



CITY OF MORRO BAY

ASSISTANT CITY MANAGER/ ADMINISTRATIVE SERVICES DIRECTOR

The City of Morro Bay is seeking an adaptable, hardworking, and trustworthy individual to serve as our next Administrative Services Director/Assistant City Manager. This dynamic dual role is responsible for overseeing all departmental operations, the management of professional, technical, and administrative staff, as well as accomplishing department goals and setting strategic objectives to further City goals. The incumbent will serve as the City Manager's trusted advisor and assist with a variety of duties, including serving as the Chief Financial Officer and Public Information Officer for the City. This position requires someone driven, communicative, and compatible with a variety of personalities. Learn more within.

MORRO BAY: Rock Solid Together

The City of Morro Bay is located on California's picturesque Central Coast, halfway between Los Angeles and San Francisco, in San Luis Obispo County. Boasting a close-knit community of approximately 10,500, the City is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village, only 12 miles from the convenience of San Luis Obispo's shops, dining, and entertainment. Our City motto, "rock solid together" says everything you need to know about our community's attitude of collaboration and cooperation.

Morro Bay is instantly recognizable to anyone who has traveled up the California Coast thanks to Morro Rock, a 500-foot extinct volcano that serves as a breathtaking attraction for visitors and long-time residents alike. On a given day, you can find surfers enjoying the waves along its banks, paddleboarders taking advantage of the glassy waters of the bay, bird watchers observing some of the over 200 species in our natural estuary, or travelers setting up camp on the sand for the night. A tourist destination close to Hearst Castle and the Big Sur Coastline, the City receives 800,000 visitors annually from all over the world, who are drawn to its natural beauty, slow pace, and quaint atmosphere.

While the City very much values its visitors (T.O.T is our number one source of revenue) the City is dedicated to our Morro Bay residents. They are active and involved in their community, and the City makes every effort to communicate important issues clearly and involve them in decision-making processes when appropriate. In turn, the residents support the City. In fact, Measure E-20, a 1% sales tax measure on the November 2020 ballot, passed with more than 58% of votes.

Morro Bay is a beautiful place to work and call home. In addition to the incredible nature that surrounds the City, it also boasts 13 parks, a County golf course, and a charming downtown corridor that includes used books stores, arts and crafts stores, coffee shops, restaurants and more. During non-pandemic years, our community enjoys a number of City-hosted events, including the Winter Bird Festival, Cruisin' Morro Bay Classic Car Show, Fourth of July Celebration, Art in the Park, Harbor Festival, Avocado Margarita Festival, and the Lighted Boat Parade.

In spite of its easy-going coastal charm, Morro Bay is also dedicated to advancing technologies and growth. Currently, we are in the midst of building a \$140 Million Water Reclamation Facility that will replace the City's existing wastewater treatment plant with an advanced water purification facility that will protect the environment and contribute a safe and reliable water source for Morro Bay's homes and businesses. The project is expected to be completed in 2023. Other exciting developments in the works include new housing, the building of a new park through California's Prop 68, an additional hotel, the construction of a pedestrian and bike trail between Morro Bay and neighboring Cayucos, and the procurement of the City's dog beach from Chevron. All these changes speak to the City's goal of maintaining its small-town charm and appreciating the old while embracing the new.

CITY GOVERNMENT

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has a Mayor and (4) Council Members, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with an annual budget of over \$76 million, a staff of 90 employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), Administration (Recreation Services), Fire, Harbor, Police, Community Development (Planning and Building) and Public Works.

ABOUT THE POSITION

The Assistant City Manager/Admin. Services Director is a multifaceted role that operates under the general administrative direction of the City Manager. The incumbent will be responsible for planning, organizing, and directing the activities of the Administrative Services Department. They will develop and implement efficient and effective financial policies, plans and reporting systems to ensure the City's long-term fiscal health; oversee Information Systems, Communications and portions of Human Resources; coordinate assigned activities with City departments and outside agencies; organize and coordinate other programs and projects as assigned by the City Manager; and represent the City Manager as assigned.

