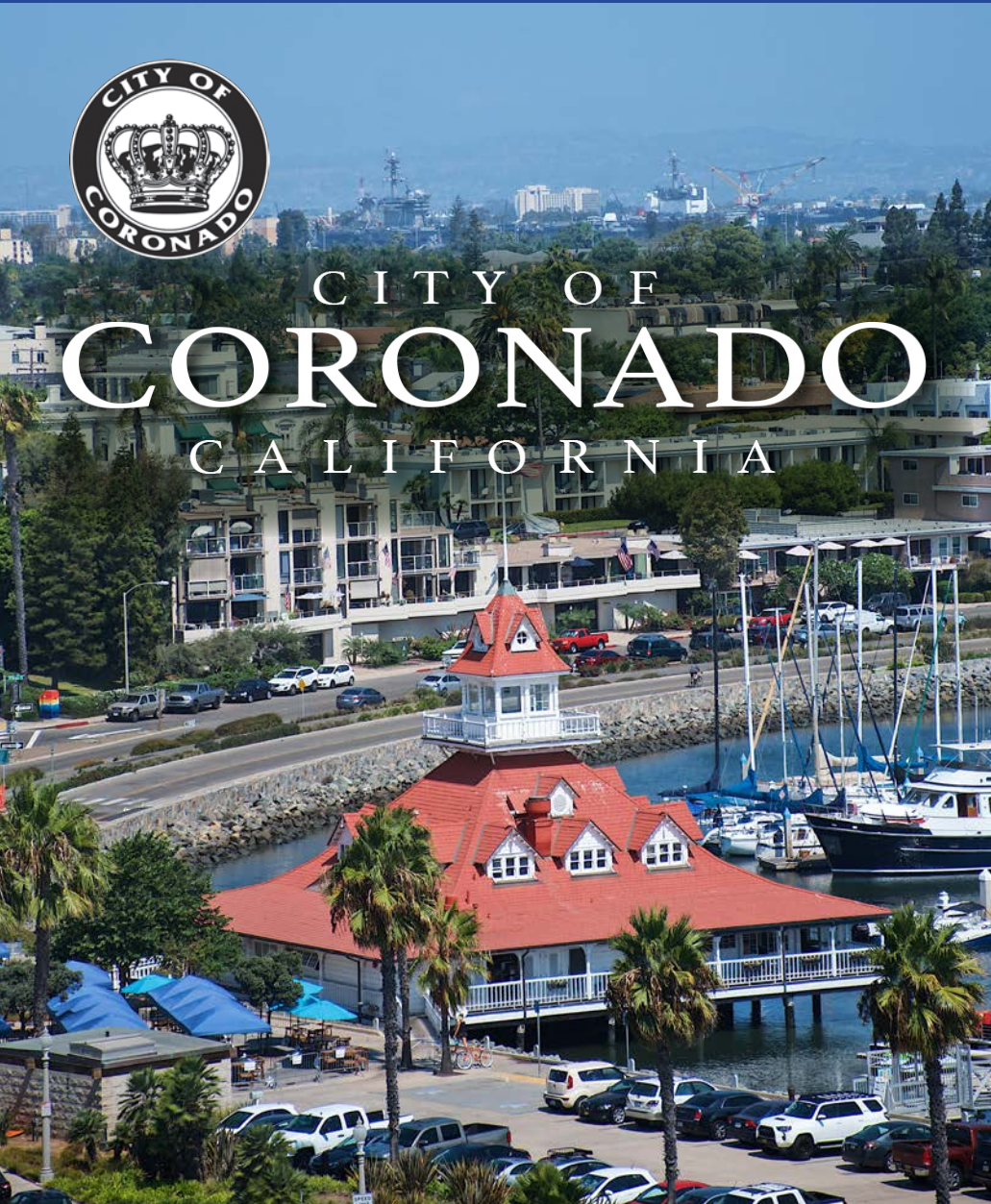




CITY OF CORONADO CALIFORNIA



City of Coronado

Deputy City Manager



Recruitment Services Provided By Ralph Andersen & Associates

The City of Coronado is seeking qualified applicants to serve as the Deputy City Manager of this beautiful and historic beachside community in San Diego County.



The Community of Coronado

Rich in history, natural beauty, and with a charming ocean village atmosphere, Coronado is most deserving of its royal nickname – the Crown City.

Surrounded by the Pacific Ocean, Glorietta Bay, and San Diego Bay, this picturesque seaside resort destination is linked to the Southern California coastline and the City of San Diego by the graceful and stately Coronado Bridge, and to the south by the Silver Strand.

