



# CITY OF AVALON, SANTA CATALINA ISLAND



**CITY MANAGER**



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## THE CITY OF AVALON - A UNIQUE ISLAND PARADISE

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**T**he City of Avalon is a picturesque and leisurely seaport village with an estimated permanent population of 3,800 and an annual visitor count of close to one million. It is the only incorporated city on Santa Catalina Island, and enjoys a mild subtropical climate with warm temperatures year-round which allows for many opportunities to enjoy the Island's land and sea activities.

Catalina has a unique and arresting natural environment, including dozens of plants and animals found only on the Island, and boasts more than 60 miles of unspoiled beaches and secluded coves – the longest publicly accessible stretch of undeveloped coastline left in Southern California. The town is clean and safe. As a resort, Avalon offers its visitors a unique, quiet, peaceful, high-quality vacation experience. The community continually strives for excellence in cleanliness, customer service and product quality. Residents have access to housing options comparable in price to other Southern California cities, good school facilities, a variety of post high school educational opportunities, and abundant recreational, cultural, and social facilities and programs. The Island's primary industry is tourism where every weekend is like a vacation.

The City of Avalon is situated on the easterly portion of Catalina Island, 22 miles south/southwest of the Los Angeles Harbor breakwater. Avalon is a little over 2 2/3 square miles in size. The Island itself is 76 square miles in area, 88% of which is in a conservancy and is to be maintained in its natural state in perpetuity.

Catalina Island is part of Los Angeles County and Avalon schools are part of the Long Beach Unified School District. Avalon is a full service city providing fire protection, harbor operations, ambulance, planning, building, sewer, trash, cemetery, public works, and many other city services. Law enforcement services are provided under contract by Los Angeles County.

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## THE CITY GOVERNMENT

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**I**ncorporated on June 26, 1913, Avalon is a general law city with a Council/Manager form of government including a Mayor and four council members. The Mayor is elected to serve a two-year term while council members are elected to four-year terms. Currently, Avalon has a Mayor, Mayor Pro Tem, and three Councilmembers. The City Manager is the executive officer of Avalon and is appointed directly by the City Council.

Avalon's annual operating budget is approximately \$25 million. There are approximately 59 full-time employees with that number increasing to over 100 full-time and part-time employees during the summer season. The City has seven departments, including Administration, Finance, Fire, Harbor, Planning & Building, Public Works and Community Services. The City owns both a sewer treatment plant and a solid waste authority, but contracts out operation of both to private companies.



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## THE POSITION

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**T**he City Manager is the operational head of city government. He/she/they will provide exceptional leadership and a collaborative and engaging management style throughout Avalon's operations and in interactions with the City Council. Coordination of financial planning, budget preparation, public information, citizens' group support and policy development are key parts of the City Manager's mission.

The City Manager's principal duties and responsibilities include enforcing all the laws and ordinances of Avalon, overseeing and managing the professional efforts of all departments under his or her jurisdiction to ensure the effective operation of the City, and assisting the members of the City Council in formulating policies and responding to issues and concerns raised by both residents and visitors.

To learn more about the City of Avalon,  
go to [www.cityofavalon.com](http://www.cityofavalon.com)

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## THE IDEAL CANDIDATE

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The ideal candidate will be an effective and collaborative leader; possessing confidence, patience, excellent communication and interpersonal skills, and strong technical and business acumen; who understands the need for public service through community engagement and participation, and protecting the 'brand' of the City of Avalon. An understanding of the City's service opportunities including mountains and the ocean, harbors, water issues, transportation, and an array of other priorities that make Avalon unique is invaluable. The successful candidate will have a demonstrated and solid track record of finance and public administration, leading and managing municipal service initiatives, business and economic development, and public works. The successful candidate shall have expertise in enterprise and budget management, agency administration, and the ability to build and maintain collaborative relationships with city council, regional and business partners, surrounding cities, governmental agencies, staff and the community, through open and respectful dialogue. He/she/they will demonstrate open and transparent communication and will be known as someone who is responsive and approachable. A candidate that can demonstrate the ability to work positively and effectively with staff and promote positive morale and team building in the organization is highly valued, as is their desire to live in and be a part of the City of Avalon.



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## DUTIES AND RESPONSIBILITIES

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- Plan, direct, and coordinate municipal programs and activities; analyze unusual situations and find solutions through application of management principles and practices, and creativity.
- Develop comprehensive plans to meet future City needs and services.
- Lead and participate in community meetings with the ability to demonstrate diplomacy and tact.
- Constructively handle conflict and develop effective resolutions.
- Develop new policies and processes that impact city-wide operations.
- Supervise the work of officers and employees engaged in a variety of municipal services and occupational fields.
- Meet schedules, timelines, and deadlines.
- Attend all City Council meetings.

