

CAREER OPPORTUNITY



Culver CITY

DIRECTOR OF PUBLIC AFFAIRS

Salary Range: \$205,691 - \$249,995 DOE/DOQ

Job Classification: Chief Public Affairs & Community Engagement Officer

The **City of Culver City, CA (City)** is seeking an experienced and innovative communications and public affairs leader to serve as its first-ever **Director of Public Affairs** (*Official Job Classification: Chief Public Affairs & Community Engagement Officer*). This newly created executive leadership position comes at a pivotal moment as the City advances priority-based budgeting, civic assemblies, community conversations, and other initiatives designed to strengthen transparency, public trust, and meaningful community engagement. Reporting directly to the City Manager and serving as a member of the executive leadership team, the Director of Public Affairs will provide strategic leadership for citywide communications, public affairs, media relations, branding, and community engagement efforts while serving as a trusted advisor on public messaging and organizational alignment. This role is ideally suited for a self-directed and entrepreneurial leader who thrives with autonomy, takes initiative, and can collaboratively develop, implement, and continuously evolve communication strategies that advance organizational priorities. The successful candidate will be comfortable working collaboratively across departments, building relationships throughout the organization, and driving initiatives forward without requiring extensive direction or oversight. **If you are a forward-thinking communications and public affairs professional prepared to help shape how Culver City engages, informs, and connects with its community while building a modern communications function from the ground up, we invite you to apply.**

Important to Note: *The City is seeking to fill this position expeditiously and will begin evaluating applications immediately. Strong candidates will be invited to participate in the interview process as applications are received and the recruitment may close without notice once a suitable candidate has been selected.*

A CONNECTED, CREATIVE & EVOLVING COMMUNITY

The City is a dynamic urban community in the heart of Los Angeles County, home to approximately 40K residents who enjoy a unique blend of small-town charm and big-city amenities. Walkable neighborhoods, historic architecture, and a vibrant downtown make it a sought-after place to live, work, and visit.

The City's lively center features popular destinations like Culver Steps, Ivy Station, and the historic Culver Hotel, offering dining, shopping, and gathering spaces. As the "Heart of Screenland," the City hosts major employers such as Sony Pictures Studios, Apple Studios, Tik Tok, Pinterest, and Amazon Studios, supporting a thriving creative economy and small business scene. Residents enjoy abundant parks, bike paths, and the Culver City Arts District, showcasing public art, galleries, and cultural events. With excellent transit connections via the Metro E Line and major freeways, the City offers easy access to the region while maintaining its own distinctive identity.

Guided by its **2045 General Plan**, the City is preparing for sustainable growth that anticipates welcoming up to 10K to 15K new residents over the next decade, with expanded housing options and modern infrastructure. The City currently has approved or is in the process of reviewing over **4.4K new residential units**, including over 600 affordable units that will need to be reviewed for affordability compliance by the Housing & Human Services Department. The City looks to remain a welcoming, inclusive, and livable community for generations to come.



COUNCIL - MANAGER FORM OF GOVERNMENT

Culver City operates under a Council-Manager form of government. Its **five-member elected City Council** provides policy direction, sets priorities, approves the budget, and appoints the City Manager, City Attorney, Police Chief, and Fire Chief.

The City Manager serves as the City's Chief Executive Officer, overseeing day-to-day operations and leading approximately 800 dedicated employees across **12 departments** with a Fiscal Year 25/26 (FY25/26) annual budget of approximately \$370M and a FY26/27 proposed annual budget of approximately \$393M. This talented and committed workforce delivers a wide range of high-quality services that support the City's vision of an inclusive, sustainable, and thriving community.

Departments reporting to the City Manager include: Finance, Human Resources, Information Technology, Housing and Human Services, Planning and Development, Parks, Recreation and Community Services, Transportation, and Public Works. The City Manager's Office is responsible for leadership and coordination across departments to ensure the effective delivery of programs and services, foster collaboration, and maintain transparent and responsive communication with the City Council and the public.

CITY COUNCIL PRIORITIES

The City Council has set a clear vision for proactive, strategic leadership that ensures Culver City's continued success and livability:

- Strengthen Long-Term Financial Sustainability
- Invest in Public Infrastructure & Community Spaces
- Deliver High-Quality Public Services
- Enhance Housing & Homelessness Services
- Promote Diversity, Equity, & Inclusion
- Deepen Community Engagement & Participation

CLICK BELOW
TO LEARN MORE:

[FY25/26 Adopted Budget](#)

[FY26/27 Proposed Budget](#)

[Citywide Master Plans](#)

[City Organizational Chart](#)

WHERE COMMUNICATION STRATEGY MEETS COMMUNITY

Culver City is entering a transformative period defined by innovation, community engagement, organizational alignment, and a renewed commitment to transparency and accountability. As the City advances priority-based budgeting, expands opportunities for meaningful public participation, and invests in initiatives that reflect community priorities, effective communication has become increasingly essential to organizational and community success.

The City recognizes that communication is more than simply sharing information. It is a strategic tool that helps residents understand how decisions are made, why investments are prioritized, and how community input shapes the future of Culver City. Strategic communications serves as the bridge between City Hall and the community, helping build trust, strengthen relationships, and foster meaningful civic participation.

To support this vision, Culver City is building a coordinated communications function focused on several key objectives:

DEEPENING COMMUNITY ENGAGEMENT

- Support innovative engagement initiatives, including community conversations, civic assemblies, and other opportunities that encourage meaningful public participation.
- Help residents better understand and contribute to discussions surrounding City priorities, programs, and investments.

