



# CITY MANAGER



Recruitment Services Provided by Ralph Andersen & Associates

# A Unique Opportunity

Known for its outstanding quality of life and small-town setting, the Town of Los Altos Hills is seeking an accomplished executive to become its new City Manager. The City Council is looking for a candidate who would be a good fit for the community, a strong leader for Town staff, and a successful partner with City Council. This top professional is expected to have strong leadership skills, effective interpersonal and communication skills, and a strong passion for public service. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations. A thorough understanding of municipal finance, community planning, and public works is of high importance to the City Council.

This leader 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. 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 elected officials, town commissions and committees, and an active community. This 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

Incorporated in 1956, the Town of Los Altos Hills is a premier Silicon Valley residential community located adjacent to the City of Los Altos, 35 miles south of San Francisco, 5 miles south of Stanford University, and 17 miles north of downtown San Jose. The advocates of incorporation were dedicated to the “preservation of the rural atmosphere of the foothills and orderly and unhurried growth.”

The Town of Los Altos Hills encompasses 9 square miles, making it one of the smallest incorporated towns in Santa Clara County. There is an additional 5.2 square miles of unincorporated land adjacent to the Town’s boundaries that is designated within the Town’s “sphere of influence”.

In 1956, Los Altos Hills had an original population of 2,500; today, a little over 8,450 residents call Los Altos Hills home. Many are drawn to this town because of the beauty of the area – rolling hills, picturesque valleys, and mild climate, many of the same reasons which drew the first inhabitants. One of the most distinctive features of the Town is the singular dedication to the preservation of a “residential-agricultural” lifestyle, which is manifested in gracious homes, vast open lands, rolling hills, spectacular views of the South and East Bay communities, and a uniquely rural atmosphere – a rarity in one of the most densely populated counties in California. With the adoption and implementation of the current Housing Element, the Town is working collaboratively with its residents and other stakeholders to implement new housing opportunities through a combination program to provide multi-family housing, ADUs, SB-9 units and other innovative housing opportunities.

Another significant feature of the Town is the absence of commercial activity. The founders desired to maintain a town with a serene

environment, emphasizing a semi-rural residential area with scenic vistas and open spaces rather than commercial or industrial operations. However, due to the Town’s proximity to large tech companies located in the immediately adjacent cities of Los Altos, Palo Alto, and Mountain View, the residents are deeply connected to technology rather than having companies based within Town limits. The Town has top-rated and highly regarded K-12 schools with excellent test scores and high graduation rates, with a close proximity to Stanford University. In addition to top-rated schools, the Town has permitted uses such as religious institutions and recreational clubs. Combined with the natural beauty, physical assets, and the determination of the residents to maintain their rural lifestyles, the Town remains one of the most beautiful, unspoiled, and desirable residential communities in Northern California.

The Town of Los Altos Hills is justifiably proud of its Pathway System, one of the most unique features of the Town. This system of pathways, which comprises approximately 80 miles of beautiful trails and off-road paths meanders around and connects most of the community, as a sort of sidewalk. With the cooperation of the residents, through easements and donations, this unique system is designed to allow users to appreciate the natural beauty of the Town at their own leisure, whether by walking, running, bicycling, or even on horseback, and in the process get acquainted with other residents. Once a year, the immensely popular Pathways Run is held by the Parks and Recreation Department, and residents of all ages participate in various runs.

Residents of Los Altos Hills are served by more than one public school District, and numerous private schools are also available in the immediate area. Foothill-DeAnza Community College District operates Foothill College located in Los Altos Hills.

# The Organization



Los Altos Hills is a General Law Town and operates under the Council/Manager form of government. The five members of the City Council are elected to four-year overlapping terms, with the Mayor selected among his/her peers to serve a one-year term. The City Council appoints the City Manager, who in turn serves as chief executive of the municipal organization. The Town also utilizes several standing volunteer commissions and committees. The Town relies upon these commissions and committees as well as ad-hoc committees to advise City Council on community issues.

In addition to the City Manager's Office, other town departments include City Clerk, Community Development, Finance & Administrative Services, Parks and Recreation, and Public Works & Engineering. The Town of Los Altos Hills contracts with the Santa Clara County Sheriff's Department for law enforcement and public safety services. Fire protection, suppression, and safety services are provided by the Los Altos Hills County Fire District. The district contracts with the Santa Clara County Fire Department for services.

The Town of Los Altos Hills has FY 25- 26 General Fund budget of \$18.2 million, and a FY 2025-26 Capital Improvement Program of \$4.1 million. Current staffing includes 30 FTEs. Notably, the Town is financially stable with \$18.5 million in General fund reserves as of June 30, 2025. The Town maintains reserves through multiple designated categories, including a General Fund Stabilization Reserve of approximately three months of operating expenditures, consistent with local government best practices.

