



ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

The Opportunity

The City of Arvin, CA is looking for highly skilled Planning & Development Professional whose leadership experience demonstrates the ability to also serve as the City's Assistant City Manager.

The City Manager looks to create a results-driven Community Development Department culture where employees and residents take great pride in the City's development and economic growth .

They seek an **Assistant City Manager / Community Development Director** who can effectively create an Economic Development Strategy and 20-year Comprehensive Plan to attract new / strengthen existing new business and industry, innovate, and help lead Arvin into a bright future .

The Ideal Candidate

- ◇ Accomplished, Innovative Urban Planner
- ◇ Collaborative Community-BUILDER
- ◇ Skilled Planning & Development professional
- ◇ Technically-skilled, Educated & Experienced
- ◇ Visionary Comprehensive & ' inclusive Planner



'GARDEN IN THE SUN'

APPLY BEFORE FEBRUARY 27TH

HISTORY



Local Agriculture



New Residential Development

Arvin's history begins at the dawn of the 20th Century. Pioneer storekeeper **Arvin Richardson** - son of the Richardson Family who settled early San Bernardino. The name "**Arvin**" was chosen among several other names including Bear Mountain and Walnut. Because other names proposed were already used in other parts of California, "Arvin" it was.

The **first Post Office** was established in 1914 by **Birdie Heard** - a woman who set up the first Post Office in her living room - which was later moved to the General Store - which doubled as **Arvin's first public library** until the **Kern County Library System** was established in 1927.

Arvin experienced its initial development with discovery of oil in the 1930s and the construction of oil wells. Although production peaked in 1936, the **Mountain View Oil Field** produces 400+ barrels daily, has produced + 90 million barrels of crude oil, and is one California's few inland oil fields.

In 1939, Arvin's **first newspaper, Arvin Tiller** was published. **Arvin's first High School** was built in 1949 .

During the **Great Depression**, Arvin was dramatically impacted by its effects. Thanks to **President Franklin Roosevelt's New Deal** plan, Arvin opened a Migratory Labor Camp in 1937 which helped migrants coming from the Eastern US to find jobs and help Arvin recover. This agricultural camp was considered as a complete success and a model that other cities would follow afterwards. To this day, the local economy relies heavily on agriculture, but that is changing.

In 2021, Arvin's allure is its family-friendly, agricultural traditions, and its potential as a 'community' city on the cusp of significant growth, investment and renewal. Arvin provides every resident and visitor the opportunity to **live the California Dream!**

Geography



Arvin

Southern California is home to the City of Arvin. Located in Kern County just 86 miles north of Los Angeles at the south end of the **San Joaquin Valley**, **Sierra Nevada Range** and the **Sequoia National Forest**. The **Tehachapi Mountains** and historic **Tejon Ranch** are to the south, and the **Temblor Range**, **San Andreas Fault**, and **Carrizo Plain National Monument** are west of Arvin. *City limits: 4.9 square miles. Residents: 21,249.*



Cities within a few hours' drive include:

Anaheim (2 hrs)	Fresno (2 hrs)	Bakersfield (20 min)	Los Angeles (90 min)
San Diego (4.5 hrs)	San Francisco (4.5 hrs)	Santa Barbara (2.5 hrs)	Las Vegas (4 hrs)
		Lake Tahoe (6.5 hrs)	Phoenix (7 hrs)

DEMOGRAPHICS

TRANSPORT

International Airports

Several international airports serving residents of Arvin are within 90 minutes drive. They include Burbank (BUR), Fresno Yosemite (FAT), Los Angeles International (LAX) and Ontario / San Bernardino (ONT). Major carriers include: **AeroMexico, Air Canada, Air France, Allegiant, Alaska, American, China, Delta, Frontier, Hawaiian, JetBlue, KLM, Lufthansa, Qatar, Southwest, United & Virgin Atlantic**, providing direct access to +200 US & international markets.



Hollywood Burbank Airport

POPULATION

According to the 201 US Census Bureau, 21,005 people call Arvin home. The City has a total area of 4.9 square miles (12.69km²), with a 15-20 sq/mi potential growth area. There are an estimated 4,864 households of 4.34 persons per household, and 49% owner-occupied housing units.

AGE DISTRIBUTION

Median age in Arvin is around 25 years of age. The largest segment of the population is ages 5-17 - representing 26.35% of Arvin's residents. 13% are between the ages of 18-25, 15% of residents are between the ages of 25-34, and 24% of residents are between the ages of 35 and 54 years old. Arvin has a very low Senior population..

