



# TOWN MANAGER

Loomis, CA

Recruitment Services Provided By







## The Opportunity

The Town of Loomis offers a rare and compelling opportunity for a seasoned municipal leader who values community, character, and thoughtful stewardship over scale and bureaucracy. Loomis is financially strong, civically engaged, and fiercely protective of its small-town identity. With new fiscal capacity, an evolving historic downtown, and development-related issues that require steady judgment rather than urgency-driven decisions, Loomis is seeking a Town Manager who understands how to lead in a close-knit environment – someone who can balance preservation with progress, relationships with results, and informality with accountability. This is an opportunity for a leader who appreciates that in Loomis, trust is earned personally, leadership is visible, and success is measured by community confidence as much as organizational performance.

## About Loomis

A small town is like a big family!

The Town of Loomis is a quaint and rural family-oriented community that was established in 1850 and incorporated as a town in 1984. With its proximity to the City of Sacramento, it offers the perfect combination of small-town charm with easy access to big-city amenities. Loomis retains its rural character and charm with its gently rolling hills and large residential lots. The historic downtown district boasts a variety of specialty cafes, restaurants and shops, while nearby Folsom Lake provides plenty of local outdoor recreational opportunities such as hiking, biking, swimming, and boating. Residents can also enjoy easy access to nearby ski resorts in the beautiful Lake Tahoe area. Loomis is also home to exciting annual events including the Annual Tree Lighting Ceremony, the Annual Day Before Thanksgiving Parade, the Fruit Shed Fest and the Summer Concert Series. Home to approximately 6,900 residents, Loomis boasts some of the highest rated public schools and offers residents a great balance between city living and rural peace of mind.



# Town Government

Incorporated in 1984 to preserve and protect Loomis' character and identity, the Town of Loomis is a General Law city with a Council-Manager form of government. The Town Council governs the Town and is comprised of five members who are elected to alternating four-year terms. As a General Law city, the Mayor is selected by the Council annually.

With only 21 employees, Loomis provides the majority of its services through contracts with other agencies, including: police, building inspection, code enforcement, human resources, and IT services. Fire services are provided by the South Placer Fire District and funded by the County. Town staff are concentrated in public works, planning and development, engineering, finance and library services. While most small municipalities do not directly provide library services, the Town elected to establish its own library when Placer County closed its branch in Loomis in 2016, reflecting the importance of the library in Loomis.

The Town of Loomis is uncommon in its financial strength, especially after the influx of sales tax revenues from a Costco Warehouse that opened in 2024. This financial position will allow the Town to provide significantly higher levels of service and amenities than other communities. The Town utilizes a two-year budget cycle with an annual budget of \$9 million and a general fund budget of \$6.9 million.

**\$9M**  
Annual Budget

**21 FTE**  
Employees





# The Position

The Town Manager is appointed by and serves at the pleasure of the Town Council and functions as the Town's chief executive officer. Reporting directly to the Town Council, the Town Manager is responsible for the overall administration and operation of the Town of Loomis, providing strategic leadership, professional management, and policy implementation consistent with the Council's direction, the Municipal Code, and applicable state and federal laws.

The Town Manager provides executive leadership to all Town departments, ensures efficient and effective service delivery, supports the Town Council in achieving its goals and objectives, and represents the Town's interests with other governmental agencies, community organizations, and the public. Key responsibilities include:

- Providing executive leadership, vision, and strategic direction for all Town operations and services
- Serving as the primary policy advisor to the Town Council and implementing Council-adopted goals, policies, and directives
- Planning, organizing, directing, and overseeing the administrative functions and day-to-day operations of the Town
- Directing the preparation, administration, and monitoring of the Town's annual budget and ensuring long-term fiscal integrity
- Keeping the Town Council fully informed regarding financial condition, operational performance, emerging issues, and community concerns
- Appointing, supervising, mentoring, evaluating, and – when necessary – disciplining or terminating department heads and senior staff in accordance with Town policies
- Establishing performance expectations, accountability systems, and continuous improvement practices across the organization

- Promoting a high-performing, customer-service-oriented organizational culture aligned with the Town's mission and values
- Ensuring compliance with all Town ordinances, policies, contracts, and applicable state and federal laws and regulations
- Negotiating, administering, and overseeing contracts for services provided to the Town, including police, legal, water, wastewater, and fire protection services
- Developing and maintaining effective working relationships with other governmental agencies, special districts, community groups, businesses, and regional partners
- Leading economic development efforts in coordination with local, county, and regional partners to support business attraction, retention, and long-term economic vitality
- Representing the Town in intergovernmental, regional, and community forums and serving as a visible and engaged leader within the community
- Addressing sensitive, complex, and controversial issues with professionalism, sound judgment, and political awareness
- Ensuring appropriate policy matters are prepared for Town Council consideration and attending Town Council and Planning Commission meetings

The Town Manager is expected to be a hands-on, visible, and engaged executive who operates effectively in a politically sensitive environment, balances competing priorities, and leads through collaboration, accountability, and sound professional judgment.





