CITY OF SAN JACINTO,

CALIFORNIA

EMPLOYMENT OPPORTUNITY

CITY MANAGER

HR Dynamics & Performance Management

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COMPENSATION & BENEFITS

Salary: The current compensation for this position is $330,342. A mutually agreeable employment contract will be negotiated with the selected candidate, dependent upon qualifications and experience.

CalPERS Retirement: 2% @ 55 plan for eligible Classic members; employees pay 8%. New members, or those with previous membership and a break in service greater than six-months are subject to the 2% @ 62 plan, known as PEPRA.; employees pay 50% of the normal cost.

Medical/Dental/Vision: Comprehensive coverage options; City medical contribution up to $3,200 per month for employee and family coverage. Dental and vision premiums are fully City-paid. A $400 monthly medical opt-out benefit is available, subject to eligibility.

Deferred Compensation: Voluntary 457 plan options, including a 401(a) matching contribution of up to 3%.

Paid Leave: 108 hours of sick leave, 120 hours of vacation, and 75 hours of management leave annually. Vacation and sick leave buy-back options are available upon qualification.

Holidays: 11 paid holidays and 2 floating holidays

Life Insurance and Disability: City-paid life insurance of $150,000 and short- and long-term disability coverage.

Auto/Cell Phone Allowances: $600 per month automobile allowance and $150 per month cellphone allowance.

Education: Up to $7,500 annually in tuition reimbursement, including student loan repayment; $250 per month educational incentive for a master's degree.

Professional Dues: City-paid.

Additional benefits: Employees enjoy a compressed work week 4/10 schedule, Monday through Thursday.

THE POSITION AND OPPORTUNITY

The City of San Jacinto offers an opportunity to lead a growing community where a rich heritage, a small-town atmosphere, and significant development potential come together. For an experienced municipal leader who enjoys turning plans into results, the position offers a direct role in shaping the City's economic future, strengthening public services, and enhancing quality of life.

Appointed by and accountable to the City Council, the City Manager serves as the City's chief executive officer, implementing Council goals, policies, and directives while overseeing day-to-day municipal operations. Responsibilities include preparation and administration of the budget, long-range financial planning, organizational leadership, economic development, major projects, public information, and intergovernmental relations. The position also oversees key contract services, including law enforcement, fire protection, and engineering.

The next City Manager will help translate the Council's priorities into achievable work plans, align resources with community needs, and sustain progress on Main Street revitalization, infrastructure, business attraction, and local job creation. San Jacinto seeks a leader who will become an active part of the community and build lasting partnerships with the Council, employees, residents, businesses, and regional partners.

THE ORGANIZATION

San Jacinto is a general law city operating under the Council-Manager form of government. The five-member City Council establishes policy, enacts legislation, and adopts the budget. The Council selects the Mayor and Mayor Pro Tem and appoints the City Manager to administer City operations and carry out its direction.

The City's approximately 80 employees deliver services through the City Manager's Office, Community Development, Economic Development, Engineering, Finance, and Public Utilities. Law enforcement is provided through the Riverside County Sheriff's Department, and fire protection through Riverside County Fire/CAL FIRE. Municipal operations also encompass water and wastewater services and the City's community choice energy program.

The City is committed to delivering responsive services and managing public resources responsibly. The FY 2026–27 citywide operating budget is approximately $117.1 million, including a $43.4 million General Fund operating budget. The capital improvement budget is approximately $68.2 million.

QUICK FACTS & STATISTICS:

Population: Approximately 56,000

Median Household Income: $80,647

Median Age: 31.9 years

Homeownership Rate: 75%

City Employees: Approximately 80

FY 2026-27 City-wide Operating Budget: $117,131,548

FY 2026-27 General Fund Operating Budget: $43,399,158

FY 2026-27 Capital Improvement Budget: $68,150,565

CITY COUNCIL MISSION:

To build upon and enjoy our special heritage. To create an attractive, well-planned, and balanced community that supports our citizens and businesses. To provide a safe and healthy community that offers education, employment, recreation, and cultural opportunities. To promote pride in San Jacinto.

THE COMMUNITY

Nestled at the foot of the San Jacinto Mountains, San Jacinto is one of the oldest incorporated cities in Riverside County. Within its approximately 26 square miles, the community combines a small-town atmosphere with opportunities for new investment, business development, and long-term growth.

San Jacinto's mountain setting and community heritage provide a distinctive backdrop for a city looking toward its future. Available land and a City Council that welcomes and supports new business ventures create opportunities to expand the local economy, bring jobs closer to home, and broaden shopping, dining, and services for residents.

Main Street revitalization is central to that vision. City-owned properties and investment in the downtown area offer opportunities to reconnect the community with its historic center while creating new places to gather, do business, and celebrate local identity. Special events, parks, and community programming help strengthen neighborhood connections and civic pride.

As residential, commercial, and industrial investment continues, San Jacinto is focused on pairing growth with the infrastructure and municipal services needed to support a sustainable, livable community. The next City Manager will help preserve the community's character while advancing the opportunities that will shape its next chapter.

STRATEGIC PRIORITIES

The incoming City Manager will work with the City Council and staff to advance the following Council priorities:

⇒ **Increase ongoing revenue:** Strengthen sales tax and other recurring revenue streams to support sustainable City services.

