

EXECUTIVE RECRUITMENT FOR

**FLEET SERVICES
BUREAU MANAGER**



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 470,000) is frequently described as a series of strong, diverse interwoven smaller 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 Acura 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 was recently ranked the No. 3 best-value public college 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 comprising the highest representation. Long Beach was named by America's Promise Alliance as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of maintaining a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California and has been referred to as the "most diverse city" in the country by USA Today. 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, a charter city formed in 1897, is governed by nine City Council members elected by district and a city-wide elected Mayor. Other elected officials include the City Attorney, City Auditor, and City Prosecutor. The elected officials are elected to staggered four-year terms. The City Council appoints the City Manager, City Clerk, and Police Oversight Director. The City Manager is responsible for the efficient administration of all City departments, excluding those under direction of a separately elected official, Board, or Commission. Long Beach is one of only three cities in California with its own Health Department and one of the very few municipalities with its own Utilities (Water and Gas) and Energy Resources Departments.

The City is supported by a FY 2024 total budget of \$3.3 billion with a General Fund budget of \$719 million. More than 6,000 full and part-time employees support municipal operations with the vast majority being represented by twelve employee associations. To learn more about the City of Long Beach, go to: www.longbeach.gov.

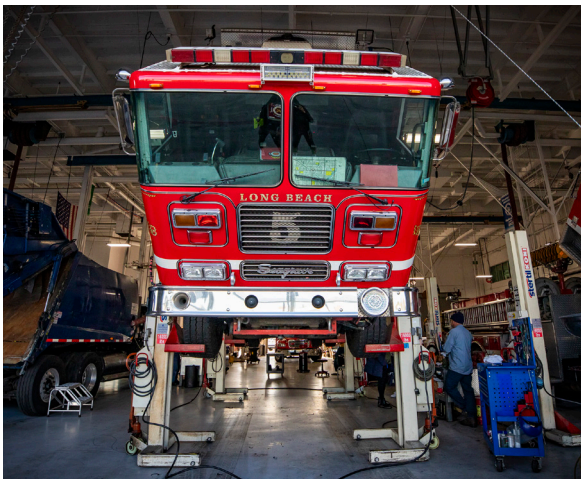


THE DEPARTMENT

The Department of Financial Management, with 267 authorized permanent positions, oversees the City's financial and fleet services operations (each constituting about half of the department's employees) and serves as a financial adviser to the City Manager and City Council.

The Department is organized into the following bureaus:

- Administration
- City Controller/
Accounting
- Budget Management
- Business Services
- Commercial Services
- Fleet Services
- City Treasurer



The Department's mission is to help the City Manager, Mayor and City Council keep the City financially strong, and to provide high quality fleet operations. The Department maintains an informal, relaxed and personable work environment that promotes high productivity and integrity as well as best in class policies and procedures.

THE BUREAU

The Fleet Services Bureau's purpose is to provide vehicle and equipment acquisitions, preventive maintenance, unscheduled repair and fueling services to City departments so they can have safe, reliable, and cost-effective equipment and vehicles to accomplish their operational goals and purpose. Fleet Services' Towing Division provides towing and lien sales for unclaimed property. Core functions include fleet operations and acquisitions (vehicle purchase, outfitting, and auction; green fleet sustainability strategy and policy coordination; electric vehicle (EV) and charging infrastructure planning and deployment; fleet performance and efficiency analysis; preventive maintenance and unscheduled repair; and City fuel and fuel storage management) and towing and lien sales (City vehicle towing and roadside service and City vehicle and property auction). Fleet Services accounts for half of the Financial Management Department's employees, and 70 percent of the Department's budget.

The City of Long Beach Fleet has regularly received recognition from national publications such as Government Fleet magazine and National Association of Fleet Administrators (NAFA). In 2024, the City was awarded the No.1 Leading Fleet in the country by Government Fleet. In 2023, the City was recognized as the No. 5 Leading Fleet in North America, and was awarded second place in the 2023 Green Garage Awards as well as the No. 2 Greenest "Garage" in North America by the National Association of Fleet Administrators (NAFA). These awards recognize the most progressive and environmentally committed and innovative vehicle fleet maintenance garages in the nation. In addition, these awards acknowledge environmentally friendly fleets that prioritize sustainability and lower carbon footprints throughout their operations and showcase their best practices for eco-friendly vehicle fleet maintenance garages. Fleet Services Bureau takes pride in setting and maintaining industry standards, while upholding innovation as the future of fleet vehicles evolves.

