



CITY OF _____
ST. HELENA
_____ CALIFORNIA
CITY MANAGER



**BOB MURRAY
& ASSOCIATES**
Experts In Executive Search



THE COMMUNITY

Nestled in the heart of Napa Valley, St. Helena is a distinctive community where small-town character, agricultural heritage, world-renowned wine, and a vibrant quality of life come together. Located approximately 65 miles north of San Francisco, St. Helena is home to about 5,200 residents and encompasses approximately five square miles. Incorporated in 1876, the City has evolved from a rural agricultural center into one of Napa Valley's most celebrated destinations and an important hub for the region's wine, culinary, hospitality, and tourism industries.

St. Helena offers an exceptional blend of historic charm and contemporary vitality. The community is surrounded by vineyards, rolling hills, and some of the Napa Valley's most renowned wineries, creating a setting that is both picturesque and economically dynamic.

Beyond its celebrated wine and culinary culture, St. Helena is a community that values the arts, health and wellness, outdoor recreation, and meaningful connections among residents, businesses, and visitors. Its strong sense of place, engaged community, and extraordinary natural beauty make St. Helena an exceptional place to live, work, visit, and lead.



THE CITY

St. Helena is a General Law City operating under the Council/Manager form of government, with four Council Members elected at large and a directly elected Mayor. The City Council serves as the governing body, establishing municipal policy and providing strategic direction, while the City Manager serves as the chief administrative officer responsible for translating Council priorities into effective programs, services, and operations. Working through department heads, the City Manager provides leadership and oversight of the organization and serves as the key link between the City Council, staff, and community.

The City Manager oversees a diverse range of municipal services delivered through its operating departments and divisions: Office of the City Manager, City Clerk/Communications, Community Development (Building/Planning), Finance/Utility Billing/IT, Fire, Human Resources/Risk Management, Parks & Recreation, Police, Public Works, and Library. With nearly 90 full-time equivalent employees and a General Fund budget of approximately \$23 million (FY 2026-2027). The City also has a rolling five-year CIP budget of about \$67 million. St. Helena is a close-knit organization where effective leadership, strong communication, collaboration, and thoughtful stewardship of public resources are essential.

THE CITY'S ROLE AND RESPONSIBILITIES

The City is responsible for a broad range of services and community priorities, including infrastructure, public safety, housing, economic vitality, environmental sustainability and climate resilience, parks and recreation, and the well-being of families and youth. These responsibilities require balancing fiscal sustainability, organizational effectiveness, community engagement, and the preservation of St. Helena's distinctive character. The City Manager plays a central role in helping the City Council set priorities, navigate competing needs, and translate policy direction into effective action.

CHALLENGES AND OPPORTUNITIES

St. Helena offers an exceptional opportunity for a skilled, forward-thinking executive to make a lasting impact on a community with extraordinary assets and significant challenges. Despite its small size, the City manages a broad and complex range of responsibilities, with high expectations for public services and limited organizational resources.

The next City Manager will lead efforts to address aging infrastructure, particularly longstanding water quality and reliability concerns, while navigating financial pressures, substantial capital investment needs, and competing demands for public resources. The City also faces important decisions about housing affordability, state housing mandates, economic vitality, and the preservation of its distinctive small-town character. These challenges require creative thinking, sound financial judgment, and an ability to balance immediate needs with long-term sustainability.

Equally important is the opportunity to strengthen and modernize the City organization—building a high-performing team, improving systems and processes, establishing clear accountability, and creating a culture of responsiveness, transparency, and effective execution. Residents have expressed a strong desire for meaningful progress, measurable results, and renewed confidence in City government.

The successful City Manager will recognize this engagement as an asset, welcome community input, navigate differing viewpoints with respect and sound judgment, and provide the leadership necessary to move important initiatives forward.

■ THE POSITION

Reporting directly to the City Council, the City Manager serves as St. Helena's chief executive and administrative officer, providing leadership and oversight of all City operations. The City Manager is responsible for implementing Council policy, leading and developing the City's management team, overseeing financial and organizational performance, and ensuring the effective delivery of public services. The position requires balancing strategic leadership with hands-on management in a small, complex, and highly engaged community.

View the complete position description, including statutory responsibilities and reporting relationships.

■ THE IDEAL CANDIDATE

The City of St. Helena seeks an exceptional leader who combines strong executive capabilities with integrity, humility, sound judgment, and a genuine commitment to public service. The ideal candidate will be thoughtful, curious, creative, and willing to challenge established practices while respecting the experience and expertise of others. A confident and decisive leader will listen carefully, ask good questions, consider different perspectives, and make difficult decisions when necessary. Above all, the City seeks someone who earns trust through honesty, transparency, accountability, and consistent follow-through.

