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EXECUTIVE SEARCH

Deputy Town Manager

Administrative and Community Services

Town of Yucca Valley, California

The Community

Located in Morongo basin and nestled within the Little San Bernardino Mountains, the high desert community of Town of Yucca Valley (population approximately 22,000) boasts starry skies and breathtaking beauty. The Town of Yucca Valley is **demographically diverse** with an average median home value of $321,000 with business related to tourism, recreation, and other local services. As the gateway to **Joshua Tree National Park** and the region's economic hub, Yucca Valley at an elevation of 3,300 feet is recognized for its extensive outdoor recreational opportunities and regional attractions. Local attractions include the Joshua Tree National Park, **Pappy & Harriets**, **Pioneer Town**, **Hi-Desert Nature Museum**, **Big Morongo Preserve**, **Black Rock Canyon**, **Giant Rock**, and various hiking trails and outdoor adventure opportunities. Conveniently located on State Highway 62 and intersected by State Highway 247, the Town is situated for easy access to all of Southern California and the Coachella Valley.

Incorporated in 1991, the Town of Yucca Valley is experiencing moderate growth and development; however, the Town retains its rich Western heritage. For residents, businesses, and visitors, the Town is a wonderful community to live, work, and play.

The Organization

The Town of Yucca Valley is a General Law city that operates with the Council-Manager form of government. The Town Council consists of five members, elected by district to four-year terms. Each year, the Town Council selects the Mayor on a rotational basis. They are served by a Town Manager and Town Attorney. The Town leadership and staff team exemplify organizational stability; as a desirable community in which to work and employer to work for, and the organization experiences very little turnover in personnel.

The Town Manager is responsible for the enforcement of the Town's municipal laws, implementing the Town Council's policies, serving as an advisor to the Town Council, oversight of Town functions and service delivery, and hiring of all department heads and employees. This includes responsibility for a total of 50 full-time employees and a fiscally sound General Fund **operating budget of approximately $20 million**. Primary Town departments include:, Administrative Services, Community Services, Community Development, and Public Works. Public Safety, Refuse, Information Technology, and other selected services are provided by contract. The team's collective efforts are guided by the Town of Yucca Valley's **Strategic Plan 2024-2026** entitled Our Town…Our Home. Current and future major projects include construction of the Yucca Valley Aquatics and Recreation Center, modernization of the senior center, expansion of a regional community recreation center, expansion and programming of the Old Town Plaza, and the Town services consolidation and modernization project.

Under the leadership structure of the organization, an existing Deputy Town Manager oversees the Community Development and Public Works operations. The newly appointed Deputy Town Manager will oversee Administrative Services and Community Services. Administrative Services is comprised of Human Resources and Risk Management, Finance, Information Technology, and Town Clerk services while Community Services consists of Recreation, Senior Services, Facility rentals and programming and the Hi-Desert Nature Museum.

To learn more about the Town of Yucca Valley, please visit **www.yucca-valley.org**.

The Position

The Deputy Town Manager – Administrative and Community Services is a new position anticipated to be approved by the Town Council with adoption of the 2025-2026 fiscal year budget. It is an important position that is necessary to address a continuing and growing volume of

municipal work, provide for long-range organizational continuity and succession planning, deliver high level oversight and project management, and lead the organization forward.

Some of the Deputy's responsibilities will include responsibility for the financial and operational planning of the Town's new aquatic center; developing and implementing an active economic development program; creating and deploying a Town marketing plan, and identifying and delivering technology improvements in the municipal organization. As such, the successful applicant must have proven project management and programming experience. With oversight of the Administrative and Community Services Departments, the successful candidate must also have the leadership, managerial skills, and experience to effectively supervise and motivate team personnel.

The Deputy Town Manager – Administrative and Community Services will exemplify a positive and supportive team-oriented demeanor, serve as a professional and respectful public servant, and serve as a complement to, resource for, and confidant of the Town Manager. The ideal candidate will:

- Work collaboratively as a team with others.
- Evaluate and assess staff and organizational processes for strengths, weaknesses, training, efficiencies, and resources necessary to improve Town practices and programs.
- Introduce innovation, technology, and creativity to improve service delivery and operations.
- Be proactive, a self-starter and self-motivated; embrace working with little direction; and be motivated to achieve objectives and goals.
- Personally and with others, maintain accountability.
- Be hands on, as necessary, with subordinate personnel to achieve goals, anticipate and solve problems, fill-in gaps, teach and mentor, and work with little direction.
- Embrace wearing many hats to address matters throughout the organization.
- Appreciate and welcome the value of maintaining a quality work/life balance.

