



CITY MANAGER
Orange, California

Recruitment Services Provided By





The Opportunity

The City of Orange, one of Southern California's most desirable communities, presents an exciting opportunity for an experienced executive to lead a well-respected organization through a pivotal financial turnaround. With its rich history, strategic location, and strong sense of community, Orange blends the charm of a small town with the potential of economic vitality of a thriving metropolitan hub. However, like many cities, Orange faces financial challenges that require disciplined leadership, operational efficiencies, and a focus on sustainable revenue growth. The next City Manager will play a critical role in stabilizing the City's fiscal foundation while preserving its high quality of life, ensuring Orange remains a safe community where businesses thrive, residents are engaged, and public services excel.

The City of Orange

The City of Orange was incorporated in 1888. It has grown to more than 20 times its original geographic size yet managed to maintain the small-town values upon which it was founded. Today, more than 140,000 residents call Orange home within the 27 square miles that make up the City. The City's planning area is 38 square miles, with a sphere of influence area of 55 square miles. Orange's regionally strategic location makes it easy and efficient to move people and products throughout the Southern California marketplace. The City boasts a balanced mix of prime office, residential, and industrial space. Companies in all economic sectors, from financial services to health care, and retail trade to construction, recognize the advantages Orange has to offer. Its prime location offers direct access to five major freeways, a commuter rail network, one major outlet mall and ample public transportation. Orange is convenient to half a dozen major airports, harbors and ports, amusement parks, and at least ten major shopping malls.

Historically, the City has been organizationally and politically stable. However, it now faces financial challenges that demand strategic leadership. Despite these challenges, Orange continually strives for a very positive organizational culture that places a high value on teamwork and mutual support.





\$ 285M
Operating Budget

753 FTE
Employees

City Government

The City of Orange operates under a Council-Manager form of government with a seven-member City Council. The City Council is elected by district for four-year overlapping terms with a two-term limit. The Mayor is elected at large for a two-year term with a three-term limit. As the presiding officer of the Council, the Mayor is the official head of the City for all ceremonial functions. The Mayor pro-tem is selected by the Council members.

The City Manager is the Chief Executive Officer and head of the administrative branch of the City government. Orange provides a full range of services for the community through 12 Departments: Police, Fire, Public Works, Community Development, Finance, Community Services, Library Services, Human Resources, Information Technology, City Clerk's Office, City Attorney's Office, and City Manager's Office. The City's 2024-2025 fiscal year budget is approximately \$285 million. The adopted General Fund budget includes \$148 million in total revenues and \$156 million in total expenditures, yielding a structural deficit of \$8 million. Orange is currently funded for 753 full-time equivalent positions.

The City of Orange is committed to excellent service through teamwork. This is reflected in a cohesive Executive Management Team that works collaboratively and supports each other to ensure the entire organization is successful. The City of Orange takes pride in its highly skilled and performance-driven workforce.

