



*The City of Villa Park invites your interest in the position of:*

# CITY MANAGER

The City of Villa Park is the “Hidden Jewel” of Orange County, California. The City is 2.1 square miles with a population of 5,951 and limited commercial activity. With the exception of one Town Center, the City is zoned for single-family residences and is almost 99% built out. The predominant residential lot size is a half-acre, the median value of a home is \$1,294,500, and the absence of sidewalks and street lights adds to the uniqueness of the City. The Town Center includes a grocery store, banks, a pharmacy with a postal substation, a variety of specialty shops and offices, the City Hall and community room, and a branch of the Orange County Public Library.

Four schools are located in Villa Park: Villa Park High, Cerro Villa Middle, Villa Park Elementary and Serrano Elementary, and they are a part of the Orange Unified School District. There are no recreational services or parks operated by the City.

The residents of Villa Park take tremendous pride in the City and have a strong commitment towards community service and volunteerism as evidenced by the Villa Park Community Services Foundation. The Foundation, formed by the City Council in 2002 as a non-profit organization, facilitates and funds social, educational, and cultural endeavors that enhance the quality of life in Villa Park.

## Governance

Incorporated in 1962, Villa Park is a general law city governed by a five-member City Council elected to four-year terms. The Mayor and Mayor Pro Tem serve a one-year term and are appointed by their peers annually. Villa Park operates under the Council-Manager form of government.

Villa Park is fiscally conservative with a FY 2016-2017 Operating Budget of \$5,180,000. There are four full-time employees (City Manager, Administrative Analyst, Maintenance Supervisor, Maintenance Worker) and three part-time employees (Finance Director, Building Official/Inspector, Executive Assistant). Law enforcement, fire, legal, IT, planning, and engineering services are all contracted services. Water is provided by the Serrano Water District.

Standing Committees of the City Council include the Budget and Finance Committee, Community Development and Public Safety Committee, City/Schools Advisory Committee, Investment Advisory Committee, Law Enforcement Advisory Committee, and Human Resources Committee.

### **The Position**

The City Manager coordinates and reviews the activities and operations of the City of Villa Park subject to the policy direction of the City Council; directs administrative services of City functions; advises and assists the City Council and performs all duties specified by the Municipal Code and related duties as required. The City Manager is also the City Clerk, and Director of Public Works, Planning and Building, Public Safety, Engineering and is the City's Purchasing Officer. The City Manager also is responsible for Human Resources and Code Enforcement.

### **The Ideal Candidate**

The successful candidate will be hands-on and someone who likes being involved in all aspects of a dynamic municipality. This is the ideal position for a professional seeking a wide range of experience.

Candidates must possess education equivalent to a Bachelor's degree (a Master's degree is preferred) in Public Administration, Business Administration, Planning, Public Finance, Engineering or closely related field. Candidates should also have 8 years of progressively responsible administrative experience in municipal government. Experience should include at least 5 years as either manager, a member of the City Manager's staff, or as a department director/head.

### **Compensation and Benefits**

Starting salary will be dependent on the qualifications and experience of the selected candidate. The current City Manager salary is \$123,600. CalPERS 2% @ 55 and the employee pays the employee share (7%). Medical, dental and vision benefits provided.

### **The Selection Process**

This is a confidential process and will be handled accordingly through all phases of the recruitment and selection process. Apply immediately. Evaluation of candidates is underway and selection may be made at any time. The recruitment is open until the position is filled.

Interested candidates should apply immediately by submitting a cover letter and detailed resume to [info@villapark.org](mailto:info@villapark.org). An electronic version of all submittals is required.

Final selection of candidates will be based on the combination of education and experience that best fits the City of Villa Park.

Inquiries about the position may be directed to Mr. Jarad Hildenbrand at (714) 998-1500 or via email at [jarad@villapark.org](mailto:jarad@villapark.org).

Dated: October 18, 2016