

**CITY of
YORBA LINDA**

Yorba Linda • California

invites your interest in the position of

City Manager



Recruitment Services Provided by Ralph Andersen & Associates

The Opportunity

Renowned for its outstanding quality of life and small-town atmosphere, the City of Yorba Linda is seeking a dynamic and accomplished executive to join this financially healthy and well-managed organization. The City Council is seeking an engaging leader with exceptional interpersonal and communication skills and a strong passion for public service. The current City Manager is retiring after serving the City for 12 years in the role.

The selected candidate will thrive in an environment that embraces an entrepreneurial spirit and approach to local government, sets high expectations, and demands a high level of customer service and responsiveness. The right candidate will also bring an inclusive management style combined with a hands-on approach to day-to-day operations, continuing to build on the extremely positive culture in the organization.

Additionally, this top executive will be a collaborative leader with exceptional interpersonal and communication skills. Known as a “people person,” this individual will value collaboration and strive for best practices in the delivery of services, while at the same time, invite and encourage community engagement. An open and approachable leadership style is strongly desired in order to relate well to a broad spectrum of stakeholders including staff, elected officials, business and community leaders, and, of course, an active community. This passionate leader will welcome input and value contributions from all sources yet be able to guide the policymakers with a strong sense of purpose.





The Community

Yorba Linda, known as the “Land of Gracious Living”, is a city with a strong sense of community and small-town character. Once a small agricultural community of two-and-a-half square miles with approximately 1,198 residents, Yorba Linda began its transformation into a modern community with its incorporation on November 2, 1967.

Today, Yorba Linda, now comprised of 68,000 residents and 20 square miles, remains a suburban community characterized by mostly residential family neighborhoods, key commercial centers, parklands and open space, multi-use trails, and important historic resources. Recognized as one of the “100 Best Places to Live” in the United States, Yorba Linda continues to uphold its shared values of responsible growth, preservation of existing neighborhood character, and conservation of natural resources.

Situated in the Southern California coastal region, the City of Yorba Linda is located 25 miles southeast of Los Angeles and 95 miles north of San Diego. It is bordered by the City of Anaheim to the south, Placentia to the west and Brea to the north, and by unincorporated portions of Orange County. Yorba Linda is eight miles from Angel Stadium (home of the Anaheim Angels), ten miles from Disneyland, and 12 miles from Knott’s Berry Farm. The San Bernardino and San Gabriel Mountains are a one-hour drive, providing countless opportunities for skiing, hiking, fishing and camping.

The Community *continued*

Today, the City's residents enjoy:

- Black Gold Golf Club
- Equestrian center
- A multi-purpose Community Center
- A state-of-the-art Cultural Arts Center
- More than 30 parks and multi-use recreational facilities, including the award-winning Adventure Playground
- An award-winning Public Library
- Richard Nixon Library and Birthplace
- The Susanna Bixby Bryant Ranch Museum

In addition to safe neighborhoods, high property values, award-winning schools, investment in public infrastructure, strong leadership, visionary planning, public and private partnerships, an engaged community, and an exceptional quality of life all continue to lay the foundations for Yorba Linda's success, which has and will continue to characterize the community for decades.



CITY of YORBA LINDA Community Snapshot

2022 Statistics



Total Population
68,336



Median Household Income
\$129,995



Median Age
41 years



Total Housing Units
23,795



Employment Rate
94.9%

Education



Bachelors Degree or Higher
54.1%



Number of Schools
20

Land Use



Residential
6,439.47 Acres



Open Space & Parks
2,876.65 Acres



Business & Commercial
492.46 Acres

The City

The City of Yorba Linda operates under a Council-Manager form of government with the City Council making policy determinations and the City Manager running day-to-day operations. The city council consists of five members who are elected by residents to four-year terms, with a three-term limit. The council elects its own mayor at the end of every year. Yorba Linda has four commissions, which meet monthly or bimonthly, to advise the City Council about their respective areas of purview: Planning, Traffic, Parks and Recreation, and Library.

City Operations are divided into six functional departments: Administration, Community Development, Finance, Library, Parks & Recreation, and Public Works. Each department has a full-time director reporting directly to the City Manager. Police and Fire services are provided to the City on a contract basis by the Orange County Sheriff's Department and Orange County Fire Authority, respectively.

The City's All Funds budget for Fiscal Year 2025-26 totals \$115 million, and the City has a total of 172 FTEs, including 116 full-time, permanent positions.

Importantly, the City is financially stable with over \$28.5 million, or 54.6%, in General Fund reserves. The City Council has a long-standing policy to maintain a minimum 50% General Fund operating reserve, far exceeding the Government Finance Officers Association (GFOA) recommendation of 16.67% and the percentage required (35%) by Moody's Rating Agency to receive an AAA rating for General Obligation Debt.



The six core strategies of the Council are as follows:

- Deliver exceptional City services in a customer-friendly manner.
- Maximize and strengthen the image, visual quality, and brand of the City.
- Sustain and enhance the City's long-term financial position.
- Ensure a safe community through continued public safety efforts.
- Foster long-term prosperity through economic growth and support of a vibrant business community.
- Improve and expand City infrastructure, facilities, and amenities.

