



## **City of San Bernardino • California**

*invites your interest in the position of*

## **City Manager**



Recruitment Services Provided by  
Ralph Andersen & Associates

# The Opportunity

The City of San Bernardino is conducting a national search effort for a talented and energetic local government professional to serve as the next City Manager. This career opportunity will focus on leading a large, complex, and dynamic organization with all the excitement and diversity that the city and region has to offer.

Working with the Mayor and a 7-member City Council, the City Manager oversees a staff of approximately 951 with a FY2024-25 operating budget of approximately \$331.7 million. The ideal candidate will have excellent leadership, communication, and decision-making skills, and be a person of superior integrity and unquestionable ethics. The ideal candidate will be a highly skilled public administrator eager to contribute his or her creative and insightful leadership to help shape the future of the community.

# The Community

Nestled south of the San Bernardino Mountains and west of the lower desert, the City of San Bernardino is recognized for its scenic beauty and strategic location. The City is home to an international airport, a passenger rail station, freight rail routes, and cross-docking trucking centers and is conveniently surrounded by interstate and state highways, making it an intermodal logistics hub. The Metrolink commuter rail service, available at the Santa Fe train station, provides long-distance transportation to commuters from the San Bernardino area to major employment centers, such as downtown Los Angeles and Orange County, within 90 minutes.

With a population of over 220,000, San Bernardino is the largest city in the county and serves as the county seat. It is a community rich in history and cultural diversity and is the 17th largest city in California and the 100th largest in the United States. San Bernardino's community has changed over the last several decades.

One of the City's primary functions is to create, maintain, and grow economic value in the community. San Bernardino is, now more than ever, a city of opportunity. As the City rests in the heart of the Inland Empire, it offers affordable housing, a pathway-focused public education system, an innovative Cal-State university, a low cost of doing business, a large labor force, and a multifaceted transportation hub.

San Bernardino's location, approximately 60 miles east of Los Angeles, puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, and many area wineries.

Click [here](#) to view the City's Organization Chart.

# The Organization

The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Animal Services, Police, and Public Works Departments. The City's FY 2024/25 General Fund budget is \$312.7 million with a Capital Improvement Program budget of \$13.2 million and it employs 951 full-time employees. Fire Services are provided through a contract with the County Fire Protection District.

The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.

To learn more about the City of San Bernardino, go to: <http://www.sbcity.org>.

## Our Vision

*A world-class city which capitalizes on its location, the diversity of its people and its economy to create a broad range of choices for its residents in how they live, work, and play.*

*A thriving city possessing a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture and infrastructure.*

*A vibrant economy with a skilled workforce that attracts employers who seek the unique opportunities the city has to offer and provide jobs that create citywide prosperity.*

*A model community that is governed openly and ethically, where all sectors work collaboratively to reach shared goals.*

*A thriving city that is recognized as the county's business and government center and a home for those seeking a sense of community and the best life has to offer.*

## Mayor and City Council Goals

- *Improved Operational and Financial Stability*
- *Focused, Aligned Leadership and Unified Community*
- *Improved Quality of Life*
- *Economic Growth & Development*



# The Position

The City Manager is an at-will position reporting to the Mayor and 7-member City Council, serving as the highest appointed administrative position in the City of San Bernardino government. The City Manager is accountable for providing strong leadership and guiding principles of integrity, pride, trust, and respect within this complex and diverse organization. The City Manager oversees a values-based organization that implements Council prioritized short- and long-term strategies to accomplish the City's mission and vision. The City Manager is responsible for making recommendations to the Council that result in cost-effective programs that better serve the public, the Council, City departments, and the City of San Bernardino.

The Office of the City Manager oversees the operations of the City's operating departments and is responsible for a wide range of activities, including managing and directing budget and operations, facilities and asset management, intergovernmental relations, employee relations, and strategic planning.

## **Key responsibilities of the City Manager include:**

- Advancing Citywide initiatives through hands-on leadership.
- Promoting effective and efficient delivery of Citywide programs and services.
- Ensuring the overall fiscal health of the City of San Bernardino through resource management and revenue enhancement.
- Sustaining a culture of effective communication.
- Supporting the mission of the City of San Bernardino through staff training and development.
- Using technology to address operational needs within the organization.
- Continuing the commitment to value positive employee and labor relations; advise the City Council regarding policy issues, including short- and long-range plans to address City business, public safety challenges, economic development and job creation, infrastructure priorities, and operational and administrative objectives.
- Continue building on and enhancing development and implementation of initiatives for service and quality improvement including customer satisfaction enhancement.

The next City Manager will become part of the San Bernardino community and be engaged with the public and city staff. The selected candidate will be involved in local business organizations such as the neighborhood groups and demonstrate strong communication skills. They will focus on improving the quality of life for the residents while making achieving the Council's goals a top priority.

In summary, top candidates must demonstrate a strong and verifiable track record for servant leadership. The selected candidate will possess the leadership presence, capacity, and prior experience to enhance the broad organizational challenges through cooperative management and action.