THE POSITION

The Fleet Services Manager is responsible for the operations and financial status of the Fleet Services Bureau and the Fleet Fund. The Bureau operates a full-service maintenance operation, a 24/7 towing and vehicle lien sales operation, acquisitions, and the City's underground storage tank program. In addition, the City's 16 fueling facilities are also managed by the Fleet Services Bureau.

The Bureau's maintenance operation manages the acquisition and maintenance of over 2,000 vehicles and related equipment utilized by various City departments. The Long Beach fleet is diverse consisting of a full array of automobiles, light to heavy trucks, street sweepers, refuse trucks, fire trucks and fire engines, boats, helicopters and many specialized vehicles of various sizes, and powered equipment of various types. The Bureau mostly maintains this equipment with in-house staff and facilities, while contracting out some of the specialized work. Long Beach has a Green Fleet which utilizes pure electric vehicles, hybrid vehicles as well as CNG. Long Beach is committed to continuing to increase its Green Fleet presence.

The Bureau also provides the City with a 24/7 towing operation. The towing operation supports the Police Department and parking enforcement operations in the City. The Bureau manages the towing, impounding, storing, releasing, disposing, and selling of vehicles as an enterprise operation for the City. Apart from overflow towing, these services are all provided in-house.

The Bureau handles the management of the City's Fuel Underground Storage Tank (UST) program. The Bureau also manages the City's fleet compliance with California Air Resource Board (CARB), South Coast Air Quality Management District (AQMD), and the State Water Resource Control Board.

For additional information about the Fleet Services Bureau, please watch this informational video: [City of Long Beach Fleet Services Bureau](#).

THE IDEAL CANDIDATE

The ideal candidate will be a strong leader with a proven track record of successfully managing a high performing fleet operation. The successful candidate will have high political acumen and a collaborative mindset that prioritizes customer services and cost control. As the landscape of municipal vehicles evolves, a visionary manager with a strong understanding of the financial aspects of fleet operations and acquisitions and adept analytical and problem-solving skills is highly desired.



The ideal candidate will promote environmental sustainability through best fleet management practices, especially compliance with CARB's Advanced Clean Fleet regulation.

OPPORTUNITIES AND PRIORITIES

- Foster a workplace culture fiercely devoted to workplace safety.
- Maintain a high level of operational excellence, both internally and externally.
- Leverage historical data to effectively manage fleet services, utilizing KPIs to precisely evaluate overall departmental performance and identify areas for improvement.
- Ensure that the overall staff is knowledgeable in fleet services industry to be able to apply best practices.
- Comfort with debt being issued to acquire new and replacement vehicles.
- Maintain adequate staffing levels to provide excellent customer service for over 2,000 vehicles and related equipment.
- Review the organization for any improvements and address knowledge and skill continuity through proper succession planning and appropriate training.
- Advanced Clean Fleet (ACF) compliance, despite increased vehicle replacement costs, technology limitations, and infrastructure needs.
- Continue to embrace innovation and foster partnerships within the City to build out an electrical charging infrastructure.
- Review overall policies and procedures for optimal efficiency and effectiveness in all functional areas, including fleet maintenance, fuel management, towing and lien sales, and fleet acquisitions to ensure they align with common practices and obtain customer input.
- Develop an updated disaster preparedness plan.

EXAMPLES OF DUTIES

Key responsibilities include:

- Manage, direct, plan and organize daily maintenance activities of the Fleet Services Bureau staff in performing daily responsibilities; including hiring, training, and mentoring staff; evaluating employee performance; preparing annual performance reviews and providing coaching for performance improvement; and taking appropriate disciplinary action.
- Responsible for team leadership, establishing and modeling performance standards and program values consistent with goals and missions.
- Foster, monitor and improve workplace safety.
- Evaluate existing processes to determine operating efficiency and effectiveness; monitor and recommend process improvements.
- Being able to convey fleet issues and matters to lay people.
- Manage the data related to the operations.
- Being politically sensitive and having a willingness to communicate and coordinate with other departments regarding timeline of services.
- Develop and monitor the bureau's budget and internal cost-allocation with customer departments.
- Manage the Fleet Services Fund (internal service fund) to recover the cost of vehicle/equipment operations and maintenance.
- Ensure that the City is in continuing compliance with applicable laws and regulations including
 - manage environmental compliance programs to include hazardous materials, vehicle emissions program testing and management, sustainability initiatives and overall compliance with state and federal regulations.
- Oversee and engage with the team in the maintenance and repair of a wide variety of automobiles, light to heavy trucks, street sweepers, refuse trucks, fire trucks and fire engines, boats, helicopters and many specialized vehicles of various sizes, including gasoline, diesel, CNG, pure electric vehicles, and hybrid vehicles.
- Develop, install and maintain systematic procedures of preventive maintenance for vehicles and equipment; establish and monitor maintenance practices and work standards.
- Monitor and evaluate the efficiency of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement.
- Oversees 24-hour towing services to support the Police Department and parking enforcement operations.
- Provides advice regarding which vehicles are appropriate to operating programs; analyzes level of usage; develops efficient methods of equipment utilization; develops charge rates for vehicles and equipment; requisitions new equipment and checks equipment for compliance to specifications.
- Oversight of the City's vehicle and equipment fuel management program.
- Perform other related duties as required.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, Finance, or a closely related field. Candidates may substitute experience offering specific and substantial preparation for the duties of the position for the required education on a year-for-year basis.
- Five (5) years of progressively responsible professional, administrative and leadership experience related to fleet operations. Three (3) years of the required experience must have been gained in a supervisory or management level position that relates to the duties of this position.
- Demonstrated technical knowledge of a range of vehicles and equipment, their applications, specifications, technology trends, environmental impacts, and regulatory requirements.
- A California Class "C" Driver License is required. Master's degree in business or public administration is desirable.



