



DEPUTY CITY MANAGER



THE IDEAL CANDIDATE

The City is seeking a transparent and collaborative professional with integrity to serve as their new Deputy City Manager. This individual will excel in fast-paced, high-profile environments, supporting major infrastructure projects and the City's preparation for global events such as the FIFA World Cup and the Olympics. The ideal candidate possesses exceptional project management skills, political acumen, and has a customer service focus. The incumbent will be an approachable and responsive communicator who thrives in a boutique community. Someone who is proactive and efficient in identifying opportunities, collaborating to solve problems, and advancing the City's priorities will do well in this role.

The ideal candidate will bring broad expertise in local government operations, including organizational design, strategic planning, budgeting, and financial administration. They will understand the complexities of public policy, project management, and program evaluation, while staying attuned to current social, political, and economic trends. Experience with community outreach, intergovernmental relations, and strategic communications, including media relations and marketing, is essential. A proven history with employee development, performance management, and team engagement will further ensure success in this dynamic and highly visible role.

Qualified candidates possess a Bachelor's Degree in Public Administration, Public Policy, Public Relations, or a related field; accompanied by a minimum of eight (8) years of responsible professional, administrative, and managerial experience in public administration, public relations, public policy, or management of a department within local government. Three (3) or more years of supervisory work is required. A Master's Degree in Public Administration, Business Administration, or a related field is desirable.

THE COMMUNITY

Manhattan Beach is a California beach town with a balanced, relaxed, classic, upscale and family-friendly lifestyle maintaining the warmth of a quaint, small town. This community of "Sun, Sand, and Sea" encompasses 3.89 square miles and is home to approximately 36,000 residents. It is considered one of Southern California's most desirable communities. With over two miles of wide, sandy beachfront property, the City features 40 acres of recreational beach featuring the famous Manhattan Beach pier and roundhouse aquarium. The City has ample parks and



green space, a 9-hole golf course, two community centers, and an arts center. The City operates an independent Police Department and Fire Department with one police station and two fire stations. The community is served by an award-winning Los Angeles library, dedicated in 2015. The top-performing Manhattan Beach Unified School District (MBUSD) operates five elementary schools, one middle school, and one high school.

In addition to Manhattan Beach's sandy shoreline, temperate climate, and outdoor amenities, the City boasts a vibrant and charming downtown shopping and dining district, a variety of arts and cultural opportunities, and numerous special events throughout the year.

THE ORGANIZATION

Incorporated in 1912, Manhattan Beach is a full-service general law city operating under a council-manager form of government. The City Council consists of five members elected at large.

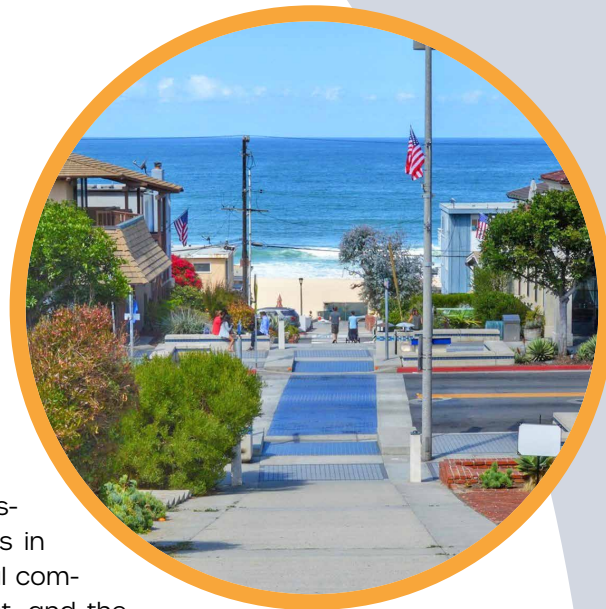
With approximately 350 full-time and 180 part-time employees working in nine departments, the City provides a variety of services to the community, including police, fire and paramedic, cultural arts and recreation, building and safety, solid waste and recycling, water and wastewater utilities, storm water management, parking, facilities, street and landscape maintenance, and internal support functions for all public-facing government services.

The City of Manhattan Beach is a mission-centered organization with a focus on delivering exemplary municipal services, preserving the City's small beach town character, and enhancing the quality of life for residents, businesses, and visitors.