# The Ideal Candidate

The ideal candidate will have a successful career with a record of demonstrated inclusive and transparent leadership in guiding an organization. Priorities should include embracing best practices while providing a constructive culture to effectively and efficiently deliver its mission. Candidates considered for this City Manager position will be expected to exemplify the best principles with staff, elected and appointed officials, residents, and other key stakeholders. The ideal candidate for the City's next City Manager will be an experienced executive that excels in strategic decision-making in the following areas with the ability to:

- Be easily recognized as the Chief Executive Officer of the City.
- Effectively incorporate a strong business sense and financial acumen to public service with a proven track record of fiscally prudent management, which includes managing expenses, preserving investment in essential services (public safety, parks, transportation) and expanding revenue sources, including state and federal grants.
- Promote the organization as a contributor to economic and community development yet recognize the quality of life valued by the community while dealing with the impact of businesses, commerce, and the importance of visitors.
- In support of the City Council, the incumbent should have a low-profile personal style, yet one that is apolitical and appropriately active in community, civic, and cultural affairs.
- Be solution-oriented when addressing Citywide needs and provide advice and counsel to the City Council regarding policy issues in a fair and unbiased fashion.
- Be a decisive and effective negotiator able to listen and clearly communicate with groups and individuals with diverse opinions.
- Be intellectually smart, strategic, and a forward thinker.
- Promote access, openness, and responsiveness at City Hall, personally setting the example throughout the organization and community.
- Be known as a “people person” with an engaging style that is comfortable interacting with a full spectrum of individuals and one who welcomes dialogue and debate.
- Lead with integrity and unquestionable ethics.



The successful candidate will be a natural consensus builder – eagerly engaging a wide variety of stakeholders to create and implement a shared vision for San Bernardino and its residents. In summary, the top candidate will excel in providing leadership to this dynamic, complex, and well-run municipal organization.

# Experience and Education

**Education:** A Bachelor's degree from an accredited college or university with major work in public administration or a closely related field. A Master's degree is highly preferred and may substitute for two years of the required experience.

**Experience:** A minimum of seven years of recent, senior level executive management experience and responsibilities. A combination of public and private sector experience will be considered. California experience is desirable but not required.

**Final Selection and Appointment:** The City Council will select the most highly qualified candidate for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the City of San Bernardino.

## Compensation

The current annual salary for the City Manager is up to \$333,800 but is negotiable dependent upon qualifications. The City Council will offer a highly competitive salary and benefits to its next City Manager that considers the candidate's qualifications and track record of career success. The City offers an attractive and competitive benefits package that includes but is not limited to 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.

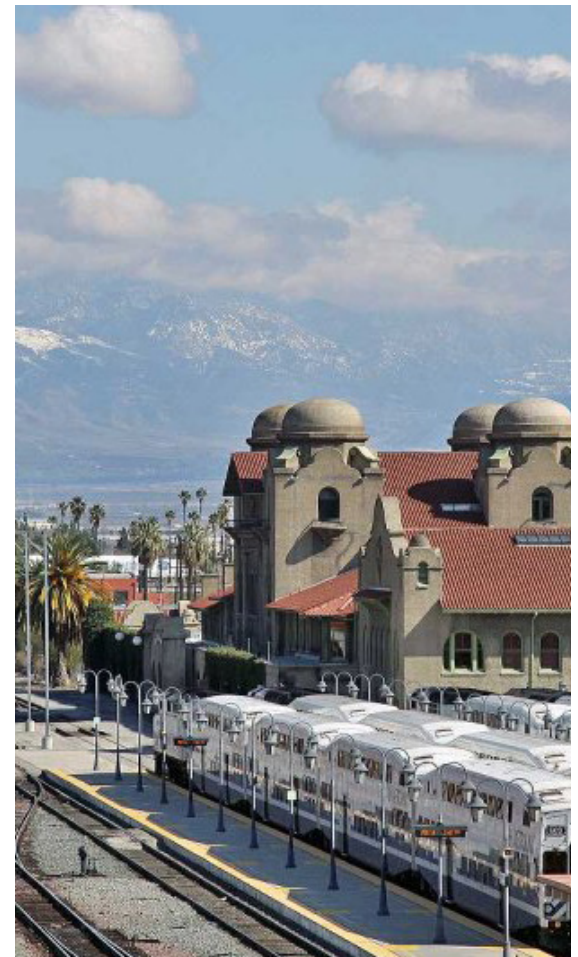
Click the link for more details on [\*\*Benefits\*\*](#) offered by the City.



# 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. Interested candidates should apply no later than Monday, March 24th, 2025, but the City may close the recruitment at any time once a suitably strong group of candidates has been established. Electronic submittals are strongly preferred via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com), and should include a compelling cover letter, comprehensive resume, and five professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

***The City of San Bernardino is an Equal Opportunity Employer***



[www.sbcity.org](http://www.sbcity.org)