Mission Statement

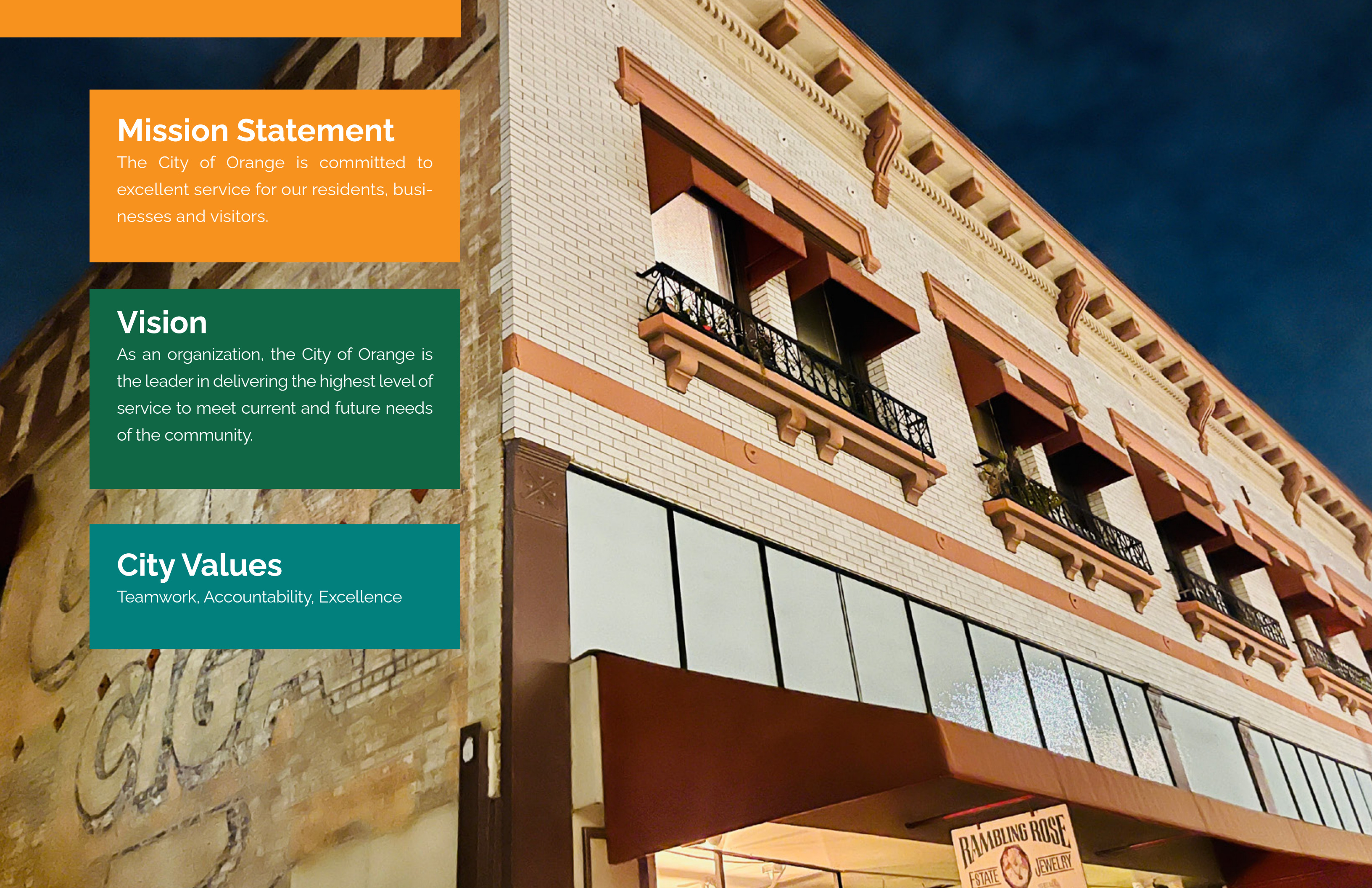
The City of Orange is committed to excellent service for our residents, businesses and visitors.

Vision

As an organization, the City of Orange is the leader in delivering the highest level of service to meet current and future needs of the community.

City Values

Teamwork, Accountability, Excellence



The Position

Under policy direction from the City Council, the City Manager plans, organizes, and provides administrative direction and oversight for all City functions and activities, as well as provides policy guidance and program evaluation to the City Council and management of 8 department heads and 6 administrative employees. Key responsibilities include:

- Planning, organizing, and administering operations of the City either directly or through subordinate management and supervisory staff; coordinating and evaluating the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Directing and coordinating the development and implementation of goals, objectives, and programs for the City Council and the City.
- Overseeing the preparation of the annual budget for the City; authorizing, directly or through staff, budget transfers, expenditures, and purchases; and providing information regarding the financial condition and needs to the City Council.
- Advising the City Council on issues, programs, and financial status; preparing and recommending long- and short-term plans for City service provision, capital improvements, and funding; and directing the development of specific proposals for action regarding current and future City needs.
- Overseeing the administration, construction, use, and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
- Representing the City and the Council in meetings with governmental agencies, community groups, various business, and professional, educational, regulatory, and legislative organizations.
- Providing for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- Providing for contract services and franchise agreements; ensuring proper performance of obligations to the City; and having responsibility for enforcement of all City codes, ordinances, and regulations.
- Overseeing the selection, training, professional development, and work evaluation of City staff; overseeing the implementation of effective employee relations programs; providing policy guidance and interpretation to staff; and serving as the hearing officer for grievances and discipline hearings.
- Directing the preparation of and preparing a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensuring the maintenance of working and official City files.
- Ensuring that the Council is informed of City functions, activities, and financial status, and of legal, social, and economic issues affecting City activities.
- Tracking legal, regulatory, and technological changes to ensure city policies remain compliant and effective.
- Responding to the most complex, difficult, and sensitive public inquiries and complaints and assisting with resolutions and alternative recommendations.