2015 POPULATION by AGE	
AGE GROUP	PERCENT
<5	11.6%
5-17	26.35%
18-24	12.97%
25-34	14.79%
35-44	13.35%
45-54	10.47%
55-64	6.07%
65-74	2.8%
75+	1.67%

ETHNIC COMPOSITION & EDUCATION

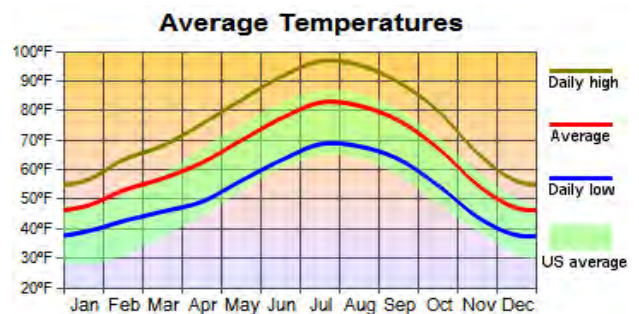
In 2015, the racial makeup of Arvin is 92.5% *Hispanic / Latino* 84.4% *White*, 1.2% *African American*, 1.5% *Native American*, and 0.4% are *Asian or Pacific Islander*. Of residents +25, 64.5% haven't obtain a High School Diploma, 29.9% have obtained a Diploma, and only 5.6% have a higher degree.

COST OF LIVING & PROPERTY

Arvin's cost of living index of **94.6** is well-below California 149.9 and the US 100. Arvin / Kern County has some of the most affordable real estate in California. In 2019, the **Median Home Price in Arvin was \$183,900 - 32% of the California avg. of \$570,000.** Rents range from \$650 for a studio, to \$1,470 for a 4-bedroom apartment. **Homeowner vacancy** in 2015 was 1.5%. The rental vacancy rate was 5.2%.

MEDIAN INCOME

Arvin's \$38,214 median household income is 47.5% lower than the State of California average \$80,440.



CLIMATE

Arvin's semi-arid climate produces 54 days and 6.22" of annual rain fall. Humidity is highest in February & December (peaks at 58%), but it rarely snows. Driest months are June and August. Arvin's temperature Average temperatures are 34-59°F in Winter and 59-97°F in Summertime. Arvin is flat - 449 feet above sea level.



COMMERCE

Arvin is home to a long-established agricultural economy, which provides revenues to thousands of families. The local economy employs more than 7,000 people and is home to several logistics hubs providing 800 jobs in retail trade, 500 jobs in health care, social assistance, oil & gas extraction, manufacturing and mining - one of the highest paying industries in the area.

With 100s of annexable property and development-ready commercial property on main street, Arvin is poised to expand and develop!

The *“Garden in the Sun”* is poised for growth!

Top 10 Principal Employers

Rank	Employer	FTEs
1	Arvin Union School District	348
2	Kern Ridge Growers LLC	275
3	Grimmway Arvin Organic	226
4	Arvin High School	192
5	Vallarta Supermarkets	160
6	Evergreen Arvin Healthcare	99
7	Sandusky Cabinets	65
8	Arvin-Edison Water Storage District	51
9	City of Arvin	44
10	McDonald's	42

CITY GOVERNANCE

Form of Government & City Council

478 of California's incorporated cities are either: *General Law (Statutory) or Charter / Home Rule*. Arvin is a Charter / Home-Rule type city. Arvin has a **Council—Manager form of Government** comprised of 5 City Council members elected at-large by local residents. Mayor and Council members serve 4-year terms offset every two years and must live within City limits.

The Council serves as the governing body of the City and sets policies that protect the health, safety, welfare and quality of life of residents & visitors. Among their functions, the most important is the adoption of the City's long-range vision, Strategy and the annual Operating Budget.

Elected officials are quite familiar with and connected to the community.

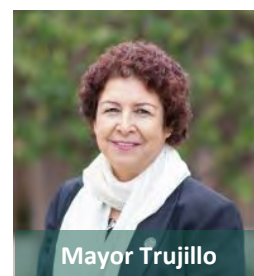
Mayor Olivia Trujillo elected to Council Nov '18; Mayor Nov '20, term expires Dec '24. *Arvin native*. Houseware consultant.

