



The City of Rolling Hills  
Recruitment Brochure  
**CITY MANAGER**

## OPPORTUNITY

The City of Rolling Hills is seeking an executive to become its new City Manager. The City Council is looking for a collaborator with exceptional leadership skills, effective interpersonal and communication skills and a strong passion for creating community.

## THE COMMUNITY

With panoramic and tree lined views of Los Angeles and the Pacific Ocean, the City of Rolling Hills is nestled atop the Palos Verdes Peninsula. Incorporated in 1957, the community has stayed true to its original community plan as a rural equestrian community. Within a three-square mile area, the City generally consists of single family, one story, ranch style homes with 30 miles of hiking and bridle trails.

The City is a private and gated community. Roadways are deeded by the property owners to the Rolling Hills Community Association for maintenance and use by the residents and visitors. The majority of the homes are on septic tanks and the City does not own infrastructure in the community. To the southwest area of the City, there is a history of active and ancient landslides presenting unique challenges to development projects.

The City maintains an excellent relationship with its residents, volunteers and community organizations. With less than 2,000 residents, there is a closeness between City Hall and the community. The City prides itself on being responsive to the residents and providing excellent customer service to the community is a core tenant of all City staff including the City Manager.

The entirety of the City is designated by the California Department of Forestry and Fire Protection as a Very High Fire Hazard Severity Zone and has been working closely with its neighboring cities on wildfire mitigation strategies such as home hardening measures, vegetation management education, installation of wildfire detection cameras, etc.





## THE GOVERNMENT

The City of Rolling Hills is a General Law city operating under the Council-Manager form of government. The City Council consists of five members elected at-large for staggered four-year terms. The positions of Mayor and Mayor Pro-Tem are rotated annually among the members of the City Council. The City's Planning Commission and Traffic Commission consists of residents appointed by the City Council.

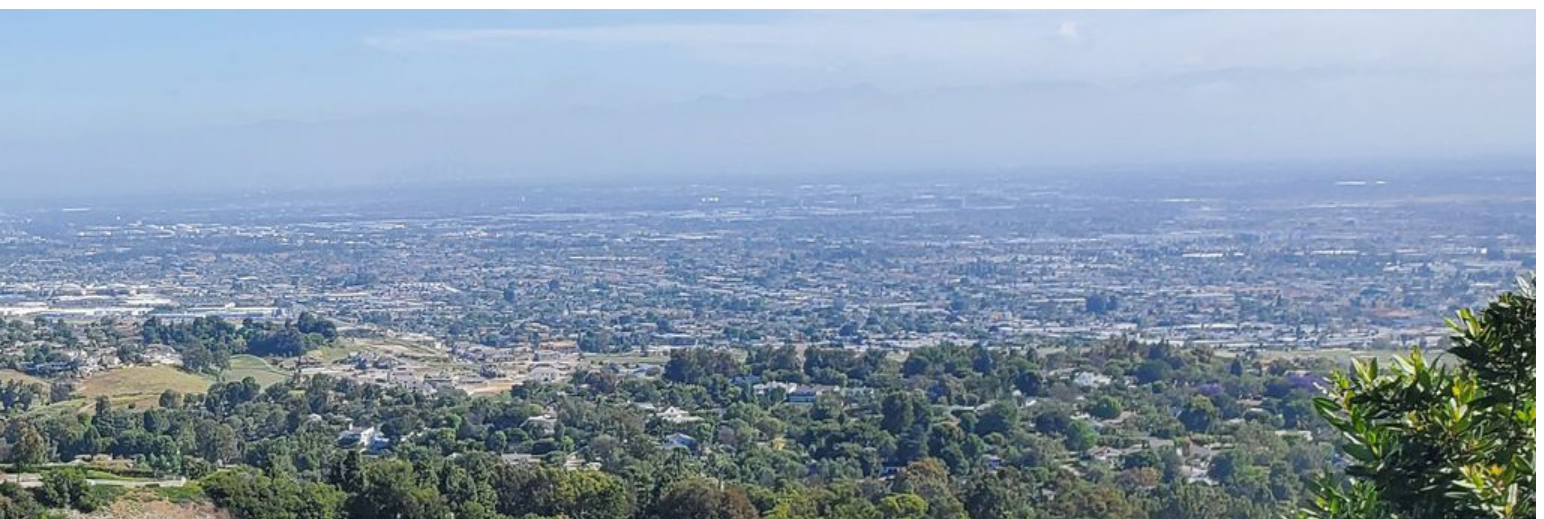


The City's General Fund annual budget is approximately \$2.1 million primarily from property taxes and building permits.

The City Manager serves as the Chief Executive of the City. Appointed by the City Council, the City Manager is responsible for implementing policies, preparing and implementing an annual budget, interfacing with commissions, City Council committees, disaster response, emergency preparedness and the day-to-day operations of the City. City staff consists of a Planning and Community Services Director, a Senior Management Analyst, a City Clerk/ Executive Assistant to the City Manager, an Associate Planner, an Administrative Assistant, and a part-time Administrative Assistant for the Planning Department.

