The City of Pleasant Hill

Invites Your Interest for the Position of

Community Relations Manager/ Public Information Officer

Annual Salary $142,044—$188,880

The Community

Set amid rolling hills and woodlands in the East Bay area of San Francisco, Pleasant Hill is a modern and vibrant city that offers the perfect balance of suburban amenities and small-town charm. Located in Contra Costa County approximately 20 miles east of Oakland, the City encompasses 8.1 square miles and is home to approximately 35,000 residents who enjoy a strong sense of community.

Residents of Pleasant Hill enjoy an enviable quality of life with safe, quiet neighborhoods and an array of amenities. The appealing downtown features more than 350,000 square feet of retail space, a movie theater, entertainment venues, and restaurants. City Hall offers a central plaza that serves as a gathering place for community events. The City enjoys Northern California's ideal climate, with warm, dry summers and mild winters that support year-round outdoor activities.

The community is served by the distinguished Mount Diablo Unified School District, several private schools, and Diablo Valley College.

Pleasant Hill is easily accessible via Interstate 680, connecting the City to Highway 24 , Oakland, the Bay Bridge and San Francisco. Bay Area Rapid Transit (BART), local bus services, and nearby international airports provide regional connectivity and transportation options for residents, commuters, and visitors.

The Organization

Pleasant Hill is a General Law City operating under the Council-Manager form of government. The City Council consists of five members who are elected to district based seats with staggered 4-year terms. Pleasant Hill is widely recognized for being a well-managed, fiscally sound City and for its community focused programs that benefit its citizens as well as providing a dynamic, stimulating work environment for City employees.

The City employs 108 regular employees and has a General Fund operating budget of $35 million for FY 2025-2026.

The City delivers a range of municipal services including police, finance, building inspection, planning and code enforcement, engineering, economic development, street construction and maintenance, and storm drainage services. Fire protection, recreation and parks, sewage collection and treatment, water, and school services are provided through special districts not subject to City control.

Pleasant Hill is considered one of the best places to work, live, shop, dine, and play in the Bay Area.
To learn more please visit: https://www.phillca.gov

The Position

This is a full-time management position that reports directly to the City Manager and is part of the City Manager's Office. The Public Information and Community Relations Division is responsible for providing information to the general public about the programs, projects, and policies of the City Council and City government.

The Community Relations Manager/Public Information Officer is a key member of the City's Executive Team given the unique position of being a liaison to citizens, businesses, schools, and non-profits in the City.

Under direction of the City Manager, Community Relations is responsible for the City's cable TV franchise agreements, serving as a liaison with civic organizations, and providing staff support to the Civic Action Commission and Education Commission.

The Public Information function includes providing timely and accurate information to residents, businesses, the media, and others about City services and programs. Significant use of digital communication tools, including the City's website, social media platforms, and the City Channel, is a central aspect of the position. In addition, the role oversees and coordinates production of the *Outlook*, the City's printed community newsletter, as well as communications related to special events.

Assisting the Mayor with official communications, sharing information from other organizations regarding upcoming events, providing tours of City Hall and serving as the point of contact for community organizations, providing staff support to City commissions and City Council meetings, and coordinating environmental programs are all aspects of this role that create an interesting, rewarding, and stimulating variety of work.

The Ideal Candidate

The ideal candidate for this position will demonstrate significant professional and managerial competency in communications, and only those candidates able to "hit the ground running" and quickly establish rapport, trust, and credibility within the organization and the community will be considered.

A self-starter with excellent written and verbal communication skills and an upbeat attitude about municipal service is highly desired. The successful candidate will be skilled in modern public sector communications, including strategic use of social media platforms, website content management, digital engagement tools, and the creation of compelling multimedia and video content.

This opportunity is best suited for an individual who is truly interested in becoming an integral part of a high performing organization, and a visible trusted presence within the fabric of the Pleasant Hill community.

A Bachelor's degree with major course work in communications, public relations or public administration, and four years of professional communications experience is required.

Compensation & Benefits

The annual salary range for the Community Relations Manager/Public Information Officer is **$142,044—$188,880.** Placement in this range is dependent upon qualifications.

The City also offers a competitive benefits program that includes:

- **Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as $200/month to an Retirement Health Saving (RHS) plan. Voluntary Roth IRA & 457 plans available.
- **Medical Benefit** – The City offers two choices for coverage—Kaiser or Health Net. The City pays 75% of the Kaiser monthly premium at each coverage level.
- **Medical in Lieu** – The City will contribute $400 (employee only coverage) or $500 (employee + 1 coverage) or $600 (family coverage) in cash, or a contribution to a 457 deferred compensation plan, in lieu of medical coverage.
- **Dental & Vision:** City-paid for employee and eligible dependents.
- **Life Insurance** – City-paid coverage equal to 1x annual salary.
- **Holidays** – 14 paid holidays per year.
- **Vacation Leave** – Up to 25 days based on years of service.
- **Sick Leave** – Accrues at the rate of one day per month, with no maximum accrual.
- **Administrative Leave** – Up to 16 hours of administrative leave each month on a non-cumulative basis.
- **Flexible Spending (Section 125) Plan** – Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.

If you have any questions, please contact Chief Human Resources Officer, Ericka Mitchell at (925)671-5277 or emitchell@phillca.gov

Application & Selection Process

To be considered for this opportunity, submit your application and cover letter online at governmentjobs.com/careers/pleasanthillca. Your cover letter should express your interest in the position and why you would be an ideal candidate.

Deadline to apply is March 27, 2026.

Following the closing date, applications will be screened according to the qualifications outlined herein. The most qualified candidates will be invited for an oral board interview, based on background and experience as evidenced by their application. To be placed on an eligibility list, applicants must receive a passing score of 70 or more from each panel member. Employment offers are contingent upon successful completion of a pre-employment physical exam and a thorough background check, including livescan.

RECRUITMENT SCHEDULE

Application Deadline:	**March 27, 2026**
1st Round Interviews:	**April 8, 2026**
Final Interviews:	**April 10, 2026**
Target Start Date:	**May 16, 2026**