

# CAREER OPPORTUNITY

## SENIOR ASSISTANT CITY MANAGER

*Culver* CITY, CA

**Salary:** \$300k - \$360k DOE/DOQ

The **City of Culver City, CA (City)** is seeking a strategic, collaborative, and forward-thinking **Senior Assistant City Manager (Sr. ACM)** to serve as the City Manager's principal deputy and designated second-in-command. This newly created executive role is designed to support one of Southern California's most dynamic and engaged communities as it advances City Council priorities related to fiscal sustainability, infrastructure investment, organizational effectiveness, and service delivery. Reporting directly to the City Manager, the Sr. ACM will provide executive leadership across complex, high-impact initiatives and oversee the City's Innovation & Infrastructure portfolio, helping align people, resources, and systems to deliver effective and coordinated results. This role will work closely with the City Manager, executive leadership team, and department directors to support long-term planning, sound fiscal stewardship, and responsive governance.

*Experienced municipal leaders who are motivated by enterprise-level impact, collaboration, and public service excellence are encouraged to explore this opportunity and help shape Culver City's next chapter.*



# 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.



## 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:** Combat a fiscal deficit by collaborating on sustainable revenue strategies and ensure responsible stewardship of public resources.
- **Invest in Public Infrastructure and Community Spaces:** Advance planning and improvements that support safety, accessibility, and long-term community needs.
- **Deliver High-Quality Public Services:** Drive efficiency and excellence in City operations while maintaining responsiveness to the community.
- **Enhance Housing and Homelessness Services:** Build on existing programs and partnerships to expand housing opportunities and deliver effective, coordinated services.
- **Promote Diversity, Equity, and Inclusion:** Ensure policies and programs reflect Culver City's values of fairness, belonging, and opportunity for all.
- **Deepen Community Engagement:** Expand outreach tools, improve transparency, and strengthen connections with residents and businesses.

### CLICK THE LINKS BELOW TO LEARN MORE

 [Fiscal Year 25/26 Budget](#)

 [Citywide Master Plans](#)

 [Organizational Chart](#)

# THE CITY MANAGER'S OFFICE

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 an Fiscal Year 25-26 annual budget of approximately \$370 million. 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.

## ***As the City's central leadership hub, the City Manager's Office plays a key role in:***

- Coordinating Citywide initiatives and cross-departmental efforts
- Supporting the City Council through policy development, goal setting, and implementation
- Overseeing organizational performance, fiscal management, and strategic planning
- Representing the City in regional, intergovernmental, and community forums



The addition of the Senior Assistant City Manager reflects the City's commitment to strengthening executive capacity, improving internal coordination, and ensuring sustained leadership focus on financial strategy, economic vitality, and organizational effectiveness.

## THE POSITION

The Senior Assistant City Manager (Sr. ACM) serves as the City Manager's principal deputy and designated second-in-command, with broad delegated authority to act on behalf of the City Manager as assigned or in their absence, including serving as Acting City Manager when designated. The position plays a central role in advancing Citywide priorities and coordinating complex, high-impact initiatives that span departments, disciplines, and policy areas.

The Sr. ACM provides direct executive oversight of the Innovation & Infrastructure portfolio, with five (5) direct reports: the Assistant to the City Manager, Chief Information Officer, Chief Transportation Officer, Public Works Director/City Engineer, and Planning and Development Director. With the exception of the Assistant to the City Manager, these direct reports are department heads who oversee their respective operational teams.

### ***The Sr. ACM's key areas of responsibility include:***

- **Infrastructure & Innovation:** Providing executive leadership for Citywide infrastructure planning, delivery, modernization, and organizational innovation initiatives; overseeing process improvement, organizational redesign, and technology-enabled service delivery.
- **Citywide Economic Development Initiatives:** Providing executive oversight of economic development efforts to ensure alignment with infrastructure capacity, land-use planning, fiscal sustainability, and City Council priorities.
- **Fraud, Waste & Abuse Oversight:** Providing executive-level oversight of the City's Fraud, Waste, and Abuse prevention and response framework, supporting ethical governance, accountability, and compliance across the organization.
- **Finance, Budget & Fiscal Stewardship:** Supporting long-range financial planning and alignment of fiscal resources with infrastructure investment, service delivery priorities, and strategic initiatives.
- **Portfolio Oversight & Performance Management:** Ensuring alignment between departmental operations, Citywide priorities, and measurable performance outcomes through executive oversight and cross-departmental coordination.
- **Policy Development & Council Support:** Assisting with City Council staff reports, executive briefings, and sensitive matters requiring sound judgment, discretion, and political acumen.