## City Council Priorities

- *Maintaining Quality of Life and Community Character*
- *Promoting Public Safety*
- *Increasing Effective Service Delivery and Governance*
- *Protecting and Maintaining Infrastructure*



## The Position

The City Manager has administrative responsibility and authority to ensure that the laws and ordinances of the Town are duly enforced. The City Manager is responsible for managing, and giving direction to all department heads, except for the City Attorney. The City Manager is appointed by, and serves at the pleasure of, the City Council.

### **Essential responsibilities of the City Manager include:**

- Representing the Town with other governmental agencies.
- Recommending adoption of ordinances and resolutions to execute the City Council's policies.
- Advising the City Council of the fiscal condition of the Town.
- Preparing an annual budget and Capital Improvement Plan.
- Exercising general supervision over all public buildings, parks, and other public properties under the control of the Town.
- Leading, managing, appointing or removing employees of the Town.



# The Ideal Candidate

The City Council is seeking a strategic, experienced, and innovative manager to employ a team approach to proactively address issues that impact the community. The new City Manager will also embrace the culture of the organization and continue to promote the values held by the community for responsive and efficient delivery of services. Approachability, attention to detail, patience, responsiveness, and follow-through are the absolute key to success in this community.

The City Manager will need to effectively develop and propose initiatives and creative solutions for the City Council's consideration and adoption. The City Council desires a manager who enjoys working in the public sector and appreciates contributions from all sources within the organization as well as the engaged community. Additionally, the City Manager will be expected to foster an open dialogue and strong lines of communication with staff and City Council. Having a City Manager who is respectful, collaborative, inclusive, and professional is also very important to the City Council. The City Manager should have unquestioned personal integrity, honesty, and strong ethics.

## **The ideal candidate will also possess the following characteristics:**

- Genuine concern and appreciation for preserving the quality of life presently enjoyed by residents of Los Altos Hills;
- Results-driven approach to municipal finance, public safety, and all aspects of municipal service delivery;
- Appreciation for exceptional customer service, effective and efficient operations, transparency, service delivery that exceeds community expectations, and overall community access;
- Open and accessible style that promotes candid discussions among Staff, Council, Commissions and Committees and encourages the review of options and alternatives for the City Council's consideration;
- Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, motivate others, and contribute effectively to their timely achievement and successful performance; and
- Comfortable with and proficient in using technology.

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

- 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, commissions, committees and the community.



# Experience and Education

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. The typical candidate will possess a Bachelor's degree from an accredited college or university in public administration, business administration, or a related field and many years of increasingly responsible management experience in a local public and/or private agency involving responsibility for the planning, organization, implementation, and supervision of varied work programs. Prior experience as a City Manager, Assistant City Manager, or Department Director is desirable. A Master's degree in public or business administration, or a related field is also desirable.



# Compensation

The annual salary range for the City Manager is competitive, negotiable, and dependent upon the qualifications and experience of the selected candidate. The annual base salary for the previous City Manager was \$303,960. The Town of Los Altos Hills also offers an attractive benefits package, to include:

**Retirement:** Participation in the CalPERS Retirement System.

**CalPERS Medical Insurance:** Town contribution covering many of the CalPERS health plan options available for employee and eligible dependents.

**Dental and Vision Plans:** Town paid dental and vision plans for employee and eligible dependents.

**Life Insurance:** Town paid life and accident death and dismemberment insurance equal to \$300,000.

**Long-Term Disability Insurance:** Town paid Long Term Disability insurance.

**Short-Term Disability Plan:** Employee pays Participation in short-term State Disability.

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

**Holidays:** Employee will have 11 Paid holidays per year and 3 floating holidays.

**Vacation:** Vacation accrual 12 to 20 days a year.

**Sick Leave:** Sick days accrual of 12 days a year.

**Administrative Leave:** Administrative Management accrual of 12 days a year.

**Auto Allowance:** Negotiable.

**Deferred Compensation Plan:** Town offers voluntary Deferred Compensation Plan with a 4% match.

## To Be Considered

Interested candidates should apply by submitting a compelling cover letter, comprehensive resume, and five professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) **no later than Monday, March 16, 2026.**

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.

Confidential inquiries are welcomed and should be directed to Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

***The Town of Los Altos Hills is an equal opportunity employer. The Town values diversity and encourages all qualified candidates to apply for consideration.***

[www.losaltoshills.ca.gov](http://www.losaltoshills.ca.gov)