THE COMMUNITY

With beautiful beaches, a vibrant, engaged community, and top-tier schools, the City of Manhattan Beach (pop. 35,423) offers a wide variety of amenities for residents and visitors alike. Located just 19 miles southwest of Los Angeles on the southerly end of the Santa Monica Bay, this dynamic urban coastal community draws over 3.8 million visitors annually and is well-known for over two miles of beachfront property offering 40 acres of clean recreational beaches, a vibrant downtown and its popular iconic pier.

Within its 3.9 square miles, the City boasts 54 acres of developed parks with numerous sports facilities, athletic fields, a nine-hole golf course, plus two community centers. In addition to dozens of sports, fitness, and art programs, Manhattan Beach offers everything from teen snowboarding trips to family campouts to the World Famous Pumpkin Races, and the annual Hometown Fair which has been popular with residents for over 50 years. The City’s new two-story, $19 million library, part of the Los Angeles County Library system, is expected to open in 2015 with 21,500 square feet of space built to LEED Gold specifications.

Beach volleyball is popular with both residents and visitors, and each year since 1960, the Manhattan Beach Open Volleyball Tournament has been a summertime staple. In conjunction with other nearby cities, Manhattan Beach also hosts the annual International Surf Competition, including not only surfing but also bodysurfing, paddleboarding, sand castle building, and other events that help to draw millions of visitors each year.

The highly acclaimed Manhattan Beach Unified School District (MBUSD) serves the city’s K-12 student population. MBUSD schools have received numerous awards and recognitions for superior student performance and outstanding academic programs. Mira Costa High School ranks in the top 1.3% of all high schools in California and one of the top in the United States. Opportunities for higher education abound in nearby Los Angeles and surrounding areas.

Manhattan Beach is one of the most affluent and desirable communities on the west coast. Median household income is approximately $131,723. For more information on all that the City of Manhattan Beach has to offer, visit www.citymb.info.

CITY GOVERNMENT

The City of Manhattan Beach is a full-service General Law City operating under a Council-Manager form of government. The Council is comprised of five members elected at-large to staggered, four-year terms with service limited to two consecutive terms. Each Council Member serves a nine-month mayoral position during their term. The City Council appoints the City Manager, City Attorney, and the members of each of the six boards and commissions. Manhattan Beach is also served by an elected City Treasurer and 278 full-time employees.

The City has a long-standing tradition of being fiscally conservative and is proud of its triple-A credit rating from both Moody’s and Standard & Poor’s. The two largest sources of General Fund revenues are property tax and sales tax. The City’s total FY2014-15 budget is $127.6 million (General Fund $60 million) and the five-year CIP budget is $17 million.

The City Council’s established goals for 2012-2015 are:

• Maintain and enhance financial stability
• Increase organizational effectiveness and efficiency
• Maintain and enhance city facilities, programs and infrastructure
• Encourage engagement and increase participation of residents and businesses
• Enhance, preserve and protect the environment and health of our beach community

Mission Statement

The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

In May 2014, the City Council unanimously selected Mark Danaj as City Manager. Prior to his recent arrival in the South Bay, he served as Assistant City Manager in Fremont, California after serving as Human Resources Director in the City of San José for nearly eight years. Mark began his local government career in Lake County, Illinois where he served as Assistant County Manager before making the move west. He holds an MBA from the University of Notre Dame and a Bachelor’s degree in Economics and Political Science from Marquette University. Upon his appointment then-Mayor Amy Howorth stated, “Mark represents the next generation of City Managers who offer fresh ideas and contemporary approaches to leading municipalities in partnership with the communities they serve”. 
The Human Resources Department provides support services to the City's full-time and part-time employees. The Department provides services through a staff of 6 and is currently organized across two divisions – Administration and Risk Management.

The Administration Division provides support services to the organization such as recruitment and selection, classification and compensation, employee and labor relations, training, interpretation of rules, regulations and policies and overall legal compliance. The Administration Division is also responsible for managing negotiations with the City's four labor groups.

The City's Risk Management Division oversees general liability, workers' compensation, property insurance, unemployment claims, employee health benefits programs, safety/ training programs and other wellness activities and initiatives. This division partners with the Independent Cities Risk Management Authority (ICRMA) to leverage resources and enhance the City's purchasing power in the insurance market.

Consultants from Management Partners are in the final stages of conducting an organizational assessment of the department. The final report, due in late spring, will provide valuable insight into the department's strengths and weaknesses, and serve as a helpful roadmap to guide the new Director's short and long-term strategic direction. He/she will have tremendous discretion regarding how the resulting recommendations get prioritized and implemented and will enjoy tremendous support from the City Manager's Office as well as fellow department heads.

