



Assistant City Manager

Salary: \$135,000 – \$156,000 annually (DOE)

Application Deadline: Monday, November 10, 2025

The Community

Tucked on the western edge of Los Angeles—near Calabasas and Malibu—Hidden Hills is a close-knit city of about 2,000 residents, including many widely recognized figures from sports, entertainment, and technology. Collectively, these residents bring more than two billion followers into the City’s social media orbit, underscoring Hidden Hills’ cultural reach and global appeal.

Hidden Hills blends the bucolic charm of small-town life—horses on the trails, friendly neighbors, a weekly farmers market—with the sophistication of elegant homes, high-profile residents, and exceptional community services. The result is a community firmly rooted in place while leading on sustainability, technology, and public welfare.

Notable accomplishments and initiatives include:

- One of the first cities to ban gasoline leaf blowers.
- A comprehensive public safety camera network covering the community.
- A vision to transform the current library into an AI-driven community resource center.
- A reimagined City Hall designed for sustainable, tech-forward operations.

The Position

Under the administrative direction of the City Manager, the Assistant City Manager (ACM) is a key member of the executive leadership team. The ACM manages major administrative, operational, and special-project functions within the City Manager’s Office, provides high-level policy and management support, and may serve as Acting City Manager in the City Manager’s absence.

A signature responsibility of this role is to lead the creation and ongoing management of the City’s new AI-Powered Library, an innovative initiative integrating technology, learning, and community programming.

This is an executive-level position requiring strategic thinking, leadership, discretion, and a strong commitment to public service excellence.

KEY RESPONSIBILITIES

- Assist the City Manager in overseeing day-to-day operations and implementing City Council policy direction.
- Help manage programs related to human resources, finance, information technology, city clerk operations, and administrative services.
- Lead and oversee the development of the AI-Powered Library, including technology integration, program creation, and community outreach.
- Provide policy and management support to the City Council and City Manager on citywide initiatives.
- Oversee contracts and service delivery agreements to ensure quality and efficiency.
- Coordinate and manage City events and community engagement activities.
- Serve as the Public Information Officer, overseeing communications, and the City's website.
- Assist to supervise and mentor assigned staff, including the City Clerk, Accountant, and Administrative Analyst.
- Review City Council agenda reports and follow up on policy direction.
- Represent the City in meetings with public agencies, community groups, and residents.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, organizational leadership, and municipal management.
- Budgeting, human resources, finance, and information technology within a local government setting.
- Project management and program evaluation.
- Public communication and community engagement strategies.
- Federal, state, and local laws, regulations, and procedures related to city operations.

Ability to:

- Provide strong leadership, direction, and support across multiple City functions.
- Develop, implement, and evaluate City programs and initiatives.
- Interpret and apply municipal codes, policies, and regulations.
- Communicate effectively both orally and in writing.
- Build and maintain effective relationships with elected officials, staff, community members, and partner agencies.

EDUCATION & EXPERIENCE

- **Bachelor's degree** in public administration, business administration, political science, or a related field required.
- **Master's degree** preferred.
- **Preferred Six (6) years** of progressively responsible experience in municipal administration, including **executive or management-level experience**.

COMPENSATION & BENEFITS

The City of Hidden Hills offers a **competitive salary range of \$135,000 – \$156,000 annually**, depending on qualifications and experience.

Comprehensive benefits include:

- Retirement: Classic Member - PERS 2% @ 60, three-year final compensation. Employer pays full contribution, New Member - PERS 2% @ 62, three years final compensation. Employees pay 7.75% of the contribution.
- Medical Insurance: City pays for employee share of CalPERS medical insurance. City also provides and pays for employee share of dental and vision plans.
- Vacation: 10 days annual accrual after six months: 15 days after 5 years. 20 days after 10 years.
- Sick Leave: 8.67 days annually.
- Holidays: 11 paid holidays per year (major holidays), plus noon the day before Christmas through New Year's Day.
- Professional development and continuing education support.
- Monthly cell phone and car allowance stipends, negotiable based on experience and operational needs.

HOW TO APPLY

Interested candidates should submit a **cover letter, résumé, and at least three professional references** to: **City of Hidden Hills – City Manager's Office**

Email: gloria@hiddenhillscity.org

Phone: (818) 888-9281

Website: www.hiddenhillscity.org

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