



CITY OF BARSTOW

CITY MANAGER RECRUITMENT

Barstow is a Small Town with Big City Opportunities and invites applicants for the City Manager position

With 25,000 residents in the heart of the High Desert, Barstow is a community on the move. The City is completing a comprehensive general plan update intended to strengthen the local economy and draw developers and businesses to the area. The proposed new BNSF Rail Barstow International Gateway Project will provide more opportunities for developers and businesses, continuing the legacy of Barstow as a railroad town, and providing thousands of direct and indirect well-paying jobs. With some of the most affordable housing in Southern California, a family-friendly environment, award-winning schools, many cultural amenities, and an area steeped in history, Barstow is an ideal place to live, work and play.

Barstow has a strong, proud community, with residents, long-time and new, working together to enjoy the City's variety of annual and special events. With 281 days of sunshine each year and a family-friendly environment, Barstow residents and visitors enjoy many outdoor recreation activities including biking, camping, hiking, horseback riding, picnicking, off-roading, sports, and much more. The City takes pride in providing excellent recreational programs, activities, services and facilities for people of all ages to enjoy across its 13 parks. With six lighted ball fields, three soccer fields, volleyball courts, batting cages, and basketball courts, Robert A. Sessions Memorial Sportspark is one of the finest recreational complexes in the Inland Empire. Other recreational opportunities offered by the City include nine playgrounds, skateboarding and BMX bike riding at Dana Park's 12,000 square-foot skate park, cooling off at Eda Henderson Swimming Pool, cardio, strength training, or even indoor racquetball or basketball at Cora M. Harper Community Center.

The City's next City Manager will be a dynamic leader, with a proven leadership record and strong verbal and written communication skills, a solutions-oriented problem solver, and have a passion for serving the community. The successful candidate will have a strong background in managing complex public-private partnerships to success and a track record of achieving planning and economic development improvements. A background that includes five or more years of progressively responsible municipal management experience is required. Demonstrated successful experience in municipal finance is essential as well.

Barstow is a proud community with a rich history and a bright future, and is excited for its new era.

CITY MANAGER JOB DESCRIPTION

Job Title:	<i>City Manager</i>
Department:	<i>City Administration – City Manager’s Office</i>
FLSA:	<i>Exempt</i>
Posting:	<i>November 12 2024</i>

PURPOSE STATEMENT:

To serve as the Chief Executive Officer of the City of Barstow, and the City’s subsidiary entities, the Barstow Fire Protection District, Odessa Water District, and the Barstow Redevelopment Agency Successor Agency; to plan, direct, and review the overall activities and operations of the City; to coordinate City activities with other outside agencies and organizations; to provide highly responsible and complex administrative support to the City Council; to develop a draft budget for the City Council’s adoption, and to faithfully implement the City Council’s policy direction.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over executive staff [Assistant City Manager and department directors] and indirect supervision over all other employees.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may have to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Duties may include, but are not limited to:

- Direct and manage the development and implementation of City goals and objectives; research regarding City Council inquiries; recommend and administer policies, procedures, and priorities for service areas; allocate resources to achieve the Council’s goals and objectives.

- Provide highly responsible administrative staff assistance to the City Council; confer with the City Council regarding a wide variety of municipal government issues; recommend policies, procedures and actions to be taken by the City Council; carry out City Council decisions or directives.

- Over see and participate in the development and administration of the City budget;

direct the forecast of funds needed for staffing, equipment, materials and supplies; submit annual operating and capital budget to City Council; administer approved budget; implement midyear adjustments as approved by the City Council.

- Oversee the selection, training, motivation, and evaluation of City staff, in consultation with the City Council as required by the Barstow Municipal Code; implement discipline and termination procedures; develop processes and programs to assess organizational climate and employee attitudes.
- Continuously track and evaluate the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels, and administrative systems; implement any needed improvements and enhancements; assess and track workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.
- Direct and organize the City's economic development activities; meet and confer with outside agencies and organizations to encourage economic development; provide direction to operating departments to facilitate development agreements; develop marketing programs and financing options for interested businesses and industries.
- Represent the City to other public agencies, community-based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify, and defend City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues within the City Council's policy direction.
- Analyze and establish the City's position on State and Federal legislation that may affect the City; communicate the City's position to the proper individuals and committees of the State and Federal government.
- Negotiate contracts and solutions on various administrative, fiscal, and special projects; participate in preparing administrative, fiscal, and special projects; participate in preparing program or special project budgets.
- Participate on a variety of boards and commissions; attend and participate in professional associations and meetings; stay abreast of new trends and innovations in public administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns promptly.
- Assume duties of a disaster worker in the event of a locally declared emergency.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern and highly complex principles and practices of municipal government management, administration, and organization.
- Role and function of a City Council in a California municipal government.
- Economic development programs and services, particularly focusing on economic diversification and jobs development programs.
- Current social, political, and economic trends and operating problems for a municipal government.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of personnel management including supervision, training and performance evaluation.
- Principles and practices of municipal government budget preparation and administration.
- Principles and practices of Police Department operations
- Principles and practices of Fire Department operations.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to broad range of municipal programs, services and administration.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Provide leadership to and coordinate the activities and operations of a municipal organization effectively.
- Administer a variety of municipal programs and administrative activities.
- Identify and respond to public and City Council issues and concerns.
- Interpret and apply Federal, State, and local policies, laws, and regulations.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and carry out recommendations in support of achieving City goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Gain cooperation through discussion and persuasion.
- Supervise, train, evaluate, and motivate executive management staff.
- Prepare and administer a large municipal budget; set aside limited resources in a cost effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports and develop appropriate recommendations.
- Ability to exercise good judgment and make sound decisions.
- Develop strong relationships with those contacted in the course of work, including but not limited to members of the City Council, government officials, management staff, general employees, public agencies, developers, consultants, and the general public.
- Ability to operate a computer, calculator, telephone, and copy machine.
- Ability to interact effectively with staff, public, elected and appointed officials.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor's Degree from an accredited college or university in public administration, government, economics, business, or a closely related field as determined by the City Council is required. A Master's and/or Doctoral Degree in a related field is desirable.

Experience:

- At least five years of progressively responsible municipal management experience with a sufficient background in the management of complex public organizations.

License:

- Possession of a valid driver's license. Selected candidate must secure a California Class C driver's license within three months of appointment.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This position works primarily in an indoor environment.
- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist
- Ability to lift 20 lbs.
- Ability to travel to different sites and locations
- This position is an FLSA exempt position, works a standard workweek, and may require nights and weekends work as necessary to meet the City's needs.
- This position requires passing a criminal background check.

The City of Barstow is an equal opportunity employer.

COMPENSATION:

The City Council will offer a highly competitive salary and benefits package to its next City Manager which considers the candidate's qualifications and career success track record. The City also offers an attractive benefits package, including 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 please submit a cover letter, resume, and the City's Employment Application form, available at:

<https://www.barstowca.org/government/city-manager/administrative-services-division/human-resources/employment-opportunities>