



*Recruitment for the City of La Cañada Flintridge*

# CITY MANAGER



The City of La Cañada Flintridge is looking for an individual who will embrace the existing positive culture of the City while also finding opportunities to help the City evolve where needed. Learn more within.

**Applications for this position are due Friday, March 10, 2023.**





## About La Cañada Flintridge

La Cañada Flintridge, meaning “glen between the hills,” was incorporated as a general law city in November 1976. A quiet, family-oriented lifestyle centered on children and community is central to the city’s 20,576 residents. The La Cañada Unified School District consistently ranks in the top five percent of California School Districts. In addition to a top-ranking Unified School District, La Cañada Flintridge is also home to ten top-ranked private schools which play an important role in the community. Service organizations are an integral part of the community with volunteers contributing more than 250,000 hours to civic causes each year.

La Cañada Flintridge has always been known for its strong sense of community. Public safety is provided by the Los Angeles County Sheriff’s Department and the Los Angeles County Fire Department. La Cañada Flintridge is home to the world-renowned Jet Propulsion Laboratory, an L.A. County Public Library, Descanso Gardens (botanical collections and seasonal horticultural displays), The Lanterman House (a historical museum and veritable time capsule of early 20th century Southern California), a community center with an extensive curriculum and activities for all ages, an active Chamber of Commerce for residents as well as business, city hall and a beautiful town center with shops and restaurants.

There are approximately 24 miles of city and county trails that wind through the town and surrounding foothills. The riding and hiking trails contribute greatly to the town’s semi-rural atmosphere and quality of life. The multi-use recreational trails attract hikers, equestrians, bicyclists, dog walkers, runners and everyone wishing to enjoy the beauty of nature so close to home. In 2010, the 40-year effort to close the gap in the city-core circular trail was realized with the completion of the 12-mile “loop trail.” With many conveniently marked trail access points, trail users can circumnavigate the entire system from neighborhoods both north and south of Foothill Boulevard.

## La Cañada Flintridge By the Numbers

Total City Budget FY 2022-23

**\$48.9M**

General Fund Expenditure  
Budget FY 2022-23

**\$17.6M**

General Fund Revenue  
Budget FY 2022-23

**\$17.6M**

Population

**20,576**

Land Area

**8.645 mi<sup>2</sup>**

Miles of Road

**88**

Parks

**6**

Commercial  
Vacancy Rate

**4.4%**

Total  
Businesses

**657**

*\*Source: [data.census.gov](https://data.census.gov)  
2021 American Community Survey*



# About the Organization

## City Departments

La Cañada Flintridge is a contract city comprised of four departments with a total of 30 full-time staff and 17 part-time staff.

### Administration Department

The Administration Department is multifaceted and performs a variety of internal and external services. The Administration department oversees the following:

- Public Safety
- Parks and Recreation
- Human Resources
- Risk Management
- Intergovernmental affairs
- Information Technology
- Transportation
- Emergency preparedness
- Contracting for school crossing guards
- Animal control, film permits, banner permits, and parking permits

