City of Irwindale







invites your interest in the position of

City Manager

Recruitment Services Provided by
Ralph Andersen & Associates

The Opportunity

The City Council of Irwindale, located in Los Angeles County, is seeking an energetic and enthusiastic professional to join the organization. This talented professional will be an effective hands-on manager for a staff of 163 full-time and part-time employees with a General Fund budget of $31.8 million. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations. This career opportunity is the result of the retirement of the incumbent after five years of service in the role.







Mission Statement

The City of Irwindale is committed to providing professional staff support to the residents and businesses by using ethical and fiscally sound principles to ensure a safe and sustainable future.

Goals

Community Service

Economic Development

Fiscal Responsibility

Public Infrastructure

Safety

Technology

Customer Service

Housing

The Community









Located in the heart of the San Gabriel Valley, approximately 20 miles east of downtown Los Angeles, the City of Irwindale is a unique community that combines small-town character with a strong industrial and commercial presence. Incorporated in 1957, Irwindale encompasses approximately 9.5 square miles and is home to approximately 1,500 residents. The City takes pride in its close-knit, multi-generational community, where family traditions, civic involvement, and a commitment to preserving its heritage remain important parts of its identity.

Known historically for its sand and gravel industry, Irwindale has evolved into a significant regional employment and business center. Despite its small residential population, the City is home to more than 800 businesses and has an estimated daytime population of 40,000. Its central location, access to major transportation corridors, and opportunities for redevelopment provide a strong foundation for continued economic growth. Balancing economic development, responsible land use, infrastructure needs, and the quality of life of its residents continues to be an important priority for the community.

Irwindale provides a broad range of municipal services, including its own police department, public works, community development, recreation, library, aquatics, and senior services. The City places a strong emphasis on responsive local government, community programs, and maintaining public facilities and infrastructure. Its distinctive economic base, strong community connections, and commitment to preserving local traditions contribute to Irwindale's unique identity within the San Gabriel Valley.

For more information about the City of Irwindale, please visit their website at **https://www.irwindaleca.gov/**.

Governing Structure and Organization

The City of Irwindale is a general law city operating under the Council-Manager form of government. The City Council consists of five members elected at large to staggered four-year terms, with the Mayor and Mayor Pro Tem selected annually by the Council. The City Council establishes policy, adopts the City's budget, and provides overall direction for municipal operations. The City Manager is appointed by and serves at the pleasure of the City Council and is responsible for the day-to-day administration of City operations, implementation of Council policies and priorities, and oversight of municipal services. The City Manager also serves as the City Clerk, Personnel Director, and Executive Director of the Successor Agency, Housing Authority, Reclamation Authority, Joint Powers Authority, and Industrial Development Authority.

Irwindale is a full-service municipal organization providing a broad range of services through its departments and divisions, including Administration, Finance, Human Resources and Risk Management, Community Development, Police, Public Works Engineering, Public Services/ Maintenance, Recreation, Aquatics, Library, and Senior Services. For Fiscal Year 2026–27, the City has an authorized staffing level of 163 full-time equivalent (FTE) positions and a General Fund budget of approximately $31.8 million, supporting public safety, infrastructure maintenance and improvements, community programs, and essential municipal operations. As a relatively small organization serving a significant commercial and industrial base, the City emphasizes responsive service delivery, fiscal responsibility, and collaboration across departments to meet the needs of its residents and business community.

The Position

The ideal candidate will be a generalist with local governmental experience. A well-rounded candidate will bring a broad range of skills including knowledge of finance, community development, customer service, and intergovernmental relations. The new City Manager will also embrace the culture of the organization and continue to promote the values held by the community for highly ethical, responsive, and efficient delivery of services. Approachability, attention to detail, patience, responsiveness, and follow-through are essential keys to success in this community.

A critical aspect of this role is establishing rapport and a positive relationship with the entire City Council, community, and staff. An effective working relationship will be the result of proactive and regular communications with all constituents. It is expected that the individual selected will be a strategic and proactive thinker with the ability to articulate a vision and foster creativity. A proven ability to deliver successful projects, programs, and initiatives will be essential to success in this role. Irwindale's City Manager needs to also be approachable and inclusive. It is expected that the City Manager will be excited to engage the community to participate in civic affairs and will enthusiastically reach out to local businesses.

The top candidate will be an outgoing leader with a hands-on management style who will actively involve the small team of Department Heads/Managers in support of the City Council's goals.

The Position
continued

The ideal candidate will possess the following personal characteristics and attributes:

- Results-driven approach to the successful management of an organization including a key understanding of municipal finance, community development, public safety, and all aspects of municipal service delivery;
- Confident style that will promote collaboration and encourage diversity of thought;
- Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance; and
- Strategic thinking and problem-solving skills with the ability to understand the long-term impacts of management decisions.

The new City Manager will provide strong leadership and be primarily involved in:

- Comprehensive and diverse background in financial affairs and strong analytical skills combined with the record of accomplishment in the use of municipal resources, budget preparation and presentation of fiscal matters;
- Balancing an array of community needs including continuing the high-level of transparent, frequent, and open communications;
- Addressing ongoing infrastructure needs, service delivery, public safety, and overseeing overall enhancements through effective planning and community development; and
- Establishing constructive relationships among the City Manager, staff, Council, and the community.





Experience and Education

The full City Council will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.

Experience: Ten (10) years of progressively responsible municipal management experience. This is an ideal position for an energetic and high-energy mid-career professional to assume the top position in a municipal organization. Candidates with applicable experience in a comparable size organization are encouraged to apply. All highly qualified candidates, from existing City Managers to aspiring professionals, are strongly encouraged to apply. The City Council will consider a broad spectrum of talented individuals with a preference for municipal service in California.

Education: A Bachelor's degree from an accredited university or college in public administration, political science, economics, finance, urban planning, or a closely related field is required. An advanced degree is preferred.

Compensation and Benefits









The City of Irwindale is prepared to offer a highly competitive salary for the region consistent with recent practices; salary placement will be made depending on qualifications and experience of the selected candidate.

The excellent benefits program includes:

Retirement: CalPERS with classic members eligible for a 2% @ 55 formula. New members participate in a 2% @ 62 formula. The City does not participate in Social Security.

Vacation: Accrual rate of 96 hours annually. Higher accrual rates are negotiable.

Sick Leave: 96 hours are earned annually.

Management Leave: 70 hours annually.

Holidays: 140 hours per year.

Auto Allowance: Use of City vehicle or auto allowance is negotiable.

Employee Health Plan: Health (medical/dental/vision) premiums paid at 100% for employees and eligible dependents. Choice of CalPERS medical plans and two dental plans.

Deferred Compensation: Available to interested employees. City-Matched 457(b) plan negotiable.

Retiree Health Coverage: The City offers retiree health coverage – dependent on vesting schedule.

Other: 4/10 work week.

Further details on benefits can be obtained through discussions with Ralph Andersen & Associates.



To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. To be considered, candidates must apply by **Monday, December 21, 2026**. Electronic submittals are strongly preferred via email to **apply@ralphandersen.com**, and should include a compelling cover letter, comprehensive resume, and five professional references.

Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile.

Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Irwindale is an equal opportunity employer