This uniquely enchanting city, which measures 13.5 square miles, is home to one of the best beaches in the United States as distinguished by travel magazines, 18 public parks, an 18-hole municipal golf course, tennis center, marina, public swimming pools, and numerous other recreation facilities and dedicated bicycle paths. Quiet tree lined streets and friendly neighborhoods offer a variety of architectural home styles. The downtown businesses include quaint shops and active Chamber of Commerce and MainStreet organizations. The award-winning school system offers a high caliber of educational standards. Coronado residents enjoy and cherish their high quality of life.

This vibrant, thriving community welcomes more than 2 million visitors annually to soak up the sun and sand while enjoying the lush surroundings and village appeal of Coronado. With 15 hotels, including three world class resorts, with over 1,900 hotel rooms, and many highly acclaimed restaurants, this island community has a resident and Navy population of approximately 20,000 as well as a flourishing tourist population. Coronado is home to Naval Air Station North Island, Coronado (NASNI); Naval Amphibious Base, Coronado (NAB); and Silver Strand Training Complex, Coronado, supported by nearly 20,000 military and civilian personnel.

Coronado is a unique, well cared for, financially sound city with an involved citizenry and a strong sense of community pride. We see a partnership between the community and City government which protects the environment, preserves traditions, and fosters innovation. We see a community that places trust and confidence in its elected officials who lead a highly motivated professional City staff dedicated to customer service and continuous quality improvement. We see protection of our quality of life through strong leadership and open communication.

City Organization

Coronado, incorporated on December 11, 1890, as a general law city, has a Council-Manager form of government. The City is governed by a Mayor and four councilmembers who serve staggered four-year terms. The City employs 257 full-time employees and a seasonal/temporary workforce that ranges between 100 and 200 throughout the year. The City has general fund revenues of \$82.9 million, a total operating budget of approximately \$123 million, and an underlying AAA rating from Moody's. It is a full-service city organized into 9 departments: City Manager's Office, City Clerk's Office, Administrative Services (Finance, Human Resources, and Information Technology), Community Development, Police Services, Fire Services and Beach Lifeguards, Public Services & Engineering, Library Services, and Golf and Recreation Services.

The Position

This is an exceptional opportunity to join and help lead a highly performing Executive Team. The successful candidate will become part of a leadership group that works together in a collaborative, respectful way to deliver the very best of services to the Coronado community.

The Deputy City Manager will report to and partner with the City Manager and is a critical member of the City's Executive Team. The position is expected to evolve over time from an initial organizational focus plus supervision of the City Manager's Office to expanded oversight of functions.

Key Focus Area: Organizational Excellence

As an initial priority, the Deputy City Manager will be empowered to lead multiple short and long-term initiatives to enhance the City's internal systems. Collaborating and convening with all City departments, this role will identify, design and implement improvements to policies, processes and procedures and systems to modernize, improve and enhance. These systems include procurement, administrative policies, records infrastructure and management, budget and community-facing information, internal communications, citywide fee structures, and community collaboration. The Deputy City Manager will lead the newly created Information Technology Steering Committee to elevate Coronado's technology to an advanced level of proficiency for internal and external customers.

The Deputy City Manager will marshal transformational impact toward Coronado's operations, enriching the City's services to the community.

Responsibilities

While organizational excellence will comprise the bulk of the initial opportunities for this position, the role will also conduct a number of complex managerial initiatives. These include supporting City Council special projects and City Council subcommittees, leading the City Safety Committee, legislative program, and employee engagement efforts, and managing City policy, agreements and initiatives with the City marina's third-party operator, the Historic Boathouse Stewardship Plan, and leases with the U.S. Navy.

Position *continued*

The Deputy City Manager will handle many of the day-to-day operational issues, while the City Manager will carry the duties of a Chief Executive Officer providing key strategic leadership and direction. The Deputy City Manager will provide direct supervision over some major interdepartmental efforts, lead citywide programs and initiatives having the highest level of City Council and community visibility, and act as the City Manager in the City Manager's absence.

The Deputy City Manager will supervise day-to-day functions of the City Manager's Office. Positions in the City Manager's Office include 1 Senior Management Analyst, 1 Management Analyst, 1 Communications and Engagement Officer, and 1 Secretary to the City Manager. The latter two positions are directly supervised by the City Manager but part of the larger office team on projects.

The Ideal Candidate

The successful candidate for the position of Deputy City Manager must be a professional with outstanding judgment, management skills, and integrity. The ideal candidate will also need to be organized, energetic, self-confident, and have an open, approachable, personal style. He or she must be able to provide leadership that will inspire, motivate, and empower key staff and department heads to achieve established goals. The position requires someone who is a skilled communicator, politically astute, and has a comfort with and desire for interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

The successful individual will:

- ◆ Possess knowledge and experience with complex municipal operations. Full-service City experience is highly desirable.
- ◆ Be a capable leader but able to function as a team player.
- ◆ Be someone with impeccable integrity and ethics.
- ◆ Demonstrate understanding of municipal finance and budgeting.
- ◆ Possess a strong business mindset and financial acumen with a proven history of being a good steward of public resources.
- ◆ Promote transparency in government.
- ◆ Provide clear communication to the City Manager, staff, and community.
- ◆ Possess strong interpersonal skills and the ability to relate to a diverse community.
- ◆ Have a demonstrated capacity to manage a diverse array of work and projects simultaneously.
- ◆ Be innovative and entrepreneurial.
- ◆ Be a decisive forward thinker with excellent verbal and written communication skills.
- ◆ Be a good listener, strong negotiator on the City's behalf, and excellent long-term planner.