**THE IDEAL CANDIDATE**

The ideal candidate will be a visionary public sector professional with exceptional leadership skills who displays passion for rebuilding a 21st century human resources department that sets a new standard for local government. He/she will be a self-motivated human resources expert who exhibits the desire and ability to establish a new mission and vision for this critical internal support department.

This human resources professional will be an adept problem solver with a history of developing innovative solutions in the interest of getting to “yes” and helping the organization achieve broader goals. The ideal candidate will be decisive, exhibit good instincts and possess a track record of sound judgment based on facts and thorough analysis. A sophisticated understanding of the nexus between a high performing human resources department and a high performing organization with admirable standards will be expected.

Driven by an outstanding customer orientation, the ideal candidate will be a forward thinking leader who empowers staff to anticipate needs and plan for the future. He/she will foster a culture that is highly professional, responsive and solution focused. The individual selected will have a reputation for being results oriented and seeing projects through to completion. A history of innovating collaboratively with stakeholders and drawing upon the ideas and creativity of others will also be expected. In addition, he/she will be active in the profession and be willing to explore partnership opportunities that best serve the health and wellbeing of the workforce as well as of the community.

A genuine interest in being a valued business partner with other city departments is a prerequisite for success in Manhattan Beach. The ideal candidate will have the proven ability to design and establish systems and protocols that ensure services are carried out in a responsive and consistent manner. He/she will have the skills necessary to create and maintain a department that is respected and relied upon for its sound advice and dependable guidance.

An accessible and compassionate leader, the new Director will demonstrate outstanding interpersonal skills. He/she will be a proactive and credible communicator, an effective listener and a good presenter. Additional desirable strengths include the proven ability to deliver unpleasant news in a tactful manner coupled with the ability to handle difficult and complex personnel situations with reassuring confidence.

The ideal candidate will be comfortable with contemporary uses of technology and social media that enhance efficiencies and improve the customer experience. He/she must be able to envision and create a strong online human resources presence for the Department. Previous experience with system conversions and adopting new software applications will also be considered favorably.

The individual selected will be embraced by a highly talented executive team that enjoys enviable camaraderie. The team's collaborative and supportive culture allows for regular group problem solving and opportunities to step out of one's comfort zone with strong assurance for success. To be a good fit with this
ambitious and dedicated group, humility, self-awareness and a sharp sense of humor are required.

During the early stages of his/her tenure, it is likely the new Director will invest time and attention in modernizing and energizing employee training programs, creating an organizational development strategy that includes succession planning as a high priority, updating personnel rules, and generating and implementing department policies and procedures.

Local government human resources management experience in a comparable organization along with a Bachelor’s degree in a relevant discipline are required. Previous experience serving a municipality will be considered favorably. Extensive knowledge of California labor law, sound management and supervisory practices, employee relations, training and development, risk management and labor negotiations will be necessary to succeed in the role. The ideal candidate must display fiscal competency and be adept at developing and managing large budgets. Previous experience with creating and monitoring performance measures is highly desirable.

**COMPENSATION & BENEFITS**

The salary range is $156,648 - $204,156. Salary is supplemented by an attractive benefits package. Benefits provided to management confidential employees include but are not limited to:

**Retirement** – CalPERS 2% @ 55 formula for classic members; 2% @ 62 formula for new members

**Health Insurance** – CalPERS Medical and Delta Dental Plans available; city contribution for medical coverage for employee and dependents at PERSChoice premium level plus additional $70 per month for dental coverage or cash back; City paid vision plan for employees and eligible dependents

**Car Allowance** – $400 per month

**Deferred Compensation** – ICMA-RC 457 plan available; city contributes 4.5% of monthly compensation to a 401(a) plan

**General Leave** – up to 35 days per year with 10+ years of service; 120 hours per year may be cashed out

**Disability Insurance** – city paid coverage for Long Term Disability plan that pays 60% of salary after 60-day waiting period; optional Short Term Disability plan available

**Life Insurance** – City paid benefit for plan that provides 1.5 times annual base salary up to a maximum of $500,000

**Retiree Medical** – eligibility after 5 years of service and retirement from Manhattan Beach

Other benefits include availability of a Flexible Spending Account, tuition reimbursement and an on-site fitness center.

**APPLICATION & SELECTION PROCESS**

The closing date for this recruitment is midnight, Sunday, May 3, 2015. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the “Apply Now” feature at www.tbcrecruiting.com.

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview in Manhattan Beach in late May. The City anticipates making an appointment shortly thereafter, following the completion of additional selection activities, extensive background and reference checks, plus compensation negotiations. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.