# The Ideal Candidate

The Town of Loomis is seeking a **grounded, politically savvy municipal generalist** who understands that effective leadership in a small town is more about **judgment, relationships, and restraint** than command-and-control management.

The ideal candidate is a **calm, steady presence** – someone who leads without ego, respects the Town's culture, and understands that Loomis values its **character, independence, and informal way of doing business**. This individual will appreciate what makes Loomis special and will be motivated to **protect its charm while helping the organization evolve thoughtfully and pragmatically**.

The successful candidate will be:

- **Measured, level-headed, and humble**, with the confidence to lead without being heavy-handed
- Comfortable in an **informal, relationship-based environment**, while still maintaining professionalism, accountability, and clear boundaries
- A **non-micromanager** who trusts staff, empowers department leaders, and avoids over-engineering solutions
- A **transparent and honest broker**, capable of presenting balanced perspectives and earning trust across differing viewpoints
- Politically astute and fair-minded, with the discipline to **treat all Council Members equally** and avoid favoritism
- Willing and able to advocate for staff and their work, and serve as a strong bridge between the Council and the organization
- Courageous enough to deliver difficult messages when needed – and secure enough professionally to do so thoughtfully and directly







# The Ideal Candidate

Experience and orientation that will lead to success:

- A **broad-based municipal background**, with particular value placed on experience in **Public Works/Engineering or Community Development**
- A practical understanding of development-related issues, recognizing that **most of Loomis's complex and sensitive challenges will be development-driven**
- Comfort operating in a resource-constrained environment, with a **scrappy, creative, and resourceful mindset**
- Demonstrated ability to **advocate externally** – including pursuing grants, regional partnerships, and funding opportunities to support major infrastructure and community projects
- Experience guiding organizations through **incremental change**, with an appreciation for timing, communication, and organizational readiness

Leadership style and community approach:

- A **highly effective communicator**, both internally and externally, who understands that Loomis is an **organization that benefits from proactive, informal communication**
- Intentional about **breaking down silos**, improving coordination, and ensuring information flows across departments
- Deeply committed to **community engagement**, relationship-building, and visible leadership
- Appreciative of Loomis's civic pride and willing to **champion the Town's identity, values, and long-standing expectations**
- Able to set and maintain **appropriate boundaries with the Town Council**, while fostering a productive, respectful working relationship

Above all, the Town is seeking a Town Manager who sees the role not simply as a job, but as an opportunity to **serve, protect, and strengthen a community that values its independence and character.**



A background image of a park or plaza. On the left, there is a tall black clock tower with a white clock face. In front of it are several green metal park benches. To the right, there is a wooden gazebo with a brown roof. The ground is paved with light-colored stones. The sky is clear and blue.

## Qualifications

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

**Education:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree in a related field is desirable.

**Experience:** Ten years of progressively responsible management, administrative, staff or related experience including five years of experience as a department head, assistant city manager and /or city manager.

## Salary & Benefits

The Loomis Town Council will negotiate a highly competitive salary and executive benefits package with the selected candidate that is considerate of the candidate's experience and qualifications. The annual base salary for the previous Town Manager was approximately \$200,000. In addition, an excellent benefit package is provided as outlined below. Key benefits include:

- **Retirement:** Retirement is provided through CalPERS. Classic CalPERS members are eligible for a 2% @ 55 formula, while PEPPRA members are at the 2% @ 62 formula.
- **Deferred Compensation:** The Town offers a voluntary 457 deferred compensation plan through CalPERS.
- **Health Benefits:** The Town provides an IRS Section 125 cafeteria plan with a monthly allocation that employees can apply to their choice of health plans. The allocation is based on the State of California Annuitant rate. Health plans are through CalPERS and the dental plan is through Humana. Employees pay the cost difference between the chosen plan(s) and the allocation through tax exempt payroll deductions. Employees with health insurance coverage through a spouse's plan can waive the Town's plans and receive \$150 per month in lieu of insurance coverage.
- **Leave and Other Benefits:** The Town Council will negotiate a highly competitive executive benefit package with the selected candidate.



# Application & Selection Process

Interested candidates should apply no later than **Monday, February 23, 2026**. Submit a comprehensive résumé and compelling cover letter online at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

This is a confidential selection process. References will not be contacted until mutual interest has been established.

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

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*The Town of Loomis is an Equal Opportunity Employer.*