5 MUST-READS

for Morro Bay Leaders

1

Call Sign Chaos
Jim Mattis

2

Dare to Lead
Brene Brown

3

Emotional Intelligence
Daniel Goleman

4

Effective Executive
Peter Drucker

5

Good to Great
Jim Collins

KEY TRAITS FOR SUCCESS

TRUSTWORTHY: The incumbent will assist the City Manager in making key decisions across a number of areas and touching on every department. Therefore, it's imperative that they are able to provide sound input, new perspectives, and offer their discretion regarding sensitive matters. They will show political sensitivity, respect for differing opinions, and a talent for balancing conflicting perspectives.

DECISIVE: They will be a skilled-problem solver and critical thinker. They will thrive in a fast-paced environment with a diverse workload. The chosen candidate will be comfortable with independent decision-making within legal, general policy and regulatory guidelines.

MULTI-TASKING: The ideal candidate will thrive in a multi-faceted position where every day is different. As they will be filling a dual role, they should be comfortable managing multiple, varying tasks throughout the course of the day; from one-on-one meetings with the City Manager to writing media releases to reviewing financial reports.

COLLABORATIVE: They will be adept at building political and operational consensus among City staff and departments, as well as the community of Morro Bay. They will be skilled at finding solutions that benefit the individual departments while aligning with the mission of the City at large. They must establish and maintain cooperative working relations with all City departments, employees, the City Council, other public agencies, media, and the general public.

TACTFUL: They will show political sensitivity, respect for differing opinions, and a talent for balancing conflicting perspectives. The candidate will be a skilled negotiator, be able to work with many personalities successfully and will prioritize building a strong, trustworthy working relationship with department staff, employee representatives and the Council.

APPROACHABLE: The candidate will treat all others, whether fellow staff, council, the community, outside organizations, or an unknown person on the street, with respect and kindness. They need to be responsive to staff concerns and be willing to offer solutions to challenges brought their way. They should understand that the happiness of staff and building positive relationships with staff members is a key component to the success of the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Assistant City Manager/Admin. Services Director will be responsible for the following roles and responsibilities as well as other as assigned:

- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the efficient operation of the Administrative Services Department
- Create and maintain a high level of confidence in the accuracy and completeness of financial records
- Oversee the administration of the City's annual operating budget; manage operations to achieve goals within available resources.
- Represent the City Manager; attend meetings, make presentations and recommendations to appointed and elected officials on departmental related activities.
- Manage departmental personnel including interviews, selection, training, evaluations, and discipline.
- Prepare grants, formal bid specifications, and request for proposals, and manage same.
- Administer the maintenance of financial records.
- Act as property manager relating to City-owned property and rentals.
- Participate in the review and approval of all investment decisions.
- Manage programs including finance, information services and public information, and supervise assigned staff.
- Participate in and advise on financial matters concerning labor relations, including negotiations.
- Serve as advisor to the City Manager and the City Council on a broad range of issues.
- Serve as Acting City Manager upon the request or absence of the City Manager.

PREFERRED EDUCATION AND EXPERIENCE

- Graduation from accredited college or university with major work in public administration, business administration, accounting, or closely related field.
- M.B.A., M.P.A. or C.P.A. desirable.
- Five (5) years of progressively responsible administration management and financial experience requiring knowledge of finance, organizational development, and related central services. Including three (3) years of management-level experience.
- Possession of a valid and appropriate California driver's license

** Any combination of experience and training that would provide the required knowledge and abilities is qualifying.*

COMPENSATION & BENEFITS

The competitive salary for this at-will, executive position is dependent upon the selected candidate's qualifications, with an annual salary range between and \$129,439 and \$157,334.

Additionally, the selected candidate will enjoy an excellent benefits package including a competitive healthcare plan, car allowance, and CalPERS retirement (2% at 60 for "Classic" members and 2% at 62 for PEPRA). The City does not participate in Social Security.

APPLICATION PROCESS

The complete City employment application and a full job description are available at morro-bay.ca.us/832/Employment-Opportunities.

Interested candidates should apply immediately as the deadline to apply for this position is **April 28, 2021**. Electronic submittals are strongly preferred and should be directed to Laurie Goforth of the Human Resources Department at lgoforth@morrobayca.gov and include a **completed application**, **compelling cover letter**, and **comprehensive resume**.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Laurie Goforth, City of Morro Bay Human Resources, at (805) 772-6207.

Interested candidates are encouraged to submit materials early for maximum consideration.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