The next City Manager will be an exceptional leader of people who values employees, builds strong teams, establishes clear expectations, and creates a positive, collaborative, and high-performing organizational culture. The successful candidate will bring both strategic vision and a willingness to engage in hands-on problem-solving. They will recognize opportunities for organizational improvement, embrace new ideas and approaches, and have the judgment and determination to turn plans into meaningful results. Equally important will be the ability to work constructively with the City Council, offer candid professional advice, and provide steady leadership through complex and sometimes challenging circumstances.

St. Helena is a highly engaged community with strong civic pride, considerable local expertise, and diverse—and sometimes competing—perspectives. The ideal candidate will be visible, approachable, and genuinely interested in the people and the community they serve. They will welcome community input, listen respectfully to differing viewpoints, and recognize the value of local knowledge and experience. At the same time, they will understand that meaningful engagement does not always lead to consensus and will have the confidence and political judgment to move important initiatives forward. The City seeks a leader who appreciates St. Helena's history and distinctive character, is invested in its long-term well-being, and understands that preserving what makes the community special sometimes requires thoughtful change.





■ DESIRED QUALIFICATIONS & EXPERIENCE

Candidates may bring different combinations of experience and expertise. Particularly valuable qualifications include:

ORGANIZATIONAL LEADERSHIP AND TRANSFORMATION:

A track record of building high-performing teams, transforming organizational culture and operations, challenging established practices, and achieving significant, measurable performance improvements.

FINANCIAL MANAGEMENT:

Strong financial acumen, sound resource allocation, and experience navigating complex financial decisions.

OPERATIONAL EXCELLENCE:

Demonstrated ability to improve organizational systems and service delivery, establish clear performance expectations, solve problems, and ensure accountability for results.

COMPLEX PROJECT AND INITIATIVE MANAGEMENT:

Experience leading significant operational initiatives and capital projects, coordinating across teams and stakeholders, managing resources and risks, and delivering results.

STRATEGIC THINKING AND ADAPTABILITY:

The ability to anticipate challenges, evaluate alternatives, think creatively, and learn quickly.

COMMUNICATION AND STAKEHOLDER ENGAGEMENT:

Experience building productive relationships, navigating differing perspectives, and communicating effectively with governing bodies and diverse stakeholders.

The City recognizes that exceptional leaders come from many backgrounds, including municipal government, the private sector, nonprofit organizations, institutions, and the military. Candidates are not expected to have experience in every area listed above. Demonstrated accomplishments, leadership potential, sound judgment, and the ability to learn and adapt will be important considerations in evaluating candidates.

BENEFITS AND COMPENSATION

The salary for the City Manager is anticipated to be **\$275,000 - \$350,000** and is negotiable depending on experience and qualifications. The City also offers an attractive benefit package including:

PERS RETIREMENT –

- CalPERS defined benefit retirement: 2.0% at 60 formula for Classic members or 2.0% at 62 formula for PEPRA members
 - Employee (EE) is responsible for payment of the EE share of the pension cost
 - Employee also contributes an additional 1% to the employer's cost
- Please note that City employees also participate in the Social Security system

ADDITIONAL BENEFITS –

- Longevity pay of 2.5% after 5 years of service.
- Annual Vacation Leave - 10 days per year for the first five years, increasing to 15 days per year after the first five years, then increasing 1 day for each year thereafter up to 20 days
- Annual Sick Leave - 12 days
- Annual Floating Holidays – 16 hours *Increase to 40 hours after 5 years
- 12 Paid Holidays
- Annual Executive leave – 5 days (awarded January 1, prorated based on hire date), and an additional 5 days (awarded July 1, prorated based on hire date)
- City issued iPhone and iPad
- Monthly Deferred Compensation Match - \$200
- Health, Dental, Vision, and Life Insurance Benefits – currently, the cost of the employee and the employee's dependents are fully covered.
- Up to 5% for Spanish bilingual pay upon satisfactory assessment test results
- Dependent Care Program (Employees can opt in – pay out of pocket)
- Flexible Spending Account (Medical) (Employees can opt in – pay out of pocket)
- Up to \$250 annually toward participation in qualifying St. Helena based charitable event
- Up to \$500 annually toward eligible wellness reimbursement
- Employee Assistance Program.



■ TO APPLY

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

www.bobmurrayassoc.com

**Filing Deadline:
November 22, 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 St. Helena. 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:

**Mr. Gary Phillips
(916) 784-9080**



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