THE POSITION

Under the direction of the City Manager, the Deputy City Manager serves as a key member of the City's executive leadership team. This position leads, organizes, and supports staff in delivering high-quality services, while navigating sensitive organizational and community issues with professionalism and care. Success in this role requires exceptional communication, sound judgment, and the ability to build trusted relationships across the organization and community. Overseeing complex organizational initiatives, coordinating major projects, and guiding the development of policies and procedures is key. The Deputy City Manager plays an integral role in planning, directing, and reviewing City programs, managing the agenda review process, and leading interdepartmental efforts on issues of broad community impact. Primary duties include but are not limited to the following:

- Assisting in managing City operations and advising department directors on administrative matters, helping align strategic plans with City Council priorities.
- Overseeing and coordinating special projects and programs, leading both interdepartmental initiatives and efforts with external stakeholders.
- Managing the City Council agenda review process, ensuring items are timely, accurate, and complete, and providing input on staff reports while identifying cross-departmental impacts.
- Serving on the Executive Management Team, providing guidance on communications, legislative matters, and their impact on City policies and programs.
- Collaborating with the City Manager and Executive Team to improve internal systems, optimizing resources, and delivering high-quality projects.
- Leading complex research, developing recommendations on operational issues, and coordinating interdepartmental efforts with Citywide impact.
- Recommending solutions for complex and sensitive administrative policy matters.
- Managing communications, civic engagement, legislative affairs, homeless initiatives, and other major programs, while supervising, training, and mentoring staff.
- Providing professional advice to the City Manager and City Council and ensuring timely follow-up on requests and issues.



- Participating in developing and implementing City goals, objectives, policies, and priorities.
- Collaborating with departments to create ordinances, rules, and policies, preparing them for presentation to the City Manager and Council.
- Analyzing federal, state, and county legislation, recommending updates to City policies and procedures to maintain compliance.
- Preparing staff reports and delivering presentations to City Council, commissions, committees, and community groups.
- Representing the City in community relations, professional meetings, and public presentations, and leading community discussions.
- Assessing community and service expectations, developing strategies to maximize efficiency and resource use.
- Negotiating contracts and solutions for administrative, fiscal, and special projects, and managing program budgets.
- Advising and supporting local and regional commissions, committees, task forces, and community groups.
- Overseeing research to understand the views of residents, community groups, and target audiences.
- Directing the creation and delivery of key City messaging and communications programs.
- Acting on behalf of the City Manager in their absence and perform other related duties as assigned.

COMPENSATION

The salary for the Deputy City Manager is \$189,804 - \$247,356 annually; placement within this range is dependent on qualifications and experience. Effective July 11, 2026, the annual salary will be increased due to a COLA adjustment to a range of \$198,348-\$258,492. In addition to salary, the City offers an outstanding benefits package that includes:

Retirement - California Public Employees' Retirement System (CalPERS)

- 2% @55 formula for classic members, employee contribution is 7%;
- 2% @62 formula for new members, employee contribution is 7.75% or one-half of the normal cost as defined annually by CalPERS.

The City does not participate in Social Security.

Health Insurance - CalPERS Medical with the City contributing up to 95% of the PERS Platinum premium.

Dental and Vision Insurance - \$70 per month contributed for Delta Dental coverage (or cash back); City paid VSP vision plan for employees and eligible dependents.

Deferred Compensation - City contributes 7% of employee's compensation to a 401(a) plan. Income may be deferred through Mission Square 457 plan.

Retiree Health Savings (RHS) - City contributes \$75 per month to a Retiree Health Savings plan.

General Leave - Up to 280 hours per year depending on the number of years of public service, with elective cash out up to 120 hours annually.

Holiday Leave - The City recognizes 14 paid holidays per year, including a 1/2 day of Christmas Eve, 1/2 day of New Year's Eve, and a "Birthday" holiday.

Other Leave - Jury Duty leave up to 80 hours; Bereavement leave up to 40 hours; Parental Leave up to 80 hours.

Disability Insurance - Long-term disability insurance is City paid, plan pays 60% of salary after a 60-day waiting period; Optional short-term disability insurance is available. Plan pays 60% of salary after a 30-day waiting period.

Life Insurance - The City pays 100% of the premium, benefit is 1.5 times annual base salary to a maximum of \$500,000.

Auto Allowance - \$400 per month.

Tuition Reimbursement - Up to \$3,000 for cost of tuition and books for job-related classes.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

Qualified candidates will be contacted immediately for screening upon completion of application.

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 conducted by external subject matter experts and City representatives and stakeholders. Candidates will be advised of the status periodically and at the conclusion of the placement process.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

