Assistant City Manager

City of Alameda, CA









THE COMMUNITY

The City of Alameda is a distinctive island community of approximately 80,000 residents in the heart of the San Francisco Bay Area. Located seven miles east of San Francisco, the 10-square-mile island, encompassing the Main Island and Bay Farm Island, offers a rare combination of small-town connection, urban convenience, and waterfront beauty. Alameda is linked to Oakland by four bridges and two underwater tubes, served by three ferry terminals with connections to San Francisco and Oakland, and is located just minutes from Oakland International Airport.

The community's character is visible in its tree-lined neighborhoods, Victorian homes, Craftsman bungalows, and growing mix of townhomes, condominiums, and multifamily housing. Two historic commercial districts—Park Street and Webster Street—feature locally owned shops, restaurants, services, and entertainment. Residents and visitors also enjoy Crown Memorial State Beach, Crab Cove, the restored Art Deco-style Alameda Theatre, the USS Hornet Sea, Air & Space Museum, the Pacific Pinball Museum, arts and cultural venues, and more than 400 acres of parks and recreational facilities.

Alameda's culture honors its history while embracing the future. The City is home to the Coast Guard Base Alameda and has been designated an official Coast Guard City. On the west end, the former Naval Air Station is being transformed into Alameda Point, a dynamic district featuring housing, commercial activity, advanced manufacturing, life sciences, clean technology, and arts and recreation. Historic hangars have taken on new life as workplaces and destinations, while Spirits Alley has become a popular collection of artisan wineries, distilleries, breweries, and eateries.

A strong sense of community is reinforced by signature events such as the Fourth of July Parade, Sandcastle Contest, and Art and Wine Faire. Engaged residents care deeply about Alameda's quality of life and take an active interest in local decisions. For a public service leader, Alameda offers the opportunity to work in a community that is informed, involved, and committed to shaping a sustainable and inclusive future. For more information about the City of Alameda, visit www.alamedaca.gov/Home.

Mission

Support the maintenance of a community where people can live, work, and play in a sustainable urban environment that is safe, vibrant, and aesthetically pleasing.

City Values

● Innovation ● Integrity ● Professionalism ● Flexibility ● Responsiveness



CITY GOVERNMENT

Incorporated in 1854, Alameda is a charter city operating under the Council-Manager form of government. The Mayor and four City Council members are elected at large to staggered four-year terms. The Council establishes policy, adopts the City's biennial budget, appoints commissioners and committee members, and hires the City Manager, City Attorney, and City Clerk. The City Manager implements Council direction and oversees the organization's day-to-day management.

Alameda is a full-service municipal organization providing police and fire protection; planning, building and transportation services; public works and infrastructure maintenance; libraries; parks, recreation and cultural programs; housing and human services; economic development and base reuse; and general administrative support. Alameda Municipal Power, the City-owned electric utility, supplies 100% clean electricity to residents and businesses.

The FY 2026-27 mid-cycle budget includes a General Fund expenditure budget of approximately $159.3 million and funds 516 full-time positions, excluding 94 positions funded separately through Alameda Municipal Power. Alameda remains financially stable, supported by reliable property tax revenues and healthy reserves; however, the City faces a tight operating environment in which expenditures are growing faster than revenues, underscoring the importance of long-range financial planning, consistent operating practices, and timely and accurate budget and management information.

CITY LEADERSHIP AND PRIORITIES

Gerry Beaudin became Alameda's City Manager on June 30, 2026, returning to an organization he knows well after previously serving as Alameda's Assistant City Manager. He most recently served as City Manager of Pleasanton. His return creates an exciting opportunity to build a strong executive partnership focused on organizational effectiveness, excellent service, and successful implementation of the City Council's priorities.

Alameda is advancing major initiatives that will shape the community for decades. Redevelopment at Alameda Point continues to create housing and employment opportunities while requiring coordinated infrastructure investment and thoughtful stewardship of historic and waterfront assets. The City is working toward its Regional Housing Needs Allocation, advancing homelessness prevention and supportive housing programs, planning for sea level rise, and pursuing transportation and public facility improvements.

At the same time, the organization is preparing for its next biennial budget amid rising pension, technology, and service costs. The City's ability to translate policy goals into measurable results will depend on clear processes, reliable data, thoughtful resource allocation, and strong collaboration across departments. The next Assistant City Manager will have an unusually meaningful opportunity to strengthen those foundations and help the organization perform at its best.

THE CITY MANAGER'S OFFICE

The City Manager's Office provides executive leadership and coordination for City departments, prepares policy recommendations for the City Council, implements Council actions, and supports transparent communication with the community. The Office works across departmental boundaries to align resources, address complex issues, and ensure that major initiatives move from policy direction to disciplined execution.