In this capacity, the Sr. ACM focuses on strategic alignment, cross-departmental coordination, and performance oversight, supporting department directors in delivering complex programs and services that advance Culver City's long-term goals.

# THE IDEAL CANDIDATE

The ideal candidate is a trusted, enterprise-minded executive who thrives at the intersection of strategy, infrastructure, and organizational systems. They bring the judgment and presence to operate as a true second-in-command, balancing long-term vision with the practical realities of delivering complex programs in a highly engaged public environment.

This individual is comfortable overseeing experienced department heads while focusing on alignment, integration, and results, ensuring that infrastructure delivery, planning, transportation, technology, and organizational initiatives move forward in a coordinated and fiscally responsible manner. They understand how to lead through influence as much as authority and are adept at navigating sensitive issues, competing priorities, and high-profile matters with discretion and professionalism.

***The successful candidate will be recognized for their ability to:***

- Translate City Council priorities into coordinated, executable strategies.
- Align infrastructure, land use, technology, and fiscal considerations to support long-term sustainability.
- Lead organizational improvement and modernization efforts without disrupting core service delivery.
- Foster accountability, ethical governance, and performance transparency across departments.
- Build credibility and trust with elected officials, executive peers, department leaders, and external partners.

Experience serving in senior municipal leadership roles such as Assistant City Manager, Deputy City Manager, or Department Director, along with direct engagement with elected officials and executive leadership teams, is highly desirable.

## MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics, urban planning, or a related field. Master's degree in public administration, business administration, finance, economics, or a related field is strongly preferred.
- **Experience:** Eight (8) to ten (10) years of progressively responsible senior executive or management experience in municipal government or a comparably complex organization. Significant experience in economic development, financial management, budgeting, long-range fiscal planning, organizational improvement, or innovation initiatives. Demonstrated experience working directly with elected officials and executive leadership. Prior service as an Assistant City Manager, Deputy City Manager, Department Director, or equivalent is highly desirable.
- **Licensure:** Possession of a valid California Class C driver's license at time of appointment and throughout employment.

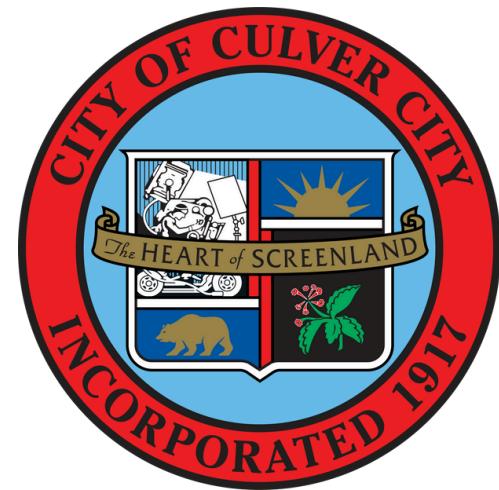


# SALARY & BENEFITS

**Salary Range:** \$300,000 - 360,000 DOE/DOQ

## **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 PEPRA. 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 2025 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



## **HOW TO APPLY:**

For first consideration, apply by  
February 10, 2026, at:

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

**SAVE THE DATES:** Interviews with selected candidates will occur at the **end of February**; dates determined and scheduled based on candidate availability.

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

- Email: [sam@tristargovsolutions.com](mailto:sam@tristargovsolutions.com)
- Website: [www.tristargovsolutions.com](http://www.tristargovsolutions.com)
- Phone: 408-605-0790

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