The Ideal Candidate *continued*

- ◆ Be a creative problem-solver.
- ◆ Be flexible and adaptable.
- ◆ Be comfortable working with an engaged community with high expectations.

In summary, the ideal candidate will be a highly professional and experienced individual who will work with the City Manager and Executive Team to implement the policies of the City Council in an efficient and effective manner. This individual will support the success of the City Manager and the entire organization.

The Deputy City Manager is an at-will position appointed by and working under the general direction of the City Manager.



Education and Experience

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

Experience: Five years of increasingly responsible administrative experience in municipal government including three years of management responsibility.

Education/Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree in one of these fields is desirable.

Knowledge of: Advanced principles and practices of public administration. Organization and operation of typical municipal services including police and fire. Principles and practices of management, organizational planning, and public relations. Principles and practices of municipal finance, budget preparation and administration. Advanced principles and practices of public personnel administration including recruitment, retention, and labor relations. Principles and practices of program development and administration. Business letter writing and report preparation techniques. Principles of supervision and public management. Pertinent Federal, State and local laws, codes and regulations. Modern office procedures, methods and equipment including computers.

Compensation

The City of Coronado offers a competitive compensation package. Salary is open depending on qualifications and experience. The current Deputy City Manager salary range is **\$179,195 - \$213,829** Annually.

The City offers an excellent benefits package including:

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). Participants enrolled in CalPERS after 1/1/13 are eligible for the 2% @ 62 benefit formula. Participants enrolled in CalPERS prior to 1/1/13 are eligible for the 3% @ 60 benefit formula. The City participates in Social Security and Medicare.

Health Benefits: The City currently provides a Cafeteria Benefit Plan with an allotment for Executive employees of \$2,460 per month that can be used to help cover the cost of medical, dental, vision, supplemental life insurance, and ancillary benefits. Any remaining balance from the Cafeteria Benefit Plan can be designated to a health reimbursement account (HRA) for reimbursement of eligible health care expenses and/or deposited into a dependent care flexible spending account (FSA) for eligible dependent care expenses.

Leave Benefits: New Executive employees accrue 184 hours of annual leave (combined vacation and sick leave) per year. As a lateral service credit, upon verification of prior public service employment of six years or more, Executive employees accrue 224 hours of annual leave per year.

Administrative Leave: The City provides Executive employees with 80 hours of administrative leave per fiscal year.

Bereavement Leave: The City provides Executive employees up to 5 days paid bereavement leave for those who experience a death in their family.

Holidays: The City provides 11 paid holiday per year, along with 27 hours of floating holiday leave per fiscal year.

Life Insurance: The City provides group term life insurance and Accidental Death & Dismemberment (AD&D) insurance equal to one times annual salary plus \$25,000.

Short- and Long-Term Disability: The City provides short- and long-term disability insurance equal to 66 2/3% of income. Employees that earn over the maximum benefit of \$5,000/month available under the long-term disability plan, have the option to purchase enhanced long-term disability insurance.

Tuition Reimbursement: The City provides up to \$2,000 per fiscal year for reimbursement of directly related cost of tuition, school fees, books, and required materials for approved courses.

Auto Allowance: Executives receive a monthly auto allowance of \$350.00.

Longevity: The City rewards tenure with the organization with a bonus at ten years of service, and every 5 years thereafter.

Employee Assistance Program: The City provides an Employee Assistance Program (EAP). The EAP provides confidential evaluation and up to 6 free counseling visits for employees, family members, and anyone residing in the home of an employee.

Additional Benefits: Employees have access to Mission Square 457 retirement savings plans, 529 college savings plans, and a wide array of optional ancillary group benefits.

To Be Considered

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 immediately, with the first review of resumes to begin following the application deadline of July 28, 2025**. Electronic submittals are strongly preferred to Ralph Andersen & Associates at apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume.

Only the most highly qualified candidates will be invited for interview anticipated to be in late August 2025. The selection process may also involve a supplemental questionnaire. The desired starting date for the newly selected Deputy City Manager is October 2025.

Confidential inquiries are welcomed to Dave Morgan at (916) 630-4900.



*The City of Coronado is an Equal
Opportunity Employer*

www.coronado.ca.us