extremely low, and most employees (including some department heads) have worked in the organization for many years.

Camarillo is a well-managed city with a strong financial position. The City Council has stayed true to its long-held conservative fiscal reserve and investment policies which helped the City weather the last recession better than many other cities, and without any layoffs or reduction in employee benefits. As a result, Camarillo is an employer of choice in Ventura County.

The City is working on several exciting projects designed to broaden the City's economic base and enhance the quality of life for its citizens. These projects include a new Hotel and Conference Center, a Groundwater Desalter, a Children's Museum, the redevelopment of a former County Courthouse property into an Old Town park, and the development of in-fill affordable housing projects. Several industrial and commercial opportunity sites await new proposals as development continues.

For more information about what's happening in the City of Camarillo, please see the 2017 Mayor's State of the City Speech on the City's website at www.cityofcamarillo.org. Click on "See all News" on the homepage, and then click on "Mayor's 2017 State of the City Report".

The Position

The City Manager's Office has a long history of leveraging the individual experiences and talents of both the City Manager and the Assistant City Manager to effectively manage the organization toward the implementation of the City Council's goals and objectives.

In recent decades, the CM and ACM have been individuals who have traveled distinct experience paths: one being a generalist, the other an engineer. Generally, the CM has been the generalist and the ACM the engineer, and at other times the reverse has been true. Given the high level of land development and capital improvements completed over the past decades, this combination of experience and skills in the City Manager's Office has served the City well.

With the City's current level of land development, capital improvement project development, and a renewed focus on economic development that will include streamlining the City's permit processing system, City Manager Dave Norman, a 30-year career generalist, is seeking a highly experienced professional with primary experience in capital improvement project development, land development, traffic impact analysis, and permit processing improvement. Experience with regional groundwater water management issues is highly desirable. Those with additional experience in the City Manager's/Chief Executive's Office at the Assistant City Manager (or equivalent) level and above are encouraged to apply.

The position requires a mature, highly experienced, politically-astute individual with a broad-picture perspective willing and capable of working with a motivated, productive, and experienced Executive Team to enable each department head to excel in the management of their department. The ACM may also be assigned to work with one or more City Council standing committees and must have the diplomacy, tact and strength of professional convictions necessary to work effectively with elected officials in a variety of settings.

The ACM's responsibilities for oversight of specific programs, projects and administrative staff will depend on the experience of the person chosen for the job and the needs of the organization.



The position requires at least seven (7) years of senior-level public-sector management experience at the department head level or above. Additional experience in the City Manager's Office/Chief Executive's Officer at or above the Assistant City Manager (or equivalent) level is desirable. A BS/BA degree in fields related to public administration, civil engineering, land development, or planning, is required. The possession of an MPA/MBA degree is highly desirable.

Compensation & Benefits

The City of Camarillo offers an attractive and competitive compensation package, including:

- A salary range of \$169,379 - \$228,466 annually
- CalPERS Retirement: “Classic” members: 2% @ 55; City pays the employee contribution
“PEPRA” members: 2% @ 62; employee contributes 6.75% of salary
- Defined Contribution (401a plan): 7% of salary
- Deferred Compensation (457 plan): 3% of salary
- Retirement Health Savings (RHS) Plan: Specified employee groups are mandated to participate in the RHS Plan
- Medical, Dental and Vision, FSA: Cafeteria plan equal to 90% of Family PERS Choice rate (currently \$1,319/ month). Dental and Vision City paid
- Bi-Annual Physical: Once every two years
- Education Reimbursement: 75% of expenses up to \$1,800/fiscal year
- Life Insurance (Annual salary plus \$5,000) max \$200k
- City paid short and long term disability insurance
- Holidays: 11 fixed plus 3 floating holidays
- Sick leave: 12 days per year
- Vacation: 10-25 days per year based on years of service
- Administrative Leave: 8 days per year
- Auto Allowance: \$250/mo



The Process

If you are interested in pursuing this highly desired career opportunity, please forward a letter of interest, a detailed resume and the names and phone numbers of five professional references (which will be held in confidence until mutual interest is established) to:

Richard Petropulos, Administrative Services Director
City of Camarillo
601 Carmen Drive
Camarillo, CA 93010
Fax: 805.419.7806
E-mail: employment@cityofcamarillo.org

Final filing date: March 16, 2018
Anticipated start date: June 4, 2018

If you have any questions regarding this position, please feel free to contact Human Resources at 805.383.5633.