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## KNOWLEDGE, SKILLS, AND EXPERIENCE

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- Organizational and operational management of municipal government.
- Fiscal management; able to develop funding sources and obtain grants.
- Pertinent laws, ordinances and regulations related to California city government and public administration and public contracting.
- Techniques of maintaining effective council, staff, and community relations.
- A professional who can lead the organization with a commitment to uphold the values of Avalon; develop positive business relationships and respect the richness of the City.
- A competent manager of both issues and staff; someone who can mentor and develop employees; retain and attract top talent.
- Able to effectively present and articulate ideas both verbally and in writing to various groups.
- Knowledge of transportation; a background in vehicle studies is a plus.

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## MANAGEMENT STYLE AND CHARACTERISTICS

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- A strong, seasoned leader with the highest integrity, character, and ethics.
- Honest, with the ability to build and maintain trust and actively listen.
- A friendly and approachable leader who is visible and actively engaged in the community and will ensure quality customer service; someone that understands the needs of the citizens, listens and allows the public to be heard and respected.
- Successful at building collaborative business and community oriented working relationships.
- An enthusiastic, inspiring and engaged communicator.
- A forward thinker with the willingness to make difficult decisions based on what is right and enforce not only the letter of the law, but the spirit of the law.
- A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision.
- A Manager who is able to blend innovation and creativity, think outside the box, can creatively move the City in a positive direction, or next step, while acknowledging and responding to its challenges.
- Diplomatic; being known as a 'people person', with a can-do style that is comfortable interacting with a wide spectrum of individuals and one who welcomes dialogue and discussion.
- Technologically astute; who recognizes the value of harnessing and integrating the benefits of cutting edge technology for city government and for residents.



## MINIMUM QUALIFICATIONS

- A Bachelor's degree in finance, business, or public administration or a related field.
- A Master's degree is highly desirable.
- Eight - Ten years of experience in a municipal management capacity.
- Fiscal management; able to develop funding sources and obtain grants.
- Solid operational experience typical of municipal services.
- Knowledge of and/or participation with California Coastal Commission, State of California Regional Water Quality Control Board, Public Agency Risk Sharing Authority of California, and other governmental and public policy agencies.
- Techniques of maintaining effective relations with council, staff, and the general public.

## COMPENSATION AND BENEFITS

The City of Avalon will offer a highly competitive salary commensurate with the successful candidate's experience and qualifications. In addition, the City offers an attractive benefit package that includes:

- **Retirement** – CalPERS 2% @ 55 retirement benefit formula with employee paying 7% if considered a “classic member” by CalPERS. If considered a “new member” by CalPERS, then the retirement benefit formula is 2% at 62 with 6.75% contribution amount. The 6.75% contribution amount for “new members” is subject to adjustment by CalPERS.
- **Health Insurance** – Paid coverage for employee and dependent care premiums (currently up to PERS Select PPO family plan level).
- **Dental and Vision Insurance** – The City pays the premium for the City Manager.
- **Paid Holidays** – 12 days annually.
- **Vacation** – 10 days of vacation annually.
- **Administration Leave** – 7 days of administration leave annually.
- **Sick Leave** – 12 days of sick leave per year.
- **Deferred Compensation** – The City offers a Section 457(b) deferred compensation plan to be funded by employee salary reductions only.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is **Thursday, September, 30, 2021, at 4 p.m.**

To be considered for this exceptional career opportunity, please submit your cover letter, resume, and 5 work-related references (who will not be contacted in the early stages of the recruitment).

Resumes should reflect years and months of employment and positions held. Forward your resume to Denise Radde:



City of Avalon  
PO Box 707  
Avalon, CA 90704  
Tel: 310.510.0220 ext. 126

Email: [dradde@cityofavalon.com](mailto:dradde@cityofavalon.com)  
Website: [www.cityofavalon.com/humanresources](http://www.cityofavalon.com/humanresources)

Resumes will be screened on the criteria outlined in this brochure.

Candidates with the most relevant qualifications will be given preliminary interviews. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please visit the City's website, [www.cityofavalon.com/humanresources](http://www.cityofavalon.com/humanresources), or contact Denise Radde.

**Search Schedule:**

Filing Deadline .....	September 30, 2021
First Interview .....	October 12 -14, 2021
Final Interviews .....	October 25 – 29, 2021
Appointment .....	November 2, 2021