The successful candidate for Yucca Valley's Deputy Town Manager – Administrative and Community Services will be a current or former Assistant/ Deputy City Manager or Department Head who is experienced, prepared, and able to seamlessly step into the Deputy Town Manager position with little training. A Bachelor's degree is required. A Master's degree is preferred. The selected candidate is expected to have knowledge and experience in municipal finance and budgeting, project management, recreation services, marketing and economic development, and practices and procedures related to all aspects of personnel supervision and management.

The Compensation

The Town offers a competitive annual salary range of $160,056 to $231,795 based on experience, as well as excellent **benefits** including:

Retirement: CalPERS 2.0% @ 62; employee pays 7.75% for employee portion (PEPRA). CalPERS 2.0 @ 60; employee pays 7.75% for employee portion (Classic)

Health/Dental/Vision Insurance:

- Medical is provided through CalPERS with the option to choose from 2 PPO plans or 6 HMO plans with a three-tier option (Single, 2-Party and Family). The cost ranges depending on the tier and plan type.
- Dental is provided through Principal Dental and has the same three tier option. Cost ranges depending on the tier selected.
- Vision is provided through VSP and has the same three tier option.

Cost ranges depending on the tier selected.

- The Town contributes $1,570.00 monthly towards Cafeteria Plan effective 7/01/2024.

Deferred Compensation: The employee can direct 100% of the remainder of the unused cafeteria plan into a Town provided 457 plan, or cash out as taxable earnings. Employees can also contribute a percentage or dollar amount as a voluntarily contribution.

Leave:

- **Administrative:** Accrued at 80 hours per year.
- **Sick:** Accrued at 12 days per year.
- **Vacation:** Year 0-4 (3.08 hours per pay period) = 10 days. Year 5-7 (4.62 hours per pay period) = 15 days. Year 8+ (4.62 hours per pay period) plus one additional day per year up to 20 days.

To offset PERS and Health costs if negative, regular full-time employees within the fiscal year every second payroll in September and March, may request to sell back up to 280 hours of vacation time (must leave at least 40 hours in accrual bank) and/or 200 hours of sick leave (must leave 80 hours in accrual bank).

Holidays: 14 fixed holidays.

Work Week: 9/80 schedule.

Life Insurance: Town contributes to the full amount of the premium for life insurance.

Short/Long Term Disability: Town contributes to the full amount of the premium for group short/long term disability insurance policy.

Additional Benefits:

- **Employee Assistance Program:** This program provides counseling, legal, and several other resources on a confidential basis.
- **Cellular Phone:** The Town will provide a cell phone or a stipend will be provided.
- **Educational Reimbursement:** The Town will reimburse up to $8,500 annually of the employee's expenses according to the Town's Education Reimbursement Policy.
- **Travel/Training:** The Town provides for job related workshops and conferences as approved by the Town Manager.
- **Wellness Allowance:** The Town will provide a $500 annual allowance to be used towards programs and activities that improve employee health and wellness.

Search Schedule

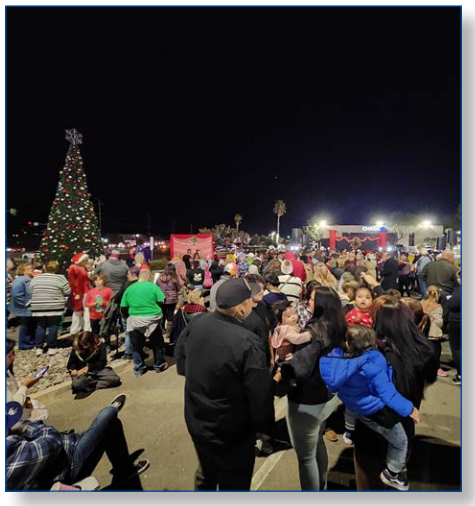
Filing Deadline ..... **June 27, 2025**

Supplemental Process, as necessary ..... **June 30 – July 4, 2025**

Recommendation of Candidates ..... **July 9, 2024**

Finalist Interview Process ..... **July 16, 2024**

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



The Recruitment Process

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Anton "Tony" Dahlerbruch toll-free at (866) 912- 1919 if you have any questions regarding this position or recruitment process.

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