THE CITY OF BEAMONT INVITES YOUR INTEREST FOR THE POSITION OF

ASSISTANT CITY MANAGER

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THE COMMUNITY OF BEAUMONT

Beaumont is ideally located at the mouth of the San Gorgonio Pass, the gateway to the Pacific West Coast. It is 79 miles east of Los Angeles, 111 miles northeast of San Diego and 28 miles west of Palm Springs. Beaumont’s incorporated area encompasses two of the region’s most important highway interchanges, IH-10 and SR-60 and IH-10 and SR-79, which provide convenient access to the Ports of Los Angeles, Long Beach and San Diego. Goods must travel through the community in order to be transported to and from Southern California.

Union Pacific Railroad provides heavy rail transportation to and from the coastal ports. Beaumont is also conveniently located to several international airports – Palm Springs Intl. Airport (31 miles), Ontario Intl. Airport (41 miles), John Wayne Airport (68 miles), Los Angeles Intl. (95 miles) and San Diego Intl. Airport (113 miles).

CLIMATE & TYPOGRAPHY

Beaumont’s peak elevation is 2,612 feet above sea level and is located in the valley of the San Gorgonio Pass. Land within the City ranges from slightly rolling hills to very hilly. Development within the community backs up to the foothills of the San Gorgonio Mountain. It has a semi-arid environment with an average July high temperature of 94 degrees, an average annual January low temperature of 41 degrees. On average, the city receives 17.2 inches of annual rainfall, 1.2 inches of annual snowfall, 8 days of precipitation and 267 sunny days.

CITY GOVERNMENT

The City of Beaumont is a General Law city that operates with a Council – Manager form of government. The City Council is comprised of five members elected at-large for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one-year terms. The City Treasurer and City Clerk are also elected positions.

After a brief period of upheaval, Beaumont has achieved fiscal stability in the General Fund. City Council has made great progress on many fronts to correct the errors of the past, reducing risks to the City and repairing its finances. City government now operates with a FY 2017-18 General Fund of over $31M and approved FTE count of 174.
The City of Beaumont is embarking on an exciting multiyear process to update the City’s General Plan. The General Plan is a policy document required by California law that provides long-range guidance for land use, development, transportation, open space conservation, affordable housing, economic development, community services and other topics. The Beaumont General Plan update will serve as the City’s blueprint for future development and decision making.

THE POSITION
Under direction of the City Manager, the Assistant City Manager plans, manages, directs, and coordinates the functions and administration of designated City operations to include Public Works, Community Development, Community Services and Sewer Treatment Plant. The position will provide highly responsible staff assistance to the City Manager such as oversight of internal controls and activities; coordination of existing City programs and activities; and serves as a member of the City’s Executive Team in a positive and effective manner.

SUMMARY OF ESSENTIAL DUTIES
- Accepts full responsibility for multiple internal City functions, operations and services which may include Public Works, Community Development, Community Services and Sewer Treatment Plant.
- Coordinate the development and implementation of the City’s Capital Improvement Plan.
- May participate in the City’s labor relations activities including negotiations with employee associations as a representative of the City; addresses issues associated with the implementation and interpretation of Memorandums of Understandings with these associations.
- Initiates, directs, coordinates and participates in the conduct and successful completion of major, long term projects and studies with City-wide implications such as the City’s General Plan update.
- Builds and maintains positive working relationships with City staff, outside agencies and organizations, state and federal departments and agencies, and the general public.

EDUCATION & EXPERIENCE
The Assistant City Manager will be a dedicated and proven public servant with strong management and administration skills, along with a solid background in public works & community development. A BS/BA public administration, business administration or a related field is required and a MS/MA is highly desirable. Education must be supplemented by ten years of progressively responsible work experience within a public agency, preferably a municipal organization.
COMPENSATION AND BENEFITS
The salary range is $166,857 - $213,574 annually. The City of Beaumont offers a comprehensive salary and benefits program which includes:

- **Retirement:** For Classic members of CalPERS, 3% at 60 based on single highest year compensation. Employee pays 6% employee cost. Effective January 1, 2018 Employee pays 8%. For new members to CalPERS, 2% @ 62 on the three highest years compensation.
- **Group Health Insurance:** The City offers a choice of two different health plans and contributes up to $1,476 per month toward the cost of a plan. If an employee has alternative health coverage, they may choose to have a portion of the premium placed into the Deferred Compensation program or taken as cash.
- **Holidays:** 14 holidays per year.
- **Vacation:** Accrual is based on service.
- **Sick Leave:** Accrual of 12 days annually.
- **Administrative Leave:** 40 hours.
- **Auto Allowance:** $350.
- **Life Insurance and Long Term Disability:** Are provided.

THE PROCESS
To be considered for this exceptional career opportunity, please submit a cover letter, resume, supplemental questionnaire and completed application to:

City of Beaumont
Attn: Human Resources
550 E. 6th Street
Beaumont, CA 92223

◊ Applicants will be screened for relevant education and experience.
◊ Applicants passing the initial screening process may be asked to participate in a written exam.
◊ Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate’s writing ability prior to participating in an oral interview.
◊ Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examinations and pre-employment.

Direct questions/inquires, please call 951-572-3228 or email karim@beaumont-ca.gov