Mayor Pro Tem Mark Franetovich elected to Council Nov '18, term exp. Dec '22..*Arvin native*. IT Support for the School District.

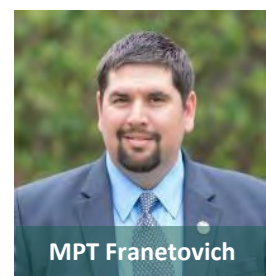
Councilmember Daniel Borelli appointed 2017; elected Nov '20 term expires 2024. *Arvin native*. Exec. Assistant for Trucking Company.

Councilmember Donny Horton appointed Jan '21, completing term of CW Trujillo, expires Dec '22. *Arvin native*. Kinder Instructor for migrant program.

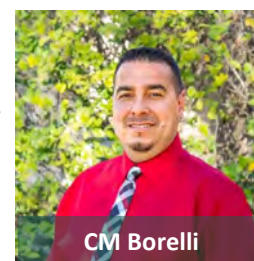
Councilmember Susana Reyes appointed Apr '21, completing the term of CW Robles (resigned), expires Dec '22. LA born / raised. Arvin resident 17 yrs. She is the Executive Assistant to the School Superintendent.



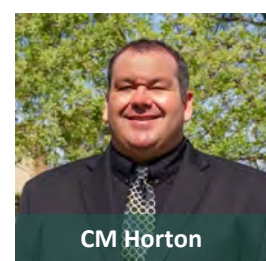
Mayor Trujillo



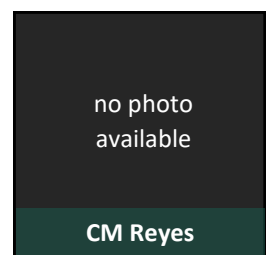
MPT Franetovich



CM Borelli



CM Horton



no photo
available

CM Reyes

CITY MANAGEMENT

City Manager

The City Manager is appointed by the City Council and serves as the Chief Executive Officer. She / He is responsible for implementing policy per Council direction and fully manages municipal assets, finances, personnel, and resources in an effective, efficient and sustainable manner. Duties include:

- ◇ Establishes hours of operation
- ◇ Investigates complaints & Enforces franchises
- ◇ Recommends ordinances for adoption
- ◇ Prepares and submits the Annual Budget
- ◇ Establishes and enforces the purchasing process
- ◇ General supervision of all public buildings
- ◇ Authority to appoint and remove employees

City Manager duties are found in [City Code 2.06](#).

The Management Team

Over 17 years, 5 previous City Managers have assembled a Management Team dedicated to operating at a high standard of excellence. The City Manager is assisted by a team of 3 Directors, 3 Supervisors, and 47 other employees.

Departments under the City Manager's direction:

- ◇ **Asst. City Manager / Community Development Director (new position).** Building, Permits, Code Enforcement, Engineering, Planning;
- ◇ **City Clerk** with the City for +12 years, her 'heavy-lifting' supports Council, Boards, the City Manager, Elections, Customer Service, Public Notices, Public Records, Code Updates, and Business / Dog Licensing;
- ◇ **Public Works Supervisor** with the City for 6 years, with a team of 6 employees who manage Parks, Refuse / Recycling, Wastewater, and Street Maintenance;
- ◇ **Director of Finance** with the City for 4.5 years; he is responsible for managing AR/AP, IT, Risk



Management, Payroll, Treasury, Budgeting, Forecasting, Asset Management and the City's Public Transportation system;

- ◇ **Chief of Police (new)** with the City for 4 months; manages 28 sworn officers / staff and 4 reserve officers in 4 divisions: Admin, Communication / Records, Investigation & Patrol; also Explorer Post, Police Activities League, acclaimed youth programs, and Animal Control;
- ◇ **HR Administrator**, currently vacant, previous Administrator took new job w/ Kern County, after 5 years with the City;
- ◇ **City Attorney** (contract) has been with the City for 2 months, special counsel, legal advice, draft ordinances / resolutions, prosecutions;
- ◇ **City Engineer** has been with the City for 2 years. Arvin native. Spends significant time explaining City Code to residents & developers;

Service Contracts: Solid Waste Management / Recycling, Building Inspection, City Attorney, and IT.

CITY OF ARVIN - ORGANIZATIONAL CHART



*Items in white are currently vacant.

