



# City of Maywood, California

## City Manager

### The City Government

The City of Maywood is a general law city and operates as a Council – Manager form of government. The City Council is composed of a Mayor and four council members. The council members are elected city-wide for four-year terms, with overlapping terms to provide for the election or re-election of council members 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 council members are part-time elected officials who exercise the legislative powers of the City and determine matters of policy.

The City of Maywood has 16 full time employees with a City Manager's Office, Finance Office, and Building and Planning Department. Maywood contracts for services in law enforcement with the Los Angeles County Sheriff's Department, and also contracts for fire, engineering and trash disposal. For Fiscal Year 2018-2019, the City's annual budget is \$10.3 million.



### The City

The City of Maywood is a culturally rich community seven miles southeast of the heart of Los Angeles. Maywood borders the cities of Huntington Park, Cudahy, Bell and Commerce. Maywood is approximately 1.18 square miles in size with a population of over 28,000 residents making it the third smallest incorporated city in Los Angeles County and one of the most densely populated cities in California. Despite the City's diminutive size, Maywood is a dynamic and growing community with a desire to move the City forward.

Maywood has made tremendous strides in developing new housing, businesses, schools and public services. The City is committed to providing excellent business service, ensuring safe neighborhoods. Along the major commercial corridors of Slauson Avenue and Atlantic Boulevard, the City has adopted a pro-business attitude.

Maywood has a small town atmosphere and family friendly environment. The City has a top-notch community and recreation facility operated by the YMCA featuring a gymnasium, weight room, volleyball courts, social hall, play equipment areas and a half-sized Olympic swimming pool. There is a baseball field next door along with basketball courts.



## The Position

The City Manager is appointed by the City Council and is the chief administrative officer of the City. The City Manager manages the City's organization and administrative operations and is responsible to the City Council for the efficient management and leadership of all city services. The City Manager is responsible for all personnel decisions including hiring, evaluating, retaining, reorganizing and if necessary, disciplinary actions, including department heads. The City Manager develops, presents and recommends to the City Council an annual budget reflective of the City's services. In keeping with the voter adopted "Maywood Ethics in Government Hiring and Contracting Practices Initiative," the City Manager is accountable to the City Council for the proper implementation of this vital community ethics ordinance. The City Manager is expected to provide the leadership, vision and commitment necessary to assist the City Council and staff in achieving the goals and objectives relevant to the needs of its residents. The nature of the work requires the City Manager to maintain effective working relationships with the Mayor and the City Council; other elected officials and managers of other cities; department heads; regional, State and Federal agencies; supervisory personnel, employees and the general public.



## City Manager: The Ideal Candidate



### Education and Experience

The City desires a candidate with prior experience as a City Manager, Assistant City Manager or other position of leadership such as a Department Head.

In addition, the candidate would have a bachelor's degree from an accredited college or university. A master's degree in public administration or business administration is highly desirable as is experience in a comparable, diverse city.

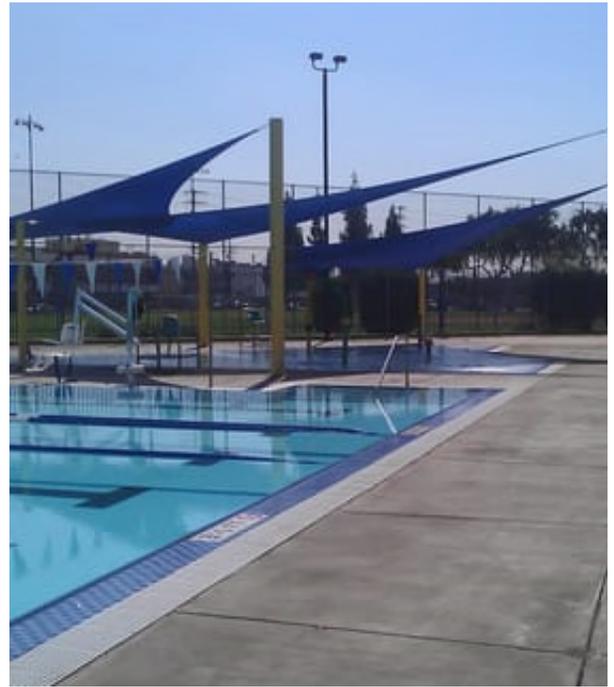
The ideal candidate shall be a well-rounded executive with extensive knowledge in all areas of municipal operations including finance, economic development and land use. It is also desired that candidates have knowledge of budgeting and financial management.