### Community Development

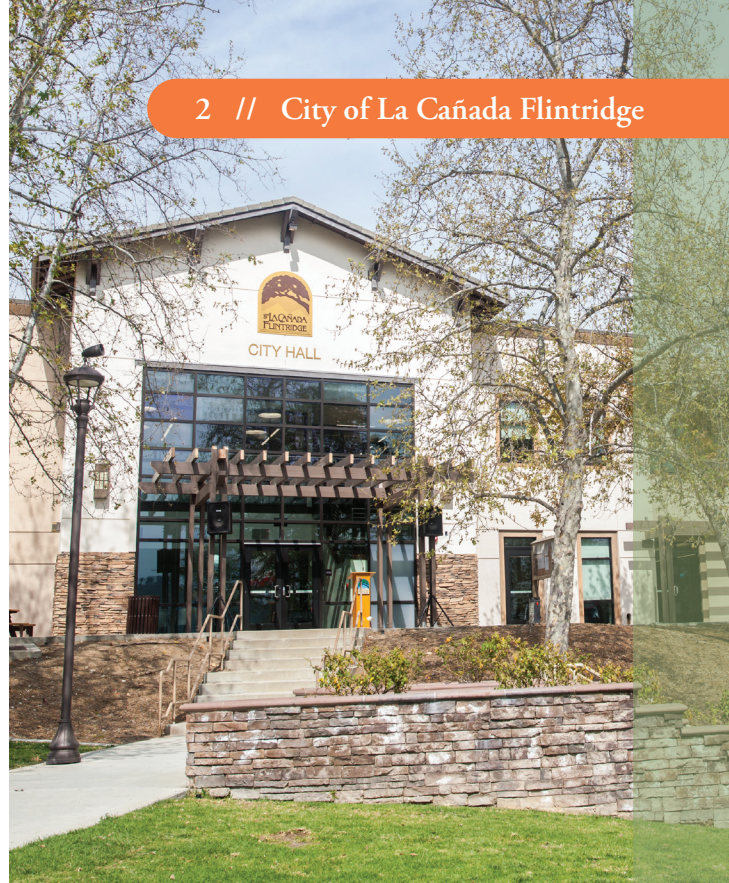
The Community Development Department is comprised of three divisions: Planning (Current and Advanced), Building & Safety (Building Permits), and Community Preservation (Code Enforcement and Community Development Block Grant). The responsibilities of the divisions are all closely related to the physical development of the City.

### Finance Department

The Finance Department is responsible for managing the City's financial operations consistent with adopted policies and plans. This includes responsibility for payroll and accounting, cash management, debt and investment management, fiscal analysis and planning, and internal controls. In carrying out these functions, the Finance Department seeks to assist other departments in achieving their objectives and assure the City's long-term fiscal well-being.

### Public Works Department

The Public Works Department is responsible for administering the City's public works program and for providing engineering functions. The Department is primarily responsible for the design, preparation, checking of plans and overall project management for all facilities within street rights-of-way, including those within private developments and City-owned property.