Opportunities, Challenges & Top Priorities

Vision, Goals & Strategy

Council and Senior Management Team need to develop a strategic vision for the community and municipal operations. And re-evaluate workflows, systems and processes to achieve greater efficiency, effectiveness and sustainability.

Growth, Business & Economic Development

The City is poised for new growth with relatively unlimited potential annexation for residential, industrial & commercial development. The expansion of existing business, attracting new businesses, amenities, and new jobs and recovering lost sales tax revenues is a priority.

Strategic Planning & Innovation

While the City faces growing potential for commercial growth residential expansion, fiscal constraints linger. The next Community Development Director's foresight, innovativeness and strategic planning skills will be needed for business attraction, expansion, infrastructure management.

Housing, Development activities and programs

A planning professional with high-level of experience who can direct Planning, Code Enforcement, Maintenance, Infrastructure and Parks. Someone who can effectively communicate City Codes, Procedures and Policies with elected officials, department heads, employees, citizens and business owners;

- ◇ experience in Housing & Urban Development regulations relative to CDBG Programs, Building, Architectural and

Engineering trades;

- ◇ the ability to listen to and understand opposing viewpoints and successfully mitigate disputes;
- ◇ the ability to develop a 20-year Comprehensive Plan for the City, through collaboration and visioning, community participation.

High Performance / Process Improvement

Opportunities exist to improve the City's systems, tools, processes, policies & procedures in all departments. Asset & Infrastructure Management, Community Beautification, Technology, Mass Communication are areas of potential improvement. Someone with a toolbox of potential solutions will be a valued Community Development Director.

Coaching, Mentoring, Team-building

The need to 'harmonize' and create a high-performance culture w/in City Hall requires someone who embodies best-practices in Customer Service, Leadership, Transparency, Integrity. A Community Development Director who can serve as coach, advisor, mentor, and strategist, who values the time, inputs, efforts of others will be welcome.

Empowering Council & Staff

Although all members of Council have served less than 5 years, each has tremendous drive and desire to serve the Citizens and Business of the community. Employees are dedicated and hungry for leadership. tremendous opportunity exists for the new Community Development Director to empower the professional staff and lead the community into the next 20 years!!!



City of Arvin & Regional Agriculture

The Ideal Candidate

Economic Developer, Infrastructure Manager & Strategic Planner

These skills are not common in City Managers, yet a candidate who possesses these skills and experience will be highly valued and successful.

Visionary & Proven Leadership

A professional with a strong technical aptitude, who is able to see details within the broader scope of long-term growth and development of the City's local economy, revitalization & private investment.

- ◇ *balance the competing priorities of departments and differing funding, resources & service levels;*
- ◇ *effectively delegate authority and responsibility & maintain a high-level of employee performance;*
- ◇ *Effectively attract and retain employees to build an effective public service team;*

Excellence in Urban and Regional Planning & Economic Development

A planning professional with high-level of experience who can direct Planning, Code Enforcement, Maintenance, Infrastructure and Parks . Quality candidate abilities include:

- ◇ *Effectively communicate City Codes, Procedures and Policies with elected officials, department heads, employees, citizens and business owners;*
- ◇ *Experience in Housing and Urban Development regulations relative to CDBG Programs, Building, Architectural and Engineering trades;*
- ◇ *Ability to listen to and understand opposing viewpoints and successfully mitigate disputes;*
- ◇ *Ability to develop a 20-year Comprehensive Plan for the City, through collaboration and visioning, and community participation*

Accomplishments

Candidates w/ a track-record of accomplishments are highly-desirable and will be highly valued.

Change-Agent, Team Builder & Influencer

A professional with a positive, infectious attitude who is willing to mentor staff and inspire others to follow. The ability to harmonize people with technical & non-technical skills, to positively influence change will make a positive impact for the City.

Qualifications

Experience

- **Five (5) or more years experience** with progressively responsible management experience in leading teams in comprehensive planning, economic development and community development (*required*);

Education

- **Bachelor's Degree** from an accredited college or university in Urban / Regional Planning, Community Development, Public Administration or related field (*required*). Equivalent combination of education, training and experience will also be considered.
- Masters Degree *preferred* but not required.

Certifications & Licenses

- An American Institute of Certified Planners (AICP) Certification is welcome, but *not required*. Other professional credentials are also welcome.

