



ASSISTANT CITY MANAGER

City of Paso Robles, California

Recruitment Services Provided By





The Opportunity

Ideally situated in one of California's premier wine regions and just minutes from the scenic Central Coast, the City of Paso Robles offers an exceptional setting to grow your career in public service. The City is currently seeking a dynamic, results-driven municipal leader to join its dedicated executive team as the next Assistant City Manager. This is an exciting opportunity to work in close partnership with the City Manager and a highly engaged leadership team to help shape the future of a thriving, full-service city known for its innovation, quality of life, and steady growth.



About Paso Robles

Nestled in the heart of California's scenic Central Coast, Paso Robles—short for El Paso de Robles, or "The Pass of the Oaks"—offers a unique blend of small-town charm, natural beauty, and modern opportunity. Originally founded around its famous mineral hot springs and rich agricultural heritage, Paso Robles has grown into a dynamic and thriving community. The region enjoys a Mediterranean climate with warm, sunny days and cool evenings, ideal for both outdoor living and agricultural innovation. With its rolling hills, majestic oak trees, and panoramic vineyard views, Paso Robles provides a truly inspiring setting for work and life.

Paso Robles' central location within San Luis Obispo County offers residents easy access to a wide array of cultural, educational, and recreational attractions. Just a short 30-minute drive south lies California Polytechnic State University (Cal Poly), a nationally ranked institution known for its hands-on learning and innovation. This proximity fosters strong connections to cutting-edge research, continuing education, and a highly educated talent pool. To the west, scenic Highway 1 leads to the iconic Hearst Castle in San Simeon, a historic landmark that draws visitors from around the world with its stunning architecture and sweeping coastal views. Within the county, residents can also enjoy the vibrant coastal towns of Morro Bay, Cambria, and Pismo Beach, as well as the eclectic energy of downtown San Luis Obispo. From wine tasting and hiking to art galleries, surf spots, and farmers' markets, San Luis Obispo County offers an exceptional quality of life—making Paso Robles an ideal community for the next Assistant City Manager.

Today, Paso Robles is best known as a premier wine region, home to over 200 wineries producing world-class Zinfandels, Cabernet Sauvignons, and Rhône varietals. But wine is just the beginning. The city boasts a vibrant downtown filled with boutique shopping, award-winning restaurants, and a burgeoning local arts scene. Cultural highlights include the Paso Robles Wine Festival, California Mid-State Fair, and a variety of community events that bring residents together year-round. A wide array of housing options, good schools, a welcoming business environment, and proximity to outdoor destinations make it an ideal place to live and work. Whether you're a young professional, a growing family, or someone looking to make a lifestyle change, the City of Paso Robles offers the perfect balance of opportunity, community, and California charm.

City Government

The City of Paso Robles was incorporated in 1889 as a general law city and operates under the Council-Manager form of government. As of January 1, 2025, the City's population has grown to approximately 31,061, reflecting consistent growth over recent years as more residents are drawn to the City's high quality of life, strong community identity, and comprehensive municipal services.

The City is a full-service municipality, meaning it provides a wide range of essential public services directly to its residents. These include police and fire protection, emergency medical response, water and wastewater utilities, parks and recreation, planning and development services, public works, and community enrichment programs. The City is committed to delivering responsive, effective, and efficient services that enhance the well-being of its residents and support a safe, sustainable, and vibrant community.

The governing body consists of a five-member City Council: the Mayor, elected at-large by the voters of the City; and four Councilmembers elected by-district. Voters also elect one City Treasurer at-large. All six elected positions are non-partisan. The City Manager, appointed by the City Council, serves as the Chief Executive Officer and is authorized to appoint all non-elected employees, with the exception of the City Attorney.

The City operates with a total annual budget of \$148.5 million for fiscal year 2026–27 and employs approximately 312 full-time equivalent (FTE) positions across the departments of Administrative Services, City Manager's Office, Community Development, Community Services, Fire and Emergency Services, Police, Public Works, and Utilities.

\$148.5M
Operating Budget

312 FTE
Employees





The Position

The Assistant City Manager (ACM) position is part of the Executive Management class, which reports directly to the City Manager. The ACM works closely with and supports the City Manager, along with supporting department directors, City staff, elected officials and others in the interest of serving the residents of and visitors in Paso Robles.

The ACM oversees and directs all activities of the City Clerk's Office, Economic Development, and Communications/Community Outreach, including accomplishing departmental planning and operational goals and objectives. The ACM will initially have four direct reports: the Economic Development Manager, City Clerk, Deputy City Clerk/Executive Assistant, and a Management Analyst. Some of the key job elements of the ACM include:

- Supporting the City Manager in executing key city initiatives and leading high-performing teams.
- Developing and directing the implementation of goals, objectives, policies, procedures, and work standards for assigned departments; and preparing and administering the department's and/or organizational budgets.
- Providing for the selection, training, professional development, and work evaluation of department staff; authorizing discipline as required; and providing policy guidance and interpretation to staff.
- Conferring with and representing the departments and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Actively engaging in local, regional, and national associations to remain current on principles, best practices, and new developments in assigned work areas.
- Participating extensively in cross-departmental projects and assisting other departments with financial and/or budgetary needs and issues.
- Serving as Acting City Manager in the absence of the City Manager.

