

# South Pasadena • California

*invites your interest in the position of*

## City Manager



Recruitment Services Provided by  
Ralph Andersen & Associates

# The Opportunity

The City of South Pasadena seeks qualified applicants to serve as City Manager of this unique community. Candidates are expected to have proven leadership, verbal and written communication skills, be a problem solver and mediator, and demonstrate a passion for public service. The chosen candidate will possess a managerial understanding of municipal finance, community development, capital improvement, and commitment to providing high standards of customer service to all members of the community.

# The Community

The City of South Pasadena (population 26,047) is a charming community located only eight miles from downtown Los Angeles on the west side of the San Gabriel Valley. South Pasadena is known for its beautiful tree-lined streets, stunning homes, unique small businesses, top-quality schools and a strong commitment to community. South Pasadena is also a full-service city with its own fire, police and water departments.

Occupying 3.44 square miles of flatlands and hillsides, South Pasadena's unique character makes it one of California's most desirable locations. The City has a rich history of intact late 19th and early 20th Century neighborhoods and residences, giving it a strong claim as one of the oldest and most historic sites in the San Gabriel Valley. One of the first suburbs of Los Angeles, South Pasadena maintains small-town quality, with charming residential streetscapes, and a historic commercial core, making it one of Hollywood's favorite suburban filming locations, featured in numerous television and big-screen productions.

South Pasadena is frequently recognized as a family and environmentally friendly community. The City enjoys quiet, attractive, walkable neighborhoods and a low crime rate. There are numerous active community organizations in South Pasadena, including the Oneonta Club, WISPPA, South Pasadena Arts Council, AYSO, Little League, Boy Scouts, Girl Scouts, Women's Club, Chamber of Commerce, South Pasadena Preservation Foundation, Holy Family Church, St. James Church, South Pasadena Tournament of Roses Association, South Pasadena Chinese-American Club, Vecinos and many others. Boasting over 100 acres of parks and playgrounds and more than 21,000 trees, the City's picturesque environment invites residents and visitors to enjoy numerous opportunities for outdoor recreation. South Pasadena offers an 18 hole, Par-3 golf course, tennis, racquet and pickleball facilities, horse stables and a dog park all in its picturesque Arroyo Seco area.

Small, proud and independent, the City of South Pasadena has preserved its status as a unique community for over a hundred years.



# About the Position

The City Manager is responsible for the management of all City departments and the administration of City business. The City Manager oversees the departments of Community Development, Community Services, Finance, Fire, Library, Management Services, Police and Public Works. Under policy direction from the City Council, the City Manager provides leadership, direction, review and coordination of all City functions and activities, manages the day-to-day operations of the City, and ensures compliance with all laws and regulations.

The City Manager also plays a key role in establishing and executing strategic plans aligned with the City Council's goals and priorities. The role includes spearheading capital projects, promoting the overall economic development and quality of life in South Pasadena, and representing the City in various meetings and functions, including at the regional, state and federal level.

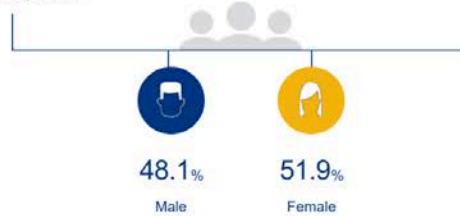
In addition, the City Manager is responsible for cultivating a positive organizational culture as well as ensuring that all city services are delivered effectively and efficiently.

Current long-term projects in South Pasadena include a comprehensive master plan for renovations to its golf course operations, a comprehensive master site plan for a new community center/library, a comprehensive long-term plan for street repairs throughout the city and a master plan for the city's parks.