Candidates from all geographic regions will be considered. Bilingual capabilities with fluency in writing and speaking both Spanish and English are highly desirable.

## Ideal Candidate Attributes

The successful candidate for the position of City Manager will be a person with a strong work ethic who enjoys working in a challenging environment and who can hit the ground running in this demanding position. He or she will be thick-skinned and savvy, politically astute but apolitical. The candidate will be committed to maintaining an effective working relationship with all council members. The candidate must have strong analytical and communication skills as well as have a strong ethical foundation.

The new City Manager will thrive on challenges and will have the ability to work in a small city and wear many hats. He/she shall provide calm, steady, and stable leadership to the entire organization. The new City Manager will also have the ability to develop a strong relationship of mutual trust and open communication with the City Council, its employees and outside organizations to ensure that the City speaks in one voice to the organization and community.



### Other important characteristics and skills that the new City Manager will possess include:

- ▶ Commitment and motivation to build a citywide culture of teamwork and transparency but who can make tough decisions when necessary.
- ▶ A strong and decisive ability to stand his or her ground and be able to say “no” both inside and outside of City Hall.
- ▶ A management style that fosters trust, loyalty, respect, commitment, and partnership with the City Council, employees and outside organizations;
- ▶ Time and project management skills in order to balance day-to-day workload while managing and supervising multiple priorities;
- ▶ Ability to anticipate problems before they occur and develop sound recommendations to mitigate or eliminate them;
- ▶ Ability to present clear and concise written and verbal communications, and deliver them effectively, regarding a broad spectrum of City challenges and opportunities;
- ▶ Ability to foster collaboration and cooperation among employees throughout the organization with a goal towards continuous improvement;
- ▶ A strong understanding of local government finance and budgeting;
- ▶ Ability to look forward to citizen engagement with a commitment to civility and collaboration.
- ▶ Ability to facilitate a commitment to transparency both inside and outside of City Hall.
- ▶ Creative problem-solving and collaboration skills; and
- ▶ Ability to be flexible and adaptable.

## Challenges and Opportunities

The City has been faced with a number of known challenges from previous administrations. In October 2016, the California State Auditor issued an audit of the City of Maywood, concluding that it was a high risk city because of certain financial and operational management practices (the “Audit”). While the City has made some strides in addressing the recommendations, the Audit is still being used as a road map for current City staff and its leadership to remedy the deficiencies and strengthen its governmental practices. The City Council is committed to being a positive change agent to move forward from the culture described in the Audit and desires a City Manager who is resilient with a strong back-bone and who can assist with this endeavor.

## Compensation

The salary range for this position is open dependent upon the qualifications and experience of the selected candidate. The annual salary range is \$145,000 to \$185,000. The City offers an attractive and competitive benefits package which includes but is not limited to: retirement with the California Public Employees' Retirement System; paid holidays, vacation and sick leave; paid medical health benefits including dental and vision; and long term disability.

## Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered.

## How to Apply

Interested candidates can apply for this position by submitting a cover letter and detailed resume by March 12, 2019 by email to Richards, Watson & Gershon at [maywoodrecruit@rwglaw.com](mailto:maywoodrecruit@rwglaw.com). If you have any questions, contact the City Attorney at [maywoodrecruit@rwglaw.com](mailto:maywoodrecruit@rwglaw.com).

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

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