STRENGTHENING ORGANIZATIONAL ALIGNMENT

- Create consistency in messaging across departments and initiatives.
- Ensure City communications reflect organizational priorities, strategic goals, and community values.

ENHANCING TRANSPARENCY & PUBLIC UNDERSTANDING

- Translate complex policy issues, budget decisions, infrastructure projects, and community initiatives into clear, accessible, and engaging communications.
- Strengthen public trust by ensuring residents have timely and meaningful access to information.

ELEVATING THE CITY'S STORY

- Showcase the programs, services, projects, and people that contribute to Culver City's success.
- Utilize strategic storytelling, branding, digital communications, media relations, and public affairs to strengthen connections between residents and their local government.

Supported by a growing communications team, this effort will help advance the City's strategic priorities while ensuring residents remain informed, engaged, and connected to the decisions, investments, and initiatives shaping their community. As Culver City continues to evolve, strategic communications will play a central role in helping the organization build understanding, inspire participation, and strengthen public trust.

THE POSITION & EXECUTIVE PROFILE

Reporting directly to the City Manager and serving as a member of the executive leadership team, the Director of Public Affairs and their three (3) dedicated staff members will provide strategic leadership for Culver City's communications, public affairs, media relations, and community engagement efforts. This newly created position represents a unique opportunity to build and lead a modern communications function that supports organizational priorities, strengthens public trust, and enhances community understanding of City initiatives, programs, and services.

As the City's chief communications and public affairs strategist, the Director of Public Affairs will serve as a trusted advisor to the City Manager, executive leadership team, and City Council on matters involving public messaging, community engagement, reputation management, and organizational communications. The Director will help ensure that complex policy decisions, budget priorities, and community initiatives are communicated in ways that are clear, accessible, and meaningful to residents and stakeholders.

Key areas of focus include:

- Providing executive-level communications counsel to the City Manager, executive leadership team, and City Council.
- Leading citywide communications, public affairs, media relations, and community engagement strategies.
- Supporting innovative public engagement initiatives, including community conversations, civic assemblies, and priority-based budgeting efforts.
- Developing communication strategies that strengthen public understanding of City priorities, services, programs, and investments.
- Establishing consistent messaging, branding, and communications standards across the organization.
- Leading and developing a growing communications team while fostering collaboration across all City departments.

This is an exceptional opportunity for a communications leader who is energized by the intersection of strategy, community engagement, public service, and organizational transformation. The successful candidate will help shape how Culver City communicates, engages, and connects with its community for years to come.

MINIMUM QUALIFICATIONS

- **Experience & Education:** A Bachelor's Degree from an accredited college or university preferably in Communications, Public Affairs, Public Relations, Journalism, Public Administration, Political Science, or a related field. Eight (8) years of progressively responsible experience in strategic communications, public affairs, or media relations, including at least three (3) years in a leadership or management capacity.
- **Licensure:** Possession of a valid California Class C driver's license at time of appointment and throughout employment.
- **Highly Desired:** Experience advising executive leadership and elected officials is highly desirable. Public sector or government communications and/or public affairs experience preferred.

SALARY & BENEFITS

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PLUS A GENEROUS BENEFITS PACKAGE THAT INCLUDES:

- **Retirement:** California Public Employees' Retirement System (PERS) defined benefit retirement plan, which is coordinated with Social Security. 2%@60 for "Classic" members and 2% @62 for new members as defined by PEPPRA. Subject to employee contribution. Both the City and the employee contributes toward CalPERS retirement contributions. The City also participates in Social Security.
- **Health Dental, & Vision Insurance:** Choice of CalPERS medical plans for employees and eligible dependents. HMO & PPO are available. City provides up to \$2,131 per month towards health benefits for the 2026 plan year.
- **Retirement Health Savings Plan**
- **Management Education Incentive:** \$4,800 per fiscal year for master's degree or higher from an accredited organization.
- **Life Insurance:** \$250,000 and additional AD&D coverage.
- **Disability Insurance:** Short- and Long-Term Disability Insurance provided by the City.
- **Physical Well-Being Allowance:** \$750 each fiscal year.
- **Phone Allowance:** \$60 per pay period.
- **Vacation:** 80 hours annually for first four years, increasing with years of service.
- **Floating Holiday Leave:** 57 hours of paid Floating Holiday Leave each fiscal year.
- **Administrative Leave:** 126 hours per year.
- **Sick Leave:** Four (4.0) hour accrual per pay period up to 104.0 hours annually.
- **Holidays:** 8 designated holidays per year
- **Transportation Allowance:** \$375 per month.
- **Deferred Compensation:** The City contributes \$160 per pay period for mandatory employee contribution of \$76.25 in the 401(a) Plan, A Voluntary 457 plan is also available.
- **Other:** Optional Flexible Spending Account (FSA), and Flexible/Hybrid Work Schedule Available



APPLICATION PROCESS:

The City is seeking to fill this position expeditiously and will begin evaluating applications immediately as they are submitted. Strong candidates will be invited to participate in the interview process as applications are received and the recruitment may close without notice once a suitable candidate has been selected.

HOW TO APPLY: Apply *IMMEDIATELY* by submitting your resume and cover letter at:

 www.tristargovsolutions.com/careers

QUESTIONS? Please contact your recruiter, Sam Sackman, with any questions:

- Email: sam@tristargovsolutions.com
- Website: www.tristargovsolutions.com
- Phone: 408-605-0790

In Partnership With:

