

ASSISTANT CITY MANAGER

CITY OF
SAN MATEO
CALIFORNIA



THE COMMUNITY

The City of San Mateo (pop. 103,000) is the largest municipality in San Mateo County, located on the San Francisco Bay Peninsula. It covers 15.4 square miles from the San Francisco Bay to the east to a range of coast mountains to the west. This culturally and economically diverse community offers an extraordinary quality of life characterized by safe neighborhoods, quality city services and assets, friendly people, and ideal location.

San Mateo's scenic landscape includes 36 neighborhood and community parks (including the City's signature Central Park & Japanese Garden), six community centers, three libraries, and an 18-hole public golf course. Broad recreational programming appeals to residents of all ages and interests, and the City's popular special events are long-standing traditions that draw thousands of participants, build community and provide easily accessible, family-friendly fun.

The City's increasingly vibrant and walkable downtown area continues to attract a wide array of small-to-medium-sized businesses, some of which, according to community members, include many of the best dining options in the Bay Area. The City has also become an increasingly popular destination for small-to mid-sized tech start-ups.

A center of commercial and residential activity in the Silicon Valley, San Mateo's desirable location provides direct access to interstate highways, rail lines, a trans-bay bridge, public transit routes, and the San Francisco International Airport. The Transit Center is a downtown multi-modal transportation hub allowing people to board Caltrain to travel to destinations as far north as San Francisco and as far south as Gilroy. Additionally, this hub provides access to various bus connections to numerous local destinations. The community is further served by excellent schools, a community college, two major medical centers and two major regional shopping centers.

The diverse economy of San Mateo includes numerous jobs in the technology, health care, financial services, government, and retail trade fields. Companies based in San Mateo include Sony Interactive Entertainment, Roblox Corporation, SurveyMonkey, NetSuite, Franklin Templeton Investments, Guidewire Software, Marketo, Coupa Software, and GoPro.

As with other communities in Silicon Valley, San Mateo is growing and experiencing related challenges such as increased traffic and a lack of affordable housing. The City works diligently to carefully plan growth, with elected officials working with community stakeholders to strategically support quality development that maintains the City's exceptional quality of life. To learn more, visit

<https://www.cityofsanmateo.org>.

Mission

Cultivate a vibrant, safe community through collaboration, innovation, and sustainability.

City Organizational Values

- Prosperity
- Inclusivity
- Diversity
- Resiliency
- Integrity

CITY GOVERNMENT

A charter city, San Mateo has a Council-Manager form of government with a five-member Council elected by-district for four-year terms. Council members are limited to three consecutive terms, and the Mayor rotates annually among all Council members. San Mateo has a total FY2025-26 operating budget of \$272 million (\$187.8 million General Fund) and a \$61.5 million Capital Improvement Program for the same time period. The City provides a range of municipal services, including police protection, planning, building, parks and recreation, sewer, street maintenance, library, and general administrative services. The City is a member of San Mateo Consolidated Fire, a joint powers authority, which provides fire prevention, fire suppression, and emergency medical response within the City. Water is provided to City residents by California Water Service, a private company, while the City owns, operates, and maintains wastewater treatment facilities.

The City has long been considered a progressive organization characterized by professional relationships among the Council and staff. More than 550 staff members subscribe to clearly articulated organizational principles that emphasize

responsiveness, community engagement, compassion, and working together as one team.

Between 2018 and 2024, the City developed the General Plan 2040, establishing a community vision for how San Mateo will look, feel, and change over the next 15 years. Reflecting community input, in March 2025, the City Council selected 10 Strategic Initiatives as the key focus for the City's recently adopted Strategic Plan.

San Mateo 2026 Strategic Plan Focus Areas

- **Climate Resiliency** – Proactively address a changing climate through the City's policies, projects, activities, and programs.
- **Infrastructure** – Maintain and continuously improve a resilient and sustainable infrastructure system.
- **Transportation** – Maintain and continuously improve a safe, multimodal, accessible, and efficient transportation network.
- **Housing** – Support all forms of housing and achieve greater housing equity and access for all residents.
- **Economic Development** – Create an environment that supports a thriving and diverse economy.
- **Healthy Community for All Ages** – Create and promote an environment that empower all community members to thrive.
- **Public Safety** – Provide a safe and secure quality of life through professional and proactive police and fire services and effectively prepare for future emergencies.
- **Land Use** – Utilize the General Plan 2040 to guide policy and permitting decisions.
- **Organizational Health & Good Governance** - Promote a high-performing and resilient organization by upholding the highest standards of integrity, customer service, and fiscal responsibility.
- **Community Engagement & Communications** - Build community by empowering the public to be informed and involved.

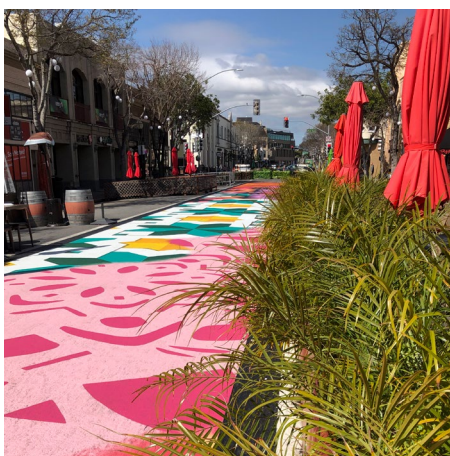
San Mateo has benefitted from a history of stable leadership, with just five city managers over the last 35 years and three city attorneys over the last 36 years. The current City Manager, Alex Khojikian, was appointed in August 2023 and supports a collaborative and supportive team environment focused on responsive service to the community. Alex brings over 20 years of local government experience, having previously served as Assistant City Manager in Redwood City and Deputy City Manager in Half Moon Bay.



THE CITY MANAGER'S OFFICE

Reporting to the City Council, the City Manager provides leadership, support, and coordination for City departments; prepares policy recommendations for the City Council; and implements Council policies and actions. The City Manager's Office also plays a key role in advancing citywide priorities, fostering collaboration among departments, and maintaining transparent, responsive communication with residents, businesses, and regional partners to support San Mateo's goals as a dynamic and diverse community. With a team of 9 talented staff, the Office also directly oversees a number of key programs, including Communications, Economic Development, Sustainability, and Volunteer Services.

The Assistant City Manager will work closely with the City Manager, serving as a trusted partner in advancing citywide priorities, coordinating departmental initiatives, and engaging effectively with the community. The Assistant City Manager's future areas of responsibility will be aligned with the selected candidate's experience, skills, and professional background, and the City priorities.



THE IDEAL CANDIDATE

The ideal candidate will be an engaged and passionate local government leader with strong communication and interpersonal skills. This collaborative, team-oriented professional will be adaptable and flexible, willing to step in where needed and bring creative approaches to advancing City priorities. Politically astute and thoughtful, they will respectfully challenge the status quo and effectively bring others along as they help develop and implement innovative approaches to addressing contemporary challenges. This hard-working leader will approach their work with compassion and intention, facilitating authentic relationships with internal staff, community stakeholders, and regional partners.

Key Attributes and Characteristics

- Community-driven leader who prioritizes responsive service and values meaningful community engagement.
- Articulate communicator and attentive listener with an approachable, responsive leadership style.
- Compassionate and empathetic leader who holds individuals and teams accountable for results.
- Collaborative and participatory professional with a strong customer-service orientation and solution-focused mindset.
- Authentic and welcoming leader who builds trust and meaningful relationships with staff, the community, and regional partners.
- Confident professional with the courage to engage in direct conversations and address issues constructively and respectfully.

- Facilitator who fosters a trusting, supportive environment where team members feel safe sharing ideas, different perspectives, and feel heard.
- Creative and innovative thinker willing to challenge the status quo and take informed, thoughtful, risks.
- Consensus builder skilled at navigating diverse viewpoints and guiding groups toward shared understanding in support of City priorities.
- Results-oriented professional with a strong work ethic and the capacity to manage a substantial and complex portfolio.
- Leader who brings an equity lens to their work, ensuring inclusive workplaces and equitable service delivery for all community members.

Any combination of experience and training that provides the required knowledge, skills, and abilities to be successful as an Assistant City Manager is qualifying. A typical way includes seven years of increasingly responsible and varied administrative experience in municipal government, including four years of significant supervisory and management responsibilities and three years' experience managing core functions such as Administrative Services, Community Development, Public Works, Community Services, or similar municipal functions. Executive-level experience as an Assistant/Deputy City Manager, Department Head, or Assistant/Deputy Director, and a Master's degree with major coursework in public administration or a related field are desirable.



Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, March 29, 2026**. To apply for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com

COMPENSATION & BENEFITS

The salary range for the Assistant City Manager is \$272,126 to \$300,019. Appointment within the range will be DOQE. San Mateo's salary is supplemented by an attractive benefits package. Benefits provided to the Assistant City Manager include, but are not limited to:

Retirement: PERS 2% @ 55 with 3-year average final comp for "Classic" members hired on or after December 9, 2012, and 2% @ 62 with 3-year average final comp for "New" members hired on or after January 1, 2013.

Deferred Compensation: City contributes 0.5% of base salary to the 457 Deferred Compensation Plan.

Medical Insurance: 10 medical plans offered under CalPERS. City pays 100% of Kaiser single party coverage, 90% of two-party Kaiser coverage, and 90% of Kaiser family coverage.

Dental Insurance: City pays for a 100/80/80 plan with a \$15/\$45 deductible, \$3,000 annual maximum per person, and a \$3,500 lifetime orthodontic benefit.

Vision Insurance: Vision benefits include an annual exam, lenses, and frames.

Flexible Spending Account: Employees may contribute up to \$3,300 into a Health Care account and up to \$7,500 into a dependent care account per year on a pre-tax basis, per family.

Retiree Health Savings Account: City matches 2% of employee contribution.

Life Insurance: City pays for a \$50,000 Life Insurance Plan and \$10,000 for an Accidental Death and Dismemberment Plan. Employees have the option to buy supplemental life insurance.

Long-term Disability Insurance: City paid plan that covers 66-2/3% of salary.

Social Security & Medicare: Paid equally by employee and City. Social Security portion is calculated at 6.2% on the first \$184,500 in earnings. The Medicare portion is factored at 1.45%.

Remote Work: Depending on the position, an employee may work remotely up to 2 days per week.

Executive Leave: 80 hours per year.

Vacation: 20 - 25 days annual vacation, based on years of service.

Sick Leave: 12 days per year of earned sick leave; unlimited accumulation.

Holidays: 14 paid holidays per year (including 3 floating holidays).

Auto Allowance: \$375 monthly.

Other Benefits/Plans: Credit Union, Employee Assistance Program, Commuter Benefits Plan, and Free Fitness Classes.

Relocation Assistance: May be considered.

TB & CO.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview with the City in late spring. The City anticipates making an appointment shortly thereafter following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.