COMPENSATION

The City of Long Beach is prepared to offer an annual salary of \$140,000 to \$185,000 DOQ plus a benefits package for the selected candidate.

BENEFITS

The City of Long Beach offers its employees opportunities to grow personally and professionally. As a permanent employee, you are eligible to receive fringe benefits that include:

Retirement: California Public Employees' Retirement System (PERS) defined benefit retirement plan, which is coordinated with Social Security. The benefit is 2.5% or 2.7% (depending on hire date) @55 for "Classic" members and 2% @62 for new members as defined by PEPRRA, subject to the compensation limitations set by PERS. Both the City and the employee contributes toward CalPERS retirement contributions. The city also participates in Social Security.

Health and Dental Insurance: The City offers the choice of HMO and PPO plans. 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 (3) times annual salary to a maximum of \$500,000.

Disability Insurance: City-paid short-term and long-term disability insurance.

Management Physical: Annual City-paid physical examination.

Vacation: Twelve (12) vacation days after the first year of service; 15 days after four years, six months of service; 20 days after 19 years, six months of service.

Executive Leave: Forty (40) hours Executive Leave per year. The City Manager has discretion to grant an additional 40 hours each 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: Eleven (11) designated holidays per year, plus four personal holidays to be used at the employee's discretion.

Transportation Allowance: Monthly allowance is allocated by classifications below;

- Department Head \$650.00
- Deputy Director/Manager/Director (Harbor/ Utilities) \$550.00
- Division Officer/Superintendent/ Chief of Staff / Administrator / Principal DCA \$450.00
- Assistant to Executive / Executive Assistant / Executive Secretary/ Executive Support Staff \$300.00

Deferred Compensation Plan: Optional for employee contribution to a supplementary retirement savings program available through Mission Square Retirement formerly ICMA-RC Retirement Corporation).

- Classic CalPERS Members: The City will contribute a maximum of up to two percent (2%) of base salary* for all qualified Classic CalPERS members.
- Public Employees' Pension Reform Act (PEPRA) CalPERS Members: Effective the second full pay period following City Council adoption, the City contribution will increase from two percent (2%) to three percent (3%) of base salary* for all qualified PEPRA CalPERS members.

Flexible Spending Account (FSA): Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.

Flexible/Hybrid Work Schedule: Available (subject to City Manager approval).

Paid Parental Leave: The City provides one hundred and sixty (160) hours of Paid Parental Leave at 100% of salary, for the birth, adoption or foster placement of a child, regardless of the gender, marital status or sexual orientation of the parent.

SELECTION PROCESS

This recruitment will close on Thursday, June 20, 2024. This recruitment is conducted by The Hawkins Company. Interested and qualified individuals are invited to submit a resume and cover letter of interest in PDF format electronically to: fsbm.lb@thehawkinscompany.com. Applications that fail to include all necessary documents will be considered incomplete and will not be taken into consideration. Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The selected candidate may be required to go through a background check. Confidential inquiries are welcomed and should be directed to Ms. Yonnine Hawkins Garr at 323-252- 1655, yonnine@thehawkinscompany.com or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com.

The City of Long Beach is an **Equal Opportunity Employer**. We value and encourage diversity in our workforce. The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

The City of Long Beach will consider qualified applicants with a criminal history pursuant to the **California Fair Chance Act**. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the City of Long Beach has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting <https://calcivilrights.ca.gov/fair-chance-act>.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, or if you would like to request this information in an alternative format, please contact the City's Administration Bureau at (562) 570-6781.



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