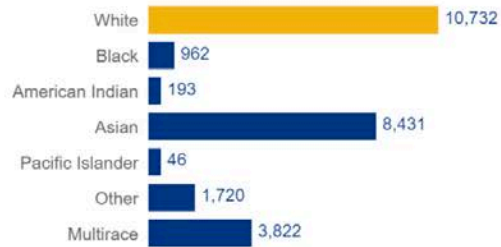
# 2024 Demographics

25,906

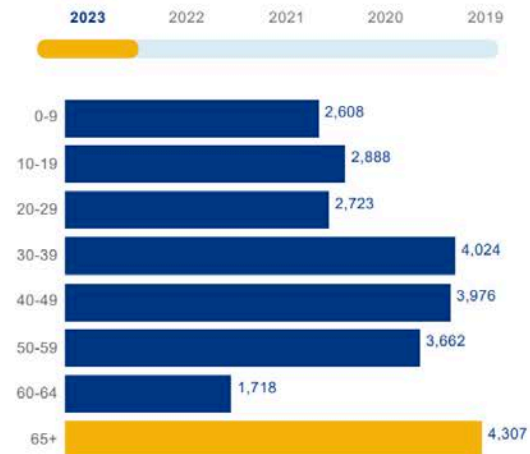
Total Population



## Race Distribution:



## Age Distribution



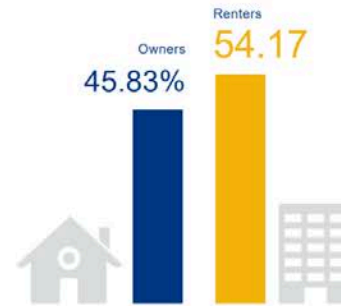
## Median Age

41

## Educational Attainment:



## Housing:



## Median Household Income:



# The Ideal Candidate

The City of South Pasadena is seeking an experienced City Manager who is a visionary and strong leader with a public service mindset and who collaborates well with all stakeholders. The City Manager must exemplify exceptional management capabilities and strong financial acumen. Candidates should possess a strong understanding of local government budget and finance and have well-rounded city management skills. The selected candidate should be able to motivate, recruit and retain a talented staff and communicate well with residents. Experience in a number of key local government areas including planning and land use, housing, infrastructure (streets and water) and public safety is highly valued. Also critical to this role is establishing a strong and effective working relationship with the City Council and developing and maintaining a positive connection with the community. The City Manager is expected to actively engage in a collaborative, team oriented, and empowering approach with city staff.

The ideal candidate will be an effective leader, passionate about public service. The City Manager is engaged with both the residential and business communities and will have a hands-on leadership style that will instill within the City a spirit of creative problem solving, the exercise of good judgment, continuous improvement, accountability, and results. The City seeks a relationship builder with a value system based on transparency, ethics, integrity, and a personal approach that engenders high levels of trust and confidence.



# The Ideal Candidate *continued*

Characteristics that are valued in a City Manager include but are not limited to an appreciation for the city's current culture and priorities, with a vision for the future. The candidate should have a results driven approach related to municipal finance, capital improvement projects and community development; and possess exceptional customer service skills.

A strong understanding of the community character of South Pasadena is essential where residents and business interests are engaged as valued contributors to public service. The successful candidate must value community engagement, be a good listener, and create goodwill and connections on a personal level with a wide variety of stakeholders.

The next City Manager will be experienced, well-qualified, and possess the following personal attributes and traits that will be essential to success:

- ✦ Have high ethical standards, integrity, and dedication to transparency.
- ✦ Serve as a role model for department heads, supervisors, managers, and city staff.
- ✦ Be a proven leader with a passion for public service and an ability to work with the City Council to help achieve the goals of the community.
- ✦ Have an engaging leadership style that displays empathy, compassion, and recognition for the work of city staff.
- ✦ Be a hands-on leader, who engages directly to solve the challenges the community faces. This person should have strong communication, organizational, and time management skills, and be able to manage multiple projects and priorities.
- ✦ Be apolitical yet politically astute, communicating the City Council's vision and representing the best interests of the City across a broad spectrum of citywide and community issues.
- ✦ Have the ability to work with a variety of neighborhood and business interests in order to address community issues.
- ✦ Be a listener who will thrive in a community in which residents and business interests contribute to the policies and decisions made by City officials. The successful candidate values community engagement, is a good listener, creates goodwill, and connects on a personal level with a wide variety of stakeholders.



## Education/Experience

The City Manager must be a dedicated and proven public servant with strong financial, management, and leadership skills. Excellent written and verbal communication and effective presentation skills are expected in this role. A background that includes seven or more years in a senior management role, including previous experience as a City Manager, or public sector executive is required for this position. Demonstrated successful experience in municipal finance and budgeting is essential as well. A Bachelor's degree in public administration, business, or a related field is required with a Master's degree preferred.

## Compensation & Benefits

The City Council will offer a highly competitive salary and benefits package to its next City Manager which considers the candidate's qualifications and track record of career success. The City also offers an attractive and competitive benefits package that includes but is not limited to retirement benefits offered through the California Public Employees' Retirement System; comprehensive medical, dental and vision; paid holidays, vacation and sick leave; management leave; auto allowance; professional development expense allowance; and deferred compensation.



## To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply by **Friday, November 8, 2024**. Electronic submittals are strongly preferred via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com), and should include a compelling cover letter, comprehensive resume, and five (5) professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries are welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

*The City of South Pasadena is an equal opportunity employer.*

[www.southpasadenaca.gov](http://www.southpasadenaca.gov)