



CITY MANAGER



THE COMMUNITY

The City of Lawndale is ideally situated in the South Bay region of Los Angeles County, approximately 15 miles southwest of downtown Los Angeles and just five miles from the Pacific Ocean. Known as the “Heart of the South Bay,” Lawndale is a vibrant, diverse, and close-knit community that blends the accessibility of a major metropolitan area with the character and charm of a small city. Encompassing approximately 1.9 square miles, Lawndale is a primarily residential community composed largely of well-established single-family neighborhoods. Its strategic location provides residents and businesses with convenient access to major employment centers, amazing beaches, and regional amenities, including SOFI Stadium, Los Angeles International Airport, The Forum, and the area’s robust aerospace and technology sectors. The City is also well-connected by major freeway corridors and public transit, making it an attractive place to live, work, and invest.

Founded in March 1905 as “Lawndale Acres” and incorporated on December 28, 1959, Lawndale has grown into a thriving city of approximately 31,000 residents. Over the decades, the city has successfully transitioned from a rural residential community into a dynamic and evolving urban environment. Today, Lawndale continues to experience thoughtful revitalization, particularly along Hawthorne Boulevard, its primary commercial corridor, where new development and reinvestment are enhancing economic vitality and community appeal. Lawndale is committed to maintaining a high quality of life for its residents. Community amenities include the Los Angeles County Library and the Harold E. Hofmann Community Center, both located adjacent to City Hall. These facilities serve as important hubs for civic life, offering educational, recreational, and enrichment programs for children, teens, adults, and seniors alike.

Community pride is reflected in Lawndale’s wide range of annual events and programs, which bring residents together and strengthen neighborhood connections. Popular events include the Youth Day Parade, the Health, Safety and Pet Fair, Halloween Haunt, Field of Honor Flag Display, a Blues and Jazz Festival, and the Angel Tree Lighting and Winter Fun celebration. These events draw large participation each year and underscore the City’s commitment to fostering a strong sense of belonging and engagement.

THE ORGANIZATION

The City of Lawndale is a general law city operating under the Council-Manager form of government, a structure that emphasizes professional management and clear



accountability. The five-member City Council, including an elected Mayor, serves as the City’s legislative body, setting policy, establishing priorities, and providing strategic direction for the organization. The City Manager is appointed by and serves at the pleasure of the City Council and is responsible for implementing Council policies and overseeing all municipal operations. This governance model supports a collaborative partnership between elected officials and professional staff, ensuring responsive and effective service delivery to the community.

The City Manager oversees all departments and divisions except for the elected City Clerk and the City Attorney who report directly to the City Council. The City Council is further supported by a number of appointed boards, commissions, and committees that provide valuable input on a variety of policy areas. To maximize efficiency and service quality, Lawndale contracts with Los Angeles County for several key services, including law enforcement (through the Los Angeles County Sheriff’s Department), fire protection, health services, building and safety, and library services. The City’s internal workforce consists of approximately 60 full-time and part-time equivalent employees who provide a broad range of municipal services with a strong emphasis on customer service, responsiveness, and community engagement.

THE POSITION

The City Manager serves as the chief executive officer of the City and is responsible for the overall leadership, administration, and coordination of municipal operations. This position plays a critical role in advancing the City Council’s vision, implementing strategic priorities, and ensuring that City services are delivered efficiently, effectively,



and in alignment with community needs.

Reporting directly to the City Council, the City Manager oversees the departments of Public Works, Community Services, Municipal Services, Finance, Community Development, Administrative Services, and the City Clerk's Office. The City's operating budget is \$21 million and supports a wide range of services, programs, and capital improvements.

Key responsibilities of the City Manager include:

- Providing organizational leadership and fostering a culture of accountability, innovation, and excellence.
- Advising the City Council on policy matters, operational issues, and strategic initiatives.
- Developing and implementing policies, programs, and services that align with community priorities.
- Overseeing preparation and administration of the City's annual budget and long-term financial planning.
- Monitoring the City's fiscal health and ensuring responsible stewardship of public resources
- Directing capital improvement planning and infrastructure investment.
- Evaluating organizational performance and implementing continuous improvement strategies.
- Preparing and presenting staff reports, recommendations, and correspondence to the City Council.
- Ensuring compliance with all applicable federal, state, and local laws and regulations.
- Representing the City in intergovernmental, regional, and community settings.

The City Manager must be an effective communicator and relationship builder, capable of balancing competing priorities while maintaining transparency, responsiveness, and a strong commitment to public service.

THE IDEAL CANDIDATE

The City of Lawndale seeks a dynamic, experienced, and principled leader with a proven record of success in municipal management or a similarly complex public sector environment. The ideal candidate will combine strategic vision with hands-on leadership and operational expertise. This individual will be a collaborative, approachable, and service-oriented professional



who values teamwork, innovation, and accountability. The successful candidate will be ethical, trustworthy, transparent, and community-focused, with a visible and accessible leadership style.

Key attributes and experience include:

- Strong leadership and management experience overseeing municipal operations or comparable organizations.
- Demonstrated fiscal acumen, including sound financial management and experience securing and managing funding.
- Strategic thinking combined with a proactive, solution-oriented approach and the ability to adapt to changing conditions.
- Excellent communication and interpersonal skills, with the ability to build relationships across diverse communities and with local, state, and federal partners.
- Political acumen and experience working effectively with elected officials, including managing Council-Manager dynamics and implementing Council priorities.
 - A collaborative leadership style that fosters a cohesive team environment, supports succession planning, and effectively manages staff and labor relations.
 - Ability to advocate for the City's interests and represent the community at local, regional, and governmental levels.
- Working knowledge of key municipal functions, including economic development, community development, and/or public works.



The ideal candidate will be a thoughtful and responsive leader who demonstrates sound judgment, empathy, and a balanced approach to decision-making. They will be an active listener, effective communicator, and visible presence in the community.

Additional experience includes:

- Working in high-density and/or diverse communities
- Managing regional partnerships and intergovernmental relationships
- Implementing fair and effective code enforcement practices
- Navigating and applying State and federal laws and regulations

EDUCATION & EXPERIENCE

- Bachelor's degree in public administration, business administration, management, or a related field is required.
- Master's degree in a related discipline is highly desirable.
- Extensive experience in municipal management or public sector administration is required.
- Experience working with elected officials is highly preferred.

COMPENSATION

Salary - Up to \$290,000 per year

Retirement - CalPERS (2% @ 55 for classic members; 2% @ 62 for new members). Employee pays member contribution. The City does not participate in Social Security; employees contribute 1.45% to Medicare.

Health Insurance - Monthly contribution of \$1,680.36 towards medical, dental, and vision coverage. Includes life insurance (\$100,000), long-term disability, Employee Assistance Program, flexible spending accounts, and a wellness reimbursement program.

Leave - Paid holidays, vacation, sick leave, and executive/management leave.

Deferred Compensation - 457 plan with City match up to \$8,000.

Work Schedule - Flexible options including 5/40, 9/80, and 4/10 schedules. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

TO APPLY

To be considered for this position, please submit your application at:

www.bobmurrayassoc.com

Filing Deadline:

11:59 p.m. PST, May 17, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates.

A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Lawndale.

Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call:

Ms. Stacey Stevenson

(916) 784-9080

