

CITY OF SAN DIEGO, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CHIEF OPERATING OFFICER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE CITY

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is known worldwide as "America's Finest City."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2012 operating budget of \$2.6 billion and employs approximately 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

THE GOVERNMENT

The City of San Diego is a Charter City operating under a Strong Mayor form of government. The Mayor is the City's Chief Executive Officer, similar to the Governor or the President, and the Council is the legislative body.

Municipal services are delivered through eight areas that include Community and Neighborhood Services, City Planning, Land Use and Development, Public Safety, Public Utilities, Public Works, Municipal Finance, and Other Internal Municipal Affairs. The City has approximately 10,000 full time employees and a total City FY 2012/2013 annual budget of \$2.75 billion.

THE DEPARTMENT

The Office of the Chief Operating Officer consists of the Chief Operating Officer and the Assistant Chief Operating Officer and operates with a FY 2012/2013 adopted budget of \$538,024. The Office is responsible for coordination of service and supervision of all operating departments and divisions within the City, excepting those of the City Clerk, City Attorney, Personnel Department, and City Auditor. The Office of the Chief Operating Officer's mission is:

"To ensure that City operations further the City's mission to provide a fiscally sound, effective government that is responsive and dependable; a safe,

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well-maintained, and healthy environment; and abundant opportunities so residents and visitors can enjoy the highest quality of life."

THE POSITION

The Chief Operating Officer (COO) reports directly to the Mayor's Chief of Staff and engages in direct supervision of the Chief Financial Officer and the Departments of Development Services, Environmental Services, Fire-Rescue, Police, Public Utilities, Public Works, and Real Estate Assets. The COO also provides general direction to the Assistant Chief Operating Officer, who assumes responsibility for the Departments and Divisions of Administration, Business Office, Disability Services, Human Resources, Library, Park and Recreation, and Purchasing and Contracting.

The Chief Operating Officer assists the Mayor as required and supervises the administration of the affairs of the City except as otherwise specifically provided in the Charter. The COO also makes recommendations to the Mayor and Council concerning the affairs of the City, keeps the Mayor advised of the financial condition and future needs of the City, prepares the budget, sees that the ordinances of the City and the laws of the State are enforced, and performs other duties prescribed by Charter, ordinance, or Council resolution.

The focus of the COO's position is the management of the City's day-to-day operations and working with the City's Department heads and other employees to ensure that the Mayor's vision for San Diego is upheld and pursued.



QUALIFICATIONS

The City of San Diego seeks a Chief Operating Officer capable of serving as a change agent and able to skillfully and sensitively move the City's personnel toward any necessary organizational changes. An emphasis on accountability at all levels, the smooth forward flow of communication, and the availability of concrete performance measures would be valued in the selected candidate.

The ideal candidate will possess the following qualifications:

- Ability to define and analyze complex operational, management, finance, budget, project/program, and administrative issues and assess project and program efficiency;
- Understanding of the principles and techniques of public administration – including financial and budget development and management, human resources, information technology, purchasing, risk management, facilities management, and other general operational or support services;
- Familiarity with the principles and practices of Equal Opportunity Employment and dedication to seeing them upheld;
- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs;
- Excellent writing and communication skills;
- Strong interpersonal skills;
- Ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Ability to communicate effectively to different audiences, including elected officials, various levels of City management and members of the public;
- Ability to comprehend technical details and understand how they relate to and impact the “big picture”;
- Ability to work both independently and as part of a team in a fast-paced, high pressure environment with tight time constraints;



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- Interest in municipal activities and services and how they impact the community;
- Highly ethical and objective, with the ability to navigate in a political environment without being political; and
- Energetic and motivated with the ability and desire to take initiative.

Any combination of education and experience that demonstrates these qualifications may be qualifying. A typical way to qualify would be possession of a Bachelor's Degree in business administration, public administration, or business management and ten years of progressively responsible experience. A Master's Degree is preferred.

MANAGEMENT COMPENSATION AND BENEFITS

The salary for this position is open, depending upon the qualifications and experience of the selected candidate. The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits

differ for this unclassified position depending on the candidate's eligible status (new hire, rehire, etc.). For further information, visit SDCERS' website at www.sdcers.org. Some benefits currently offered to employees may be modified in the future.

PRE-EMPLOYMENT REQUIREMENTS

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

MEDICAL EVALUATION

A City medical examination including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol free work place.



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

The position is open until filled; however, the City seeks to fill this position as soon as possible.

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of San Diego. Candidates will be advised of the status of the recruitment following selection of the Chief Operating Officer.

If you have any questions, please do not hesitate to call Mr. Bob Murray or Ms. Di Smith:

(916) 784-9080

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

