



CITY OF LOMITA

# CITY MANAGER RECRUITMENT



The City of Lomita City Council is looking for its next City Manager. The current City Manager ably filled the role for eight years and has taken a position with another city. Driven individuals ready to dive headfirst into the opportunities and challenges of Lomita's vibrant community will thrive. If you are ready to make a meaningful impact and shape the future of Lomita, we invite you to explore this exciting opportunity.

[Learn More Within](#)





## ABOUT LOMITA






Located at the base of the Palos Verdes Peninsula in the South Bay of Los Angeles County resides the City of Lomita, a close-knit and friendly community made up of young families and small businesses. Lomita is just a short fifteen-minute drive to the beach and is known for its wonderful coastal California weather and convenient location in the South Bay.

Lomita boasts a small-town feel that is unique within the Los Angeles metropolitan region. The City is home to five parks and a Railroad Museum dedicated to the era of the steam engine. With a diverse population of just over 20,000, Lomita thrives on creating a welcoming space for all residents to represent themselves and their heritages. The mission of the City of Lomita is to provide a healthy, safe and friendly small-town community where everyone can successfully live, work and play. Lomita residents take pride in their strong community. The rich history of the early days has developed into the robust city it is today with a bright future ahead.

The Lomita City Council prides itself on working well together and with City staff to further their vision. The City of Lomita is well connected in the local government space and holds several leadership roles within influential regional organizations such as the California Joint Powers Insurance Authority, California Contract Cities Association, South Bay Cities Council of Governments, Southern California Association of Governments and more. The Council Members and City Staff are intertwined in these organizations' leadership and committees. Lomita prides itself on creating unique opportunities to help staff build connections and grow their networks.

As a family-friendly City, Lomita consistently strives to provide excellent public service and employee performance, with the intent to enrich the quality of life for every resident, worker and business owner.

## LOMITA BY THE NUMBERS

- 
**\$67,890,709**  
 Total City Budget  
 FY 2022-24
- 
**\$28,008,480**  
 General Fund  
 Expenditure Budget  
 FY 2022-24
- 
**20,921**  
 Population
- 
**1.911 mi<sup>2</sup>**  
 Land Area
- 
**6**  
 Parks

\*Source: [data.census.gov](https://data.census.gov)



## ABOUT THE ORGANIZATION

Lomita is a contract city comprised of five departments with a total of 48 full-time staff and 45 part-time staff. The City of Lomita administration, including its department heads, and public employees are under the direction of the City Manager, who reports directly to the five City Council Members elected by the residents. The mayor and mayor pro tem positions rotate annually. The City Council recognizes and strongly affirms the council-manager form of government and respects City Council's role relative to the role of the City Manager.

The outgoing City Manager has built an effective culture and the City Council is committed to finding a leader who will bring consistency and sustained stability to the organization while ensuring continuous project completion and program implementation.

### City Manager's Department

The City Manager's Office oversees the City Clerk's division (elections and records keeping), Community Development Block Grant programs, emergency management, human resources, information technology, the Lomita Housing Authority, parking enforcement/crossing guards, public safety, solid waste, and Recreation Services and programs.

The City Manager is appointed by the City Council and carries out policies enacted by the City Council. The City Manager is responsible for the day-to-day operation of City government and oversight of all City departments, including management of contract services with the LA County Sheriff's Department.

### Community Development Department

The Community & Economic Development Department exists to enhance the community's safety, welfare, economic opportunities and quality of life. Its key responsibilities include planning, building and safety, inspection services and code enforcement.

### Administrative Services Department

The Administrative Services Department manages the fiscal and financial affairs of the City. It provides comprehensive financial information to the City Manager, City Council, other City departments and the general public; and maintains the financial health, stability and well-being of the City.

### Parks and Recreation Division

The Parks and Recreation division is responsible for overseeing recreation activities including youth and adult sports, management of city facilities (city buildings) including the Lomita Railroad Museum and a variety of special events throughout the year.

### Public Works Department

The Public Works Department has responsibility for the public right of way, public infrastructure, and projects to construct and improve existing infrastructure. The Public Works Department also oversees the operations of the Lomita Water System.

### Public Safety

The City's public safety programs are administered by the City Manager's Office and include Sheriff's services, Special Directed Enforcement Programs, and Public Safety Grants. Law enforcement is provided by the Los Angeles County Sheriff's Department's (LACSD) Lomita Station and fire protection services are provided by the Los Angeles County Fire Department (LACFD).

*\*Public Safety is not a department within the City of Lomita, only a partnership with LACSD and LACFD.*

## ABOUT THE POSITION: CITY MANAGER

The City Manager serves as the City's Chief Executive Officer and 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 City Manager position in Lomita presents an exhilarating and rewarding opportunity. The ideal candidate will value all the City has to offer, recognize where Lomita could be even greater and take decisive action to meet the goals of the City Council. A candidate who recognizes the contracting model for city services will do well.

### The Ideal Candidate

The City of Lomita is looking for a driven, approachable and honorable individual to serve as its next City Manager.

Individuals with a humble, inclusive and straightforward leadership style who actively engage with the community and with the City's staff will thrive in Lomita. The successful candidate will collaborate seamlessly with the City Council and staff, demonstrating transparency, diligence, and a commitment to stand behind their decisions. The ideal City Manager will be enthusiastic about delving into the unique qualities that define Lomita, preserving its existing positive culture, and identifying opportunities for the city's evolution where needed.



### Key Traits

**Driven** – The City Manager will display a relentless pursuit of excellence and a tenacious commitment to achieving goals, even in the face of challenges. They will demonstrate an appetite for improvement, constantly seeking innovative solutions to enhance the city's infrastructure, services and overall quality of life for its residents.

**Approachable** – The City Manager will foster open communication, accessibility, and connections with City staff, City Council and the diverse members of the Lomita community.

**Honorable** – The 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 degree in public administration, business administration, public policy, finance, or a closely related field is required.
- Master degree in public or business administration is desired but not required.
- Management or administration experience in a public agency setting as a City Manager, Assistant City Manager, Deputy City Manager, department head or in a related administrative/managerial capacity is desired.

## COMPENSATION AND BENEFITS

The salary for the City Manager position is up to **\$20,833/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: New PERS Members 2% @ 62, Classic Members 2% @ 60. The City does not participate in social security. Deferred Compensation: Employees may contribute to the City's 457 plan up to the IRS annual limit.

**Health/Dental/Vision Insurance** – City contributes between \$1,320 and \$1,405 per month towards health, dental, and vision insurance, depending on the number of dependents enrolled. Fifty percent (50%) of any remaining money may be deposited into a Mission Square 457 deferred compensation account.

**Life Insurance** – Long-term disability, short-term disability, and \$50,000 group life insurance Plan provided by the City.

**Employee Assistance Program** – Full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.

**Vacation** – Accrual based on years of service with any public agency up to 240 hours per year.

**Sick Leave** – 108 hours per year (9 hours per month).

**Executive Leave** – 72 hours per year.

**Holidays** – 14.5 days per year (which includes the week between Christmas and New Year's) plus one personal holiday per year.

**Floating Holiday** – 1 floating holiday per fiscal year.

**Tuition Reimbursement** – Tuition reimbursement up to \$2,000 per fiscal year for courses related to job assignment or when pursuing a degree in a major with potential value to the City.

**Wellness Stipend** – \$150 per year towards wellness-related programs.

**Work Schedule** – 9/80 schedule with every other Friday off.

## 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, January 12, 2024**

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 goal is to have the new City Manager start by April-May 2024.

