



*The City of Hawthorne invites your interest in the position of:*

# CITY MANAGER

## THE COMMUNITY

Incorporated in 1922, the City of Hawthorne has been proudly serving its community for 90 years. The city has a strong and diverse population of over 85,000 residents within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the “*Hub of the South Bay.*” By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin.

The City is proud of its ethnic and culturally diverse residents who pride themselves with contributing to the goal of improving the quality of life in Hawthorne. The City possesses a shared vision towards the future to create a great city and build an economy which supports the community’s desire for a high quality of life. Over the last few years, several unique and cutting edge industries and retail outlets have joined Hawthorne’s 5000 business partners.

Space Exploration and Technologies (“SPACE X”) is reinventing the aerospace industry by designing and manufacturing the space vehicles of tomorrow right in the heart of the city. In addition, South Bay Ford, the number one service dealer in the U.S., along with retail giants Target, Ashley Furniture, Best Buy, and COSTCO are proud to call Hawthorne their home.

Hawthorne maintains a commitment to providing quality resources for its residents by providing recreational programming to meet the cultural, social, and leisure service needs of all ages. The City maintains nine park facilities totaling more than 50 acres and includes a Community/Senior Center, Aquatic Facility and Sports Center.



## THE ORGANIZATION

The City Manager is responsible for implementing the City Council's direction and the overall administration of the day-to-day operations for the City. Hawthorne operates under the Council-Manager form of government. The City Council which is chaired by a directly elected mayor, enacts laws and establishes policy for the City.

The City of Hawthorne is a general law city which contracts with Los Angeles County for fire and library services. The City Manager oversees the departments of Public Works (includes Airport & Recreation & Community Services divisions), Police, Administrative Services (Finance, Human Resources, & Business License divisions), Building and Safety, Planning, Housing, City Clerk and South Bay Workforce Investment Board (SBWIB). The City currently employs 270 full-time and 101 part-time employees. The 2011-2012 total operating budget is \$124,111,284 and the General Fund Budget is \$52,722,014.

## OPPORTUNITIES AND ISSUES

Among the many goals and priorities to be set by the City Council, the new City Manager will be instrumental in looking towards the future with respect to economic development opportunities for the City. Over the last few years, the City has completed a number of high profile public works projects to improve the aesthetics of the City. Sections of Imperial Highway, Inglewood Avenue and Hawthorne Boulevard corridors, for example, have benefited from various staff driven grant projects and have spurred a growing interest in developing further capital improvement plans.

The continuation and further development of a long term financial stability plan is an important issue for the City. The City will soon be entering into negotiations with each of the respective bargaining units whose contracts will be expiring at the end of June. The ability to provide continued staff support and stability during these economic times is vital towards projecting a sense of optimism for the future.



## THE IDEAL CANDIDATE

The City Council is seeking a strong innovator and proven leader who can effectively interact and communicate with members of the community, staff and City Council. The ideal City Manager will be an individual who will consistently demonstrate a high degree of personal and professional honesty and integrity and adheres to the highest level of ethical standards.

The new City Manager must be hands on and able to quickly gain a sense of community and is willing to earn the respect and trust of the City Council and City staff through a collaborative approach to city management. A successful candidate will be someone who can build consensus with the City Council and maintain effective relations with its members by treating everyone fairly, equally, and respectfully. The ability to be diplomatic and politically astute while maintaining an apolitical position is crucial. The position requires an individual who can provide professional recommendations and can properly articulate multiple options and implications to those recommendations to ensure effective decision making.

A visionary with the ability to build and maintain a positive culture within the organization and the skills to establish and maintain effective relationships with the City's four bargaining units will be considered a strong candidate. The City Manager should view and rely on Department Heads and Division Managers as resources in leading the City and developing solutions to the current and future challenges facing the organization.

Candidates for this position will possess a Bachelor's Degree from an accredited college or university in Public Administration, Political Science, Business Administration, Economy, Engineering, Urban Planning, or related field. A Master's Degree in those fields is highly desirable. Additionally, the ideal candidate will possess a minimum of ten (10) years of stable and progressively responsible experience working for a municipal agency, of which, five (5) years will be direct experience working as a City Manager, Assistant City Manager, Deputy City Manager, General Manager, or Department Head in a comparable or larger public sector organization. The individual's experience should clearly demonstrate a broad background in the management of municipal operations/organizations. Candidates will be well versed in municipal finance/budgeting, economic development, and possess a strong generalist background. A top candidate should also demonstrate a proven track record of working with developers to find creative ways to encourage development and should possess a passion for balancing a business friendly attitude within a small city atmosphere.





## COMPENSATION

The salary for the City Manager is open and dependent upon qualifications. The City offers a 9/80 work schedule and an extremely competitive benefits package.

## TO APPLY

If you are interested in this outstanding opportunity, please send your cover letter and resume to the attention of Human Resources Manager, Robert O'Brien, at [robrien@cityofhawthorne.org](mailto:robrien@cityofhawthorne.org), or by mail at 4455 W. 126<sup>th</sup> Street, Hawthorne, CA 90250. All information must be received by Thursday, May 24, 2012. Following the closing date, resumes will be screened according to the qualifications outlined. References will be requested from the most qualified candidates, and will only be contacted following candidate approval. A select group of candidates will be invited to interview with the City. Candidates will be advised of their status following the selection of the City Manager.

If you have any questions, please do not hesitate to contact Human Resources Manager, Robert O'Brien, at 310-349-2950 or Interim City Manager, Arnold Shadbehr at 310-349-2910.



### City of Hawthorne

4455 W. 126<sup>th</sup> Street,  
Hawthorne, CA 90250



### City Council

Daniel Juarez, Mayor  
Angie Reyes-English, Mayor Pro Tem  
Alex Vargas, Councilmember  
Nilo Michelin, Councilmember  
Olivia Valentine, Councilmember