Ideal Candidate

The City Manager must be a highly experienced municipal executive with experience in the following areas:

- Strong experience in budget and finance as well as business acumen.
- A skilled organizational leader that can drive efficiencies and continuous improvement, while also skillfully managing change and investing in employee engagement.
- A proven track record of reinforcing municipal revenues, especially through economic development activity.
- An interest and understanding of historical preservation, which is at the very core of Orange's ethos.
- A highly accessible and responsive leader that must be proactive in engaging with the Council and staff to facilitate swift issue resolution and maintain high service standards.

Challenges & Opportunities

The next City Manager for the City of Orange will have the chance to experience career-defining challenges and opportunities:

- The City's budget deficit presents an opportunity to implement cost-saving efficiencies and establish stronger performance measurement systems.
- Orange's reputation and strategic location provide enormous untapped economic development opportunities. While other revenue generation measures are being considered, the overwhelming preference is to grow revenues through economic development.
- The City's Assistant City Manager recently retired, providing an opportunity for the next City Manager to select a critical leader in the organization.
- An IT organizational assessment is underway, which will likely reveal opportunities to gain modernizations and efficiencies through technology investments.





Minimum Qualifications

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from a four-year college or university with major coursework in Public or Business Administration, Public Policy, Finance, or a related field. A Master's degree is highly desired.

Experience: A minimum of ten years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation..

Salary & Benefits

The Orange City Council will negotiate a highly competitive salary and executive benefits package with the selected candidate that is considerate of the candidate's experience and qualifications. The annual base salary for the incumbent City Manager is **\$313,862**. The City contributes an **additional 3% on top of salary** which can be taken as cash or placed into a 401A Money Purchase Retirement Plan. Employees with a Master's degree or higher are eligible to receive **\$500 per month** of Education Pay which is reported to the California Public Employees' Retirement System (CalPERS) as pensionable compensation.

The City offers an outstanding benefits package which includes retirement benefits provided by CalPERS. The City of Orange is one of a few cities in Orange County in which an employee who is a Classic Member of CalPERS (or other reciprocal retirement system), will be enrolled in the CalPERS 2.7% @ 55 benefit formula with one-year final compensation. Classic Member employees contribute 8.0% of pension reportable salary on a pre-tax basis for this retirement benefit.

Employees who are new CalPERS members (those obtaining initial membership on or after January 1, 2013), will be enrolled in the CalPERS 2% @ 62 benefit formula with three-year final compensation in accordance with the Public Employees' Pension Reform Act

(PEPRA). New member employees currently contribute 7.75% of pension reportable salary on a pre-tax basis for this retirement benefit.

In addition, the City offers a comprehensive benefits package including:

Work Schedule: An on-site 9/80 work schedule from 7:30 a.m. – 5:30 p.m. with City Hall closures every other Friday.

Cafeteria Benefits Plan: The City pays \$2,440 per month which can be applied towards medical, dental, and/or vision insurances. A medical waiver amount of \$750 is offered as taxable income if proof of comparable medical insurance coverage exists.

Life Insurance: The City provides a term life insurance policy of \$200,000.

Retirement Health Savings Plan: The cash value of certain leave balances will be contributed on a pre-tax basis to be used for employee medical expenses upon retirement.

Vacation: 144 hours of vacation during the first year of service and increase annually up to 264 hours per year after 30 years of service.

Holidays: The City observes 10 paid 9-hour fixed holidays and provides 22.5 hours of floating holidays annually.

Administrative Leave: 80 hours of administrative leave annually.

Sick Leave: 96 hours per year. Eligible employees may convert a portion of unused sick leave to vacation on an annual basis. A partial payment (up to 50%) for accumulated unused sick leave is available to City employees who retire from the City.

Social Security: Employees do not pay into Social Security.

Medicare: The City pays the employee's portion of 1.45% of Medicare.

Other Benefits: Long-term Disability, an Employee Assistance Program, Educational Assistance (up to \$1,500/fiscal year), Wellness Reimbursement, Technology Stipend, Trip Reduction Program incentives, voluntary IRS Section 125 Dependent Care and Medical Spending Accounts, optional Deferred Compensation programs, and Credit Union membership are a few of the additional benefits provided or available to employees.



Selection & Application Process

Interested candidates should apply no later than **Monday, April 14, 2025**. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100.

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

IMPORTANT DATES:

Deadline to apply and be considered: **Monday, April 14, 2025**

Candidates selected for interviews: **Tuesday, April 22, 2025**

In-person interviews for semi-finalists: **Saturday, May 17, 2025**

Finalist interviews: **Sunday, May 18, 2025**

The City of Orange is an Equal Opportunity Employer.

To learn more about the City of Orange, visit www.cityoforange.org.