Rolling Hills is a “contract city,” contracting with Los Angeles County for law enforcement, and building and safety services. Rolling Hills is one of the original members of the California Contract Cities Association.

The City and the Rolling Hills Community Association both have jurisdiction over the community. The Rolling Hills Community Association is responsible for enforcing the CC&Rs and for the maintenance of all the common areas in the community including roadways and trails.



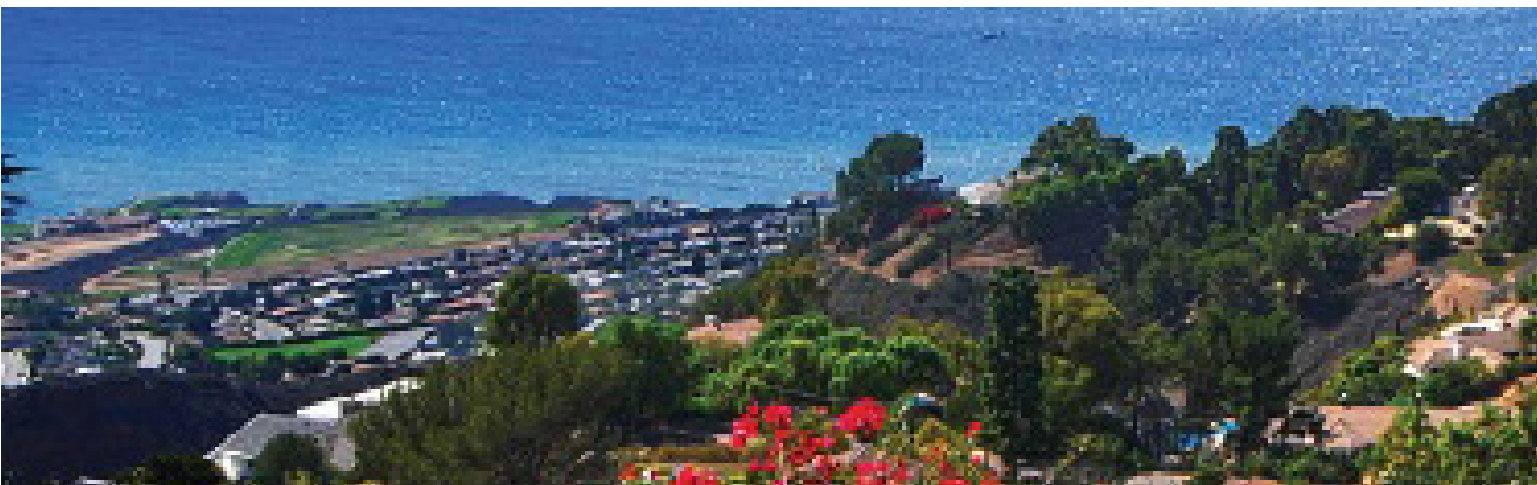


## THE POSITION

The City Manager provides overall organizational leadership and administration of City affairs including advising the City Council on policy matters and carrying out the policy directives of the City Council. The City Manager will ensure delivery of programs, services, projects, and will prepare the annual budget. The City Manager will build mutual trust and respect with the City Council, the staff and the community.

### Duties of the City Manager include, but are not limited to:

- Maintain good relationships with residents, community groups, and outside agencies.
- Strategic planning.
- Manage multi-year goals such as continuous wildfire mitigation strategies including education and pursuit of grants.
- Broker and facilitate solutions to problems and issues.
- Plan, and deliver capital improvement projects.
- Contract administration and negotiations.
- Oversee the enforcement of all City ordinances.
- Keep the City Council advised of financial conditions, program progress and present/future needs of the City.
- Assess and implement improvements to City processes to improve service to residents.



## THE IDEAL CANDIDATE

The City is seeking a solutions-oriented teammate with a strong will and commitment to continuous improvement of the organization. The City Manager will be a collaborative and transparent leader advocating for the City's interests. The City of Rolling Hills is looking for a leader that will actively listen, communicates effectively, and thinks strategically. The ideal candidate will be approachable and ready to roll up their sleeves to meet the challenges and opportunities.

Qualified candidates shall possess a Bachelor's degree in public administration or related field, with a robust public works background. A Master's degree in public or business administration is preferred. Candidates with sufficient experience in lieu of education will be considered and are encouraged to apply.

## COMPENSATION

The annual salary for the City Manager is \$170,000 - \$215,000; placement within this range is dependent upon qualifications and experience. The City offers a flexible work week (9/75 work week) and an attractive benefits package (CALPERS Retirement, Medical/Dental/Vision, Vacation Leave, Auto Allowance, etc.)

## TO APPLY

If you are interested in this outstanding opportunity, please apply by submitting an employment application found on the city's website [www.rolling-hills.org](http://www.rolling-hills.org)

## FILING DEADLINE: June 26, 2023

Cover letter, resume and application should be submitted via email to City Attorney Patrick Donegan at: [Patrick.Donegan@bbklaw.com](mailto:Patrick.Donegan@bbklaw.com). If you have any questions, please do not hesitate to call Mr. Donegan at (714) 721-6848.