The Assistant City Manager will coordinate general city administration, serve as a trusted thought partner to the City Manager, and be a key member of the executive leadership team. Working in a lean organization, this individual will combine strategic perspective with a hands-on approach—building strong relationships, developing consistent administrative procedures, resolving operational challenges, and helping departments succeed as one organization.

THE IDEAL CANDIDATE

Alameda seeks an accomplished local government leader who combines broad administrative expertise with practical, hands-on experience managing municipal operations. The ideal candidate will understand how finance, technology, procurement, contract management, and organizational development intersect—and use that perspective to create systems that make it easier for employees to do their best work and for the City to deliver on its commitments.

This collaborative relationship builder will be comfortable moving between strategy and execution. They will listen carefully, earn credibility with department leaders and frontline staff, and develop practical solutions with those responsible for implementing them. They will be willing to challenge the status quo and offer candid advice to the City Manager while fully supporting the final direction and helping the organization move forward together.

The successful candidate will bring a process-improvement mindset and an adaptive approach, knowing when consistency is important, when flexibility is appropriate, and how to introduce change at a pace the organization can absorb.



Clear written and oral communication skills, political awareness, and confident public presentation abilities will be essential, as will experience working effectively with elected and appointed officials and engaging an active community.

Alameda's next Assistant City Manager will thrive in a fast-paced environment and be energized by varied, complex work. They will be approachable and responsive, willing to roll up their sleeves to get the job done — an executive who clearly communicates goals and objectives, facilitates collaboration, and moves city priorities across the finish line.

Key Qualities and Characteristics

• Relationship builder who fosters collaboration across departments and helps teams see and act on the interests of the organization as a whole.

• Trusted executive partner who offers thoughtful, candid counsel and supports a unified direction.

• Hands-on working manager who takes ownership, removes obstacles, and keeps important work moving.

• Strong municipal administrator with broad financial knowledge and experience leading budget preparation and monitoring.

• Systems thinker who can translate best practices into clear, consistent policies and procedures.

• Technology-informed leader with experience optimizing ERP systems, workflows, and management reporting.

• Skilled facilitator and trainer who can lead team building, new employee orientation, and cross-organizational development efforts.

• Knowledgeable practitioner in public procurement, contract administration, and project management.

• Politically astute communicator who works effectively with elected and appointed officials and presents complex information clearly.

• Adaptable, organized, and resilient professional who can manage competing priorities in a lean, fast-paced environment The City will consider any combination of education and experience that provides the knowledge, skills and abilities necessary for success.

The most competitive candidates will bring significant, progressively responsible leadership experience in a municipal organization, including at least five years of executive leadership experience and responsibility for organization-wide initiatives and work with executive leadership and elected officials. Experience as an Assistant or Deputy City Manager, department director, assistant director or comparable executive role is desirable.

A Bachelor's degree from an accredited college or university in public administration or a related field is expected. A relevant master's degree is desirable. Experience with municipal budgeting, enterprise systems, process improvement, public procurement, contract administration, and cross-department project leadership will be highly valued.



Application & Selection Process

The closing date for this recruitment is **midnight** on **Sunday, November 22, 2026**. To apply for this opportunity, upload a cover letter, resume, and a list of six professional references using the "Apply Now" feature at www. tbcrecruiting.com.

TB&CO.

Suzanne Mason • 562.631.2500

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

COMPENSATION & BENEFITS

The salary range for the Assistant City Manager is $238,688 to $290,126; currently under review. Appointment within the range will be DOQE. Alameda's salary is supplemented by an attractive benefits package. Benefits provided to the Assistant City Manager include, but are not limited to:

Retirement: CalPERS 2% @ 55 for "Classic" members hired before January 1, 2013, and 2% @ 62 for "New" members hired on or after January 1, 2013. The City does not participate in Social Security, but the employee and the City contribute equally to Medicare.

Deferred Compensation: The City contributes 1% of base salary to a 457 Deferred Compensation Plan, matching an employee contribution of .5% after one year of service.

Medical Insurance: 8 medical plans offered under CalPERS with a generous City contribution up to $2,881.17 monthly.

Dental Insurance: City paid dental coverage with Delta Dental.

Optional 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.

Auto Allowance: $250 monthly.

Life Insurance: City pays for a $100,000 Life Insurance Plan. Employees may buy supplemental life insurance for up to $500,000 in Life and AD&D.

Long-term Disability Insurance: City paid plan that covers 66-2/3% of salary up to a maximum of $8,000 per month.

Flexible Work Schedule: Depending on the position, an employee may work remotely up to 50% of the time.

Vacation: 20 days per year to start, increasing to a maximum of 25 days per year based on years of service.

Administrative Leave: 80 hours per fiscal year; 64 hours available for cash out if unused.

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

Holidays: 11 paid holidays, plus an additional 6 floating holidays per fiscal year.

Other Benefits/Plans: Employee Assistance Program, Commuter Benefits Plan, and participation in State Disability Insurance (SDI).

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 early December. 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.

ALAMEDA