Key Focus Areas & Opportunities

The next Assistant City Manager for Paso Robles will have the opportunity to lead during a period of transformational growth in the city. Some noteworthy opportunities include:

- The City is leveraging its municipal airport to create an FAA licensed spaceport, one of only 14 in the nation and only the second in California. While this is a notable development, the venture is anticipated to launch a tech and aerospace industry in the vicinity. The next ACM will have a rewarding opportunity to play a lead role in this transformational project.
- The next ACM will be challenged to lead the Economic Development Strategic Plan implementation and drive the execution of the City's economic development strategy, including business retention, attraction, and workforce development initiatives.
- Facilitating planned and ongoing development in Paso Robles as the City is planning for significant growth in the next 20 years. The next ACM will act as the City Manager's Office liaison in support of residential, commercial, and industrial development projects, while ensuring alignment with city goals and efficient project delivery.
- The chosen candidate will implement the City's legislative platform by monitoring and advocating for legislative priorities at the state and federal levels. In addition, they will engage with state and federal officials and agencies by building strong relationships with external partners to advance City priorities, secure funding, and influence policy.
- The next ACM will help craft a new communications and engagement plan, bringing together departments to create impactful engagement opportunities with all members of our community.





Ideal Candidate

The next ACM will have a hands-on work approach and inclusive leadership style that encourages and harnesses the contributions of City staff. The most successful candidates will have the following attributes:

- An effective leader and relationship builder, including strong interpersonal skills.
- A strong drive toward professional development and engagement with professional organizations that benefit the City organization and profession.
- Experience working in a rapidly growing community.
- Effective and adaptable communication skills serving as a spokesperson for the City on financial, operational, and labor matters in public forums and media interactions.
- Proven expertise in municipal budgeting, including development, forecasting, and long-term financial planning.
- An unflappable demeanor and ability to remain calm and assured during periods of stress.
- An appreciation for and acceptance of continually improving operations through developing people, improving processes, and investing in innovation mining within the organization.
- An orientation toward problem-solving and helping others to accomplish strategic and operational goals.
- Demonstrated experience in serving a municipal organization as a community stakeholder liaison to promote transparency and collaboration.
- Experience in labor and employee relations, including successful collective bargaining and union negotiations.
- An individual who prioritizes their own professional growth and the development of those they lead.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required education and experience is:

Education: Graduation from a four-year college or university with major course work in Public Administration or a related field. A graduate or advanced degree is highly desired.

Experience: Five years of managerial or administrative experience at the department director level or higher in a public agency setting is required.





Salary & Benefits

The salary range for the Assistant City Manager is **up to \$211,099**, with placement salary dependent on qualifications. A 2% salary adjustment is scheduled for January 3, 2027. In addition, an excellent benefit package is provided as outlined below. Key benefits include:

CalPERS Retirement:

- **Tier 1 classic:** 2.5% at 55 formula; 10% total employee contribution (8% member contribution plus 2% cost sharing.)
- **Tier 2 classic:** 2% at 60 formula; 10% total employee contribution (7% member contribution plus 3% cost sharing.)
- **PEPRA:** 2% at 62 formula; 10.75% current total employee contribution (one-half of the normal cost, currently 7.75% plus 3% cost sharing.)

Vacation: Accrual of 80-200 hours annually, depending upon years of service. Enhanced vacation accrual rate and a starting vacation leave balance may be negotiated with the successful candidate.

Sick: Accrual of 96 hours annually.

Administrative Leave: The City provides 80 hours annually.

Holidays: The City observes 14 paid holidays annually.

Deferred Compensation: The City contributes \$192.31 per pay period on the employee's behalf with an additional match of up to \$96.15 per pay period.

Health/Dental/Vision Insurance:

- **Medical:** Effective January 1, 2027, the City pays \$1,004.09 per month of the employee premium, \$1,807.37 per month of the premium for employee and one dependent, and \$2,219.05 per month of the premium for employee and two or more dependents. Employees who opt out of health coverage are provided a payment of \$300 per month.
- **Dental:** The City pays the full premium for employees and partial premium for family coverage.
- **Vision:** The City pays the full premium for employees and family.

Life Insurance: The City provides a term life insurance policy of \$200,000.

Social Security: The City and its employees participate in Social Security.

Auto allowance: The City pays \$115.38 per pay period.

Relocation Assistance: A moving allowance of up to \$10,000, and home loan assistance of up to \$60,000, may be negotiated with the successful candidate.



Application & Selection Process

For first consideration, interested candidates are encouraged to submit a cover letter and résumé online as this recruitment will close once a sufficiently strong candidate pool has been established. Apply immediately at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 217-3696

The City of Paso Robles is an Equal Opportunity Employer.

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