

# MANAGEMENT EMPLOYMENT OPPORTUNITY

# CITY OF LONGBEACH



## PROPERTY SERVICES OFFICER

Department of Economic Development

*The City of Long Beach is seeking a highly qualified and experienced professional to manage Financial Services and Human Resources for the Department of Economic Development.*



## THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full service City providing all traditional public services. In addition to its traditional services, Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, a Gas & Oil Department, and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY2019 budget of approximately \$2.6 billion, with the General Fund budget totaling \$471 million. More than 6,000 full and part-time employees support municipal operations with the majority being represented by nine employee



## ECONOMIC DEVELOPMENT

The Economic Development Department's mission is to create economic opportunities for workers, investors, and entrepreneurs. Our staff, along with partners across the City, offer services to create a vibrant, resilient, and inclusive economic ecosystem. The Department continuously works to

implement the recommendations of the 10-year Blueprint for Economic Development. This comprehensive plan provides policy recommendations and will further Long Beach as an innovative ecosystem that lays a foundation for entrepreneurial success from business start-up to growth. The Department has approximately 90 employees and an annual budget of over \$22 million from six different City funds. The Department is an innovative revenue-generating department that leverages Federal, State, and City resources to generate growth in property, sales, and transient occupancy taxes that pay for services citywide. The Department consists of three bureaus: Workforce Development, Business Development, Property Development bureaus, with seven divisions located in four work sites across two cities.

## THE POSITION

The Property Services Officer is responsible for the efficient and effective management of the City's real estate assets. The position reports to the Property Development Bureau Manager and interacts with the Department's entire management team.

Example of duties:

- Reports directly to the Property Development Bureau Manager;
- Directly supervises the daily activities, task assignments, and ongoing performance of (6) property services staff;
- Oversees appraisal, acquisition, relocation, remediation, and demolition activities on behalf of the City;
- Manages acquisition of property through negotiated settlement or condemnation;
- Ensures that City client departments receive quality real estate acquisition, sale, or leasing services;
- Provides regular, ongoing status reports to the Director and City Manager on the progress and performance of real estate development projects in the city;
- Prepares, reviews, analyzes, and serves as a resource to other City departments for real estate-related City Council Letters and communications to the City Council;
- Makes regular public presentation to the City Council, Economic Development Commission, and community groups;
- Speaks with the media to answer questions about real estate projects;
- Assists with the ongoing inventory, audit, and administration of City leases, permits, and other real estate agreements to ensure payment, performance, or renewal deadlines are met;
- Designs, prepares and updates cash flow projections for the City's real estate, purchase, sale, lease, and development agreements;
- Manages real estate brokers, financial advisors, architects, and other consultants;
- Ensures that City personnel practices are followed within the Department; and
- Coordinates the execution of City real estate documents with the City Manager, City Attorney, Risk Manager, and Financial Management departments;
- Assists with the preparation of the annual Bureau budget; and
- Assists in the management of the City's agreements with the Long Beach Convention and Entertainment Center, the Queen Mary, the Long Beach Museum of Art, the Aquarium of the Pacific, the Pike at Rainbow Harbor, the Long Beach Towne Center, and various marina-related leases;

## THE IDEAL CANDIDATE

The ideal candidate will be a strong manager who will lead by example. He or she will be a detail-oriented, hands-on manager, capable of adhering to multiple deadlines in a fast-paced work environment, while maintaining effective working relationships at all levels of the organization. The ideal candidate will also support the department in accomplishing its mission and effectively advance and implement the goals and recommendations of the Blueprint for Economic Development. Key focus areas of the Blueprint related to property services include the following: Development Environment, Economic Inclusion, Business Assistance, & Quality of Life. The successful applicant will be expected to pass a comprehensive background investigation and must possess a valid California Driver License by date of appointment.

### Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public or Business Administration or a closely related field. Master's degree is highly desirable.
2. Five years of professional experience in the field of administration of property services; three years of which must have been in a supervisory capacity.

**Professional Attributes:** The attributes that best describe the new Administrative & Financial Services Officer:

- Highly organized, multi-tasker
- Participative and inclusive management style
- Creative
- Mission oriented
- Direct communicator with superior interpersonal skills
- Ethical with a high level of integrity
- Embraces ideas and contributions from others
- Dedicated to quality service
- Strong project management / technical skills
- Exercises good judgment

## SALARY + BENEFITS

The salary range for this position is \$102,000 to \$122,000 annually. Appointment is usually below the midpoint. Increases are based on a merit pay plan. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Transportation Allowance**
- **Health and Dental Insurance** – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Flexible Spending Account** – Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation 457(b) Plan** – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- **Technology Allowance** – Monthly stipend.

## APPLICATION PROCESS

Resumes, a letter of interest and the supplemental questionnaire are required and will be reviewed for depth and breadth of experience and education. The most qualified candidates will be invited to participate in further selection procedures. Resumes will be accepted until 4:00 p.m. on Wednesday, November 28, 2018. Submit your letter, resume, and supplemental questionnaire .

The most qualified applicants may be preliminarily interviewed. Those individuals determined to be best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough reference and background check.

This information is available in an alternative format by request to Department of Economic Development at (562) 570.3693. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570.3693.

## EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.