The Ideal Candidate

The City Council is seeking a creative and forward-thinking individual who is dedicated to promoting and enhancing the workplace culture and takes a proactive approach to problem solving and communication with the community. Additionally, the City Manager should have a genuine appreciation of the uniqueness of Yorba Linda and its values. The ability to develop and promote strategic initiatives for the City Council's discussion and consideration while incorporating best practices in local government are important qualities.

The City Manager will have a hands-on and collaborative approach to management with frequent interaction with department heads and staff, fostering an open dialogue. The City Council also desires a manager who also enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from the community.

The selected candidate should be a person who can successfully address a variety of issues at the highest levels using sound judgment. Top candidates for consideration will have a solid career track record of having unquestioned personal integrity, honesty, and strong ethics.

The ideal candidate will also possess the following characteristics:

- Be a proven leader with a passion for public service and the ability to work with the City Council to help achieve the goals of the community.
- Be a hands-on leader who engages directly with the initiative to solve challenges the community faces. This individual should have strong communication, organizational, and time management skills.
- Understand the importance of and be committed to the preservation and enhancement of resident quality of life.
- Possess strong budget and financial management skills and be able to maintain and improve upon the City's financial condition.
- Ability to provide leadership to both the City Council and staff, setting goals and objectives as well as motivating and contributing effectively to timely achievement and successful performance, all for the betterment of the community.
- A willingness to mentor and develop staff while fostering the strong, interdepartmental coordination already in place. The successful candidate should be someone who has a hands-on approach without micromanaging and believes every aspect of local government is important.
- Commitment to the economic vitality of the community including support of a vibrant business community.
- Possess a track record of successful involvement with labor and employee relations issues.
- Valuing, empowerment, delegation, and celebration of the accomplishments of staff are important elements the new City Manager must bring to the organization.



The Ideal Candidate *continued*

The personal characteristics and management style of the new City Manager will include the ability to:

- Lead staff, build a strong team, protect that team from outside political influences, and maintain the current, high staff morale, while at the same time providing the staff team with a strong focus and direction.
- Engage an active and cohesive City Council with superior communication skills, keeping Council Members equally informed, providing them with thoughtful, consistent, and reasoned recommendations based on “completed staff work”; and
- Develop strong relationships and work well with members of the community, both individually and as groups, with a “resident comes first” approach.

The Qualifications

This position requires an experienced public administrator with a minimum of eight (8) years of upper-level executive experience in a municipal organization or other comparable governmental agency including two years of experience as a City Manager, Assistant City Manager or any combination of education, experience that would likely provide the required knowledge and abilities. The Yorba Linda City Council recognizes the benefit of an experienced professional yet also encourages others from a comparable or larger organization, to also consider this career opportunity provided there is a demonstrated track-record of career success and accomplishments.

Education: A Bachelor’s degree is required. A Master’s degree from an accredited college or university is desirable.

Review of Qualifying Experience and Education: Ralph Andersen & Associates will assist the City Council in the screening and evaluation of resumes to determine the appropriate match of professional experience and education. Each candidate will be required to present their own career history and credentials to highlight their accomplishments and ability to lead this organization.

Compensation and Benefits

The City Council is prepared to offer a highly competitive salary for the region consistent with recent practices; salary appointment will be made depending on the qualifications and experience (DOQE) of the selected candidate. The City also offers an excellent benefits package including:

Retirement: CalPERS - Classic employees 2% @ 55 (Employee contributes 7%), plus 7% Employer Paid Member Contribution (EPMC). PEPR (hired on or after January 1, 2013, or six-month lapse between CalPERS agencies) 2% @ 62 (Employee contributes 7.25%).

Health insurance: \$2,379 monthly health contribution. The balance between the premium and contribution may be placed in deferred compensation or received as cash. An employee may also opt out of health insurance with proof of insurance, with the full health contribution being placed in deferred compensation or received as cash.

Dental/Vision insurance: City pays the full premiums with up to \$2,500 per year in benefits.

Flexible Spending Accounts available: \$3,300 for health and \$5,000 for dependent care.

Life Insurance/Disability Insurance: City paid premiums for one-time annual salary/60% disability benefit.

Annual Leave: Management employees accrue annual leave, which may be used for sick or vacation purposes. 4.5 weeks/year (years 1-4 of service); 5.5 weeks/year (5+ years of service)

Administrative Leave: 100 hours per fiscal year.

Paid Holidays: 13 Paid Holidays

Vehicle Allowance: \$8,000.98 annually/\$666.75 monthly

Cell Phone Allowance: \$125/month

457(b) Deferred Compensation

College Savings Plan: Employees may contribute to a section 529 plan, which is designed to encourage saving for future college costs.

Social Security: City does not participate in the Social Security program, except for a mandatory 1.45% Medicare Contribution.

9/80 Work Schedule

To Be Considered

Interested candidates are encouraged to apply immediately and before the closing date of **Monday, July 14, 2025**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter, comprehensive resume, and five professional references. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Top candidates will be invited for an on-site interview with the Mayor and City Council. The City Council reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City Council and the organization. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Yorba Linda is an Equal Opportunity Employer.



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