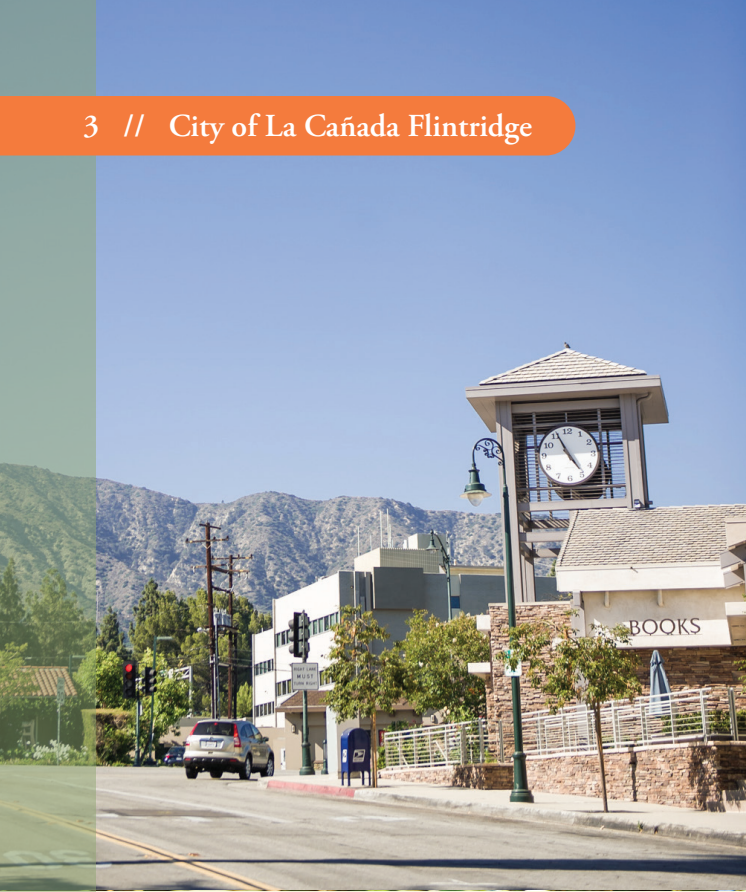


## La Cañada Flintridge City Manager

To succeed the long-time City Manager who is retiring after 35 years with the City, the City Manager position in La Cañada Flintridge presents an exhilarating and rewarding opportunity for the ideal candidate. The ideal City Manager will value all the City has to offer, recognize where La Cañada Flintridge could be even greater and take decisive action to meet the goals of the five-member City Council. A collaborative, experienced and ethical leader will go far in this role. A City Manager who recognizes the contracting model for city services and is focused on a fiscally conservative approach to the City budget will shine.

The City Manager serves as the City's Chief Executive Officer, is accountable to the City Council and responsible for the enforcement of all City codes, ordinances, and regulations; the conduct of all financial activities and the efficient and economic performance of the City's operations.





## The Ideal Candidate

The City of La Cañada Flintridge is looking for an individual who will embrace the existing positive culture of the City while also finding opportunities to help the City evolve where needed.

The ideal person for this role will have extensive municipal experience from a comparable community with similar opportunities and challenges. They will be personable and politically savvy — able to communicate effectively with many personalities and people from all walks of life. Additionally, the successful candidate will be a humble leader who takes part in the community. They will be able to collaborate effectively with the City Council and staff, stand behind their decisions, and be transparent and diligent in their communications.

### *Key Traits*

#### Forward-thinking

The new City Manager will be understanding of the varying needs of the community. They will respect the traditions of La Cañada Flintridge while helping advance the City Council's initiatives.

#### Professional

The ideal City Manager will be a centered and self-assured leader. They will represent the City well, be able to improve upon constructive feedback and conduct themselves with proper decorum at all times.

#### Experienced

The ideal candidate will have experience leading a City team and will be able to bring their expertise and stability to La Cañada Flintridge. They will be level-headed and able to handle difficult conversations with poise.

#### Honorable

The next City Manager will continuously operate with the highest level of integrity. They will be honest and transparent in their communications with staff, City Council, and the community. They will trust their staff to fulfill their duties and keep the City Council apprised of the status of ongoing projects.

### *Experience & Education*

- Bachelor's degree in public or business administration, public policy, finance, or a related field.
- Master's Degree in public or business administration is desired but not required.
- Management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity is desired but not required.
- Experience and connections with regional and state-level leaders is desired but not required.



## Compensation & Benefits

The salary of the City Manager position is \$19,829/month. Agreed-upon salary will be dependent upon qualifications and experience. In addition, the City provides an excellent benefits package, which includes the following:

- **Retirement** – CalPERS, Classic Members 2% @ 55; New Members 2% @ 62
- **Retiree Medical** – Available dependent on years of service
- **Cafeteria Plan** for health, dental, and vision insurance – Coverage of \$1,575/month with a maximum of \$1,000 cash back option
- **Administrative Leave** – Accrued bi-monthly, 112 hours/year
- **Vacation Leave** – Accrued bi-monthly, 80 hours/year for the first five years
- **Sick Leave** – Accrued at the rate of 8 hours per month (unlimited)
- **Bereavement Leave** – Up to 5 workdays with full pay
- **Paid Jury Duty** – 10 workdays
- **Holidays** – 13 days/year
- **Life Insurance** – \$100,000 paid by the City

## The Selection Process

To be considered for this opportunity, please email your resume and cover letter to:

Cathy Thompson at [talent@tripepismith.com](mailto:talent@tripepismith.com)  
by **Friday, March 10, 2023**

Applicants whose qualifications best meet the needs of the City will be invited to participate in the selection process.

For questions about the process, please call Cathy Thompson at (562) 826-3044.

The City reserves the right to modify the selection process at any time. Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and a thorough check of their employment history.