RECENT SUCCESS

- ◇ **Bakersfield College satellite campus** (*Fall 2022*)
- ◇ **Commercial Cannabis** program & policies (*cultivation, manufacturing, retail, non-retail store-front delivery*). Development-ready.
- ◇ **\$25,000,000** in secured grant funding for:
- ◇ **\$5,000,000** in Street and Road Grants;
- ◇ **\$5,000,000** for a complete reconstruction;
- ◇ **\$5,000,000** *Garden in the Sun Park (new)*;
- ◇ **\$3,500,000** conversion of transit fleet to electric; (*Federal Transportation Administration grant*)

New Electric Bus



REGIONAL & LOCAL AMENITIES



Sequoia National Park

Arvin is commonly associated for its agricultural and farming tradition. No wonder it is often called as *“the Garden of California”*. With a median age of 25, Arvin is a community perfect for families. Arvin’s major attraction for wine and sports lover and an ideal spot for those who want to live a country lifestyle, yet within a short drive to larger cities.

- ♦ Visit 1,000s of acres of local agriculture. Sample award-winning local grapes, jams, jellies, wines, fruits and vegetables at dozens of local farms including **Murray Family Farms, Laut Farms, Hidden Palms Winery / Vineyard.**
- ♦ Day trip to nature: **Sequoia National Park, Kern County State Park, California Area Living Museum (zoo) or culture at the Bakersfield Museum of Art, Kern County Museum & Buena Vista Museum of Natural History.**
- ♦ A cool off at the **McMurty Aquatic Center** and the **Buena Vista Aquatic Recreation Area.**
- ♦ **Enjoy world-class athletic events w/ dozens of colleges, minor and major-league professional sports teams: LA Lakers & LA Clippers (NBA), LA Dodgers, LA Angels & San Diego Padres (MLB), LA Galaxy (MLS)& more!**



Souza Family Vineyard



Dozens of local family farms & vineyards



ouza Family Vineyard



California’s...Garden in the Sun

REGIONAL & LOCAL AMENITIES



NBA Los Angeles Lakers



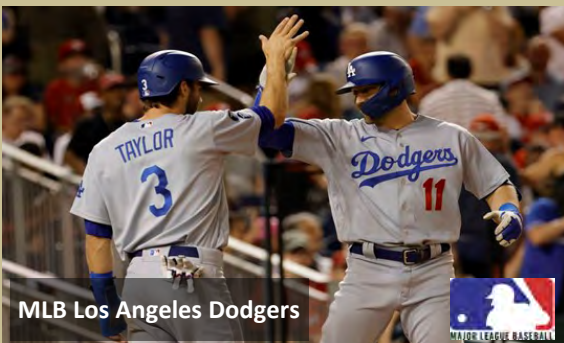
Disneyland & California Adventure



NFL Los Angeles Rams



Hollywood Boulevard



MLB Los Angeles Dodgers



Los Angeles Philharmonic



ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

SALARY & BENEFITS

The City offers a competitive salary of **125,000 to \$155,000** (DOQ) with performance incentives. Relocation expenses, professional dues, retirement and attractive benefits program include:

- » *Medical, Dental, Vision,*
- » *Retirement (Cal-PERS), Deferred Comp. (ICMA)*
- » *Life Insurance, Term, Supplemental, Dependent and Universal Flex Spending, and more*

Total compensation expected to exceed \$185,000.

[Full Job Description \(not revised\)](#)
[Arvin Benefits Summary](#)
[Arvin Classification & Salary Schedule](#)

CONFIDENTIALITY

'Expressions of interest' may be kept confidential until selection of Finalists for interview is made.

EQUAL OPPORTUNITY

The City of Arvin values diversity & equal opportunity in the workplace. Veterans, all genders, ethnicities and persons with disabilities who meet the minimum qualifications are encouraged to apply.

HOW TO APPLY

Resume and Letter of Interest by EMAIL only to:

ArvinCA-ACM-CDD@municipalsolutions.org

Direct questions to the Recruiting Team at the email above or by calling (888) 545-7333.

TIMELINE & SELECTION PROCESS

February 27	Deadline to Express interest
Feb 9 —Feb 27	Screening & Evaluation
Early March	Finalists Selected
Mid-March	Interviews, CDD selected

RESIDENCY

Residency in the City is not required, but desired. New 3-4 bedroom homes can be purchased for \$250,000.

This recruitment actively managed by:



www.MunicipalSolutions.org

EXPRESS INTEREST BY FEBRUARY 27TH