⇒ **Main Street revitalization and improvement:** Advance downtown investment, including opportunities associated with the Vosburg Hotel and Virginia Lee properties.

⇒ **Special events:** Continue and expand community events, adding new opportunities where feasible.

⇒ **Local job growth:** Attract investment and employment opportunities that strengthen the local economy.

⇒ **Public safety:** Continue improving public safety coverage, with an emphasis on police services.

⇒ **Soboba Band of Luiseño Indians:** Continue strengthening collaboration and the City's relationship with the Soboba Band of Luiseño Indians:.

THE IDEAL CANDIDATE

The successful candidate will possess and demonstrate many of the following personal and professional attributes:

♦ *A Trusted Partner to the City Council*

The ideal candidate will respect the Council's policymaking role, provide candid and fact-based advice, and translate its collective direction into results. Frequent, timely communication is a clear expectation, including regular check-ins, meaningful project updates, and prompt information during emergencies. This leader will listen carefully, remain open to differing perspectives, and explain options and implications clearly. Political awareness, diplomacy, and the ability to manage disagreement professionally will support productive working relationships.

♦ *Economic Development and Fiscal Leadership*

The next City Manager will understand how business attraction, development, infrastructure, and municipal finance work together. Experience advancing commercial and industrial investment, strengthening recurring revenues, creating local jobs, and revitalizing downtown areas will be particularly valuable. A well-rounded municipal executive, the successful candidate will assess opportunities realistically, negotiate effectively, and move projects forward while protecting the City's long-term financial interests. Knowledge of capital planning, streets and drainage, public utilities, and public safety contract services will support informed decisions as the community grows.

♦ *An Engaged and Supportive Organizational Leader*

San Jacinto values a working City Manager who is accessible to employees, understands operations, and builds a cohesive team. The ideal candidate will assess organizational needs thoughtfully, recognize staff expertise, develop talent, and empower department leaders while setting clear expectations and maintaining accountability. A collaborative, respectful approach, practical problem solving, and openness to new ideas will help sustain continuity and strengthen service delivery. This leader will be decisive when needed and able to resolve conflict without becoming defensive.

♦ *A Visible Presence in the Community*

The successful candidate will take time to learn San Jacinto, listen to residents and businesses, and become a familiar presence beyond City Hall. Community involvement, responsive follow-up, and clear public communication will be central to building trust. The City seeks a leader who appreciates its family-oriented character, supports a welcoming business climate, and can communicate its opportunities with credibility and enthusiasm. Strong relationships with the Soboba Band of Luiseño Indians, service providers, and regional agencies will be important to advancing shared interests.

Above all, San Jacinto seeks a public servant committed to the work and the community—someone who keeps people informed, supports the team, and delivers on commitments.

OPPORTUNITIES AND CHALLENGES

The next City Manager will help San Jacinto convert development potential into lasting community benefits. Priorities include moving Main Street revitalization forward, supporting business investment and job creation, and coordinating infrastructure with growth. Downtown properties and civic facility planning offer opportunities to build on work already underway while evaluating project feasibility, funding, and partnerships.

Long-term fiscal sustainability will require careful attention to recurring revenues, service costs, and capital needs. The City Manager must provide clear financial analysis, practical recommendations, and disciplined implementation while balancing investment in economic development with the ongoing needs of residents and businesses.

Infrastructure and public safety will remain central to that work. Streets, drainage, utilities, and public facilities require coordinated planning and investment. The City also seeks effective approaches to public safety coverage and homelessness response through collaboration with contract providers, community organizations, and regional partners.

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way is completion of a Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, or a related field; and a minimum of seven (7) years of progressively responsible experience in municipal government including five (5) years of management and administrative experience.

- Possession of a Master's Degree in a related field is highly desirable.
- Prior City Manager or Assistant City Manager experience is preferred.
- Knowledge of, and experience in California local government is highly desirable.
- Community and economic development experience is highly desirable.

The City Council reserves the right to select any combination of experience, education and work history that will provide the highest level of service to the City Council, the organization and the community.

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TO APPLY

To be considered for this opportunity, submit a resume clearly identifying relevant experience and education, together with a compelling cover letter. Email the required documents in PDF format to **Jobs@HRDPM.com**. All materials must be submitted no later than 5:00 p.m. PST on **November 23, 2026.**

The City of San Jacinto is an Equal Opportunity and ADA Employer.

If you have any questions, or would like to discuss this opportunity further, please contact:

Henry Garcia, Executive Recruiter
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THE SELECTION PROCESS

Resumes will be reviewed in relation to the qualifications and ideal candidate profile described in this brochure. Candidates whose backgrounds most closely match the City's needs will be invited to a preliminary interview with the HRDPM recruiter.

Top candidates will be recommended to the City Council for further consideration and finalist interviews. Reference and background review will be coordinated with the selected candidates; references will only be contacted with candidate approval. Candidates will be kept informed of their status throughout the recruitment process.

Recruiter interviews: Week of December 7, 2026
City Council finalist interviews: TBD—Early January, 2027
Anticipated appointment: Early February, 2027

HR Dynamics & Performance MANAGEMENT, INC.