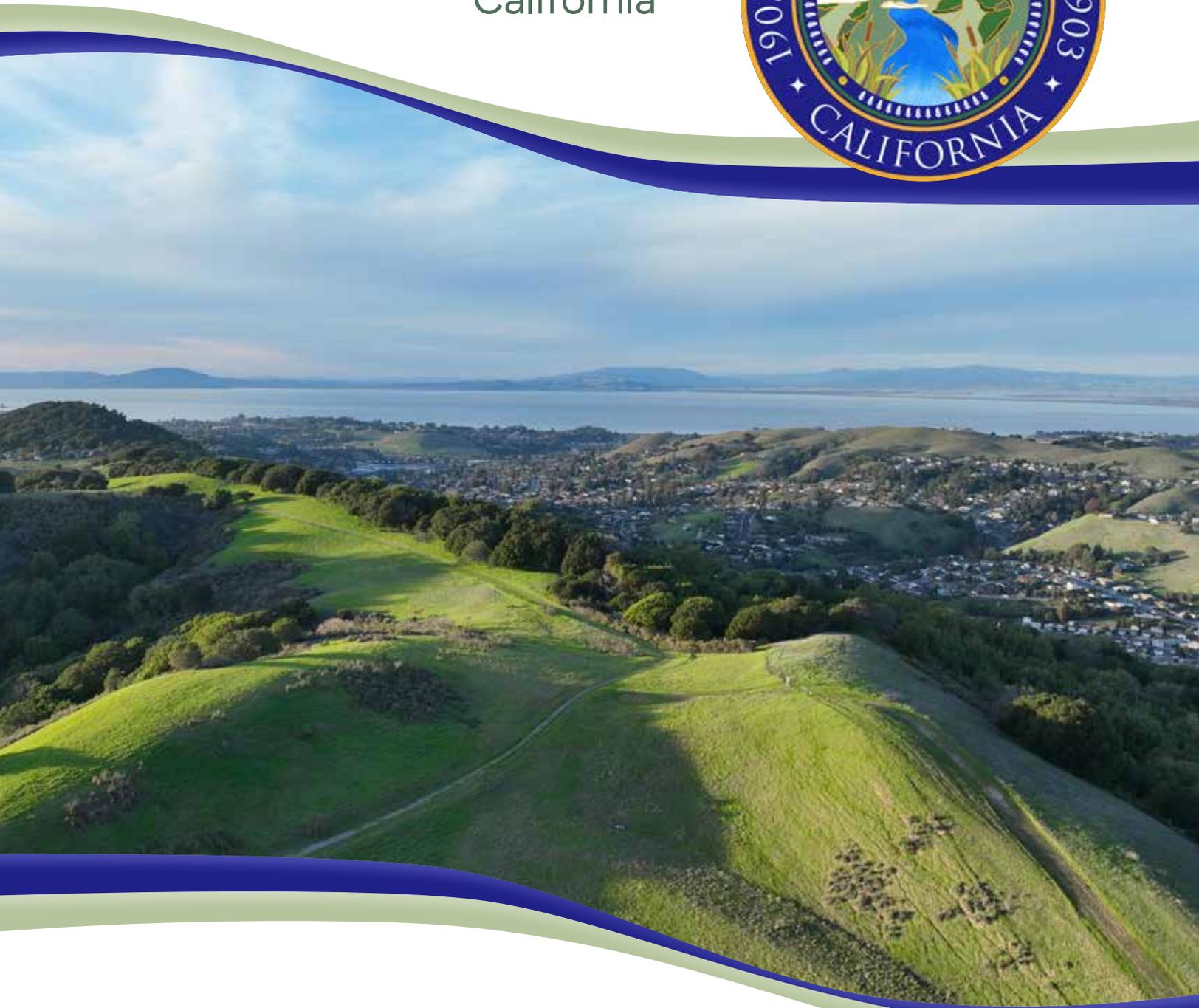


Welcome To

PINOLE

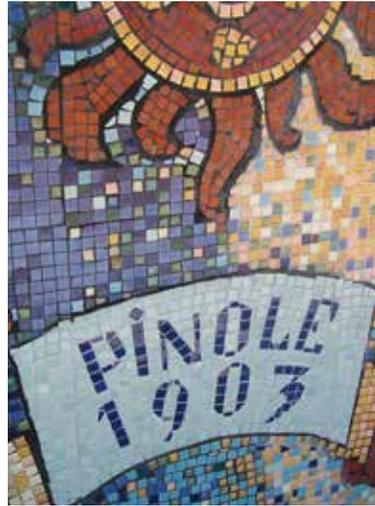
California



We Are Now Accepting
Applications For The Role Of

CITY MANAGER





THE CITY

The City of Pinole is a residential community of approximately 18,628 residents, situated in Western Contra Costa County on the shores of San Pablo Bay. Interstate 80, which connects the San Francisco/Oakland metropolitan area with Sacramento, traverses Pinole, and State Route 4 links Pinole to the neighboring cities of Martinez, Concord, and Pleasant Hill. There are approximately four-square miles of land within Pinole's boundary.

The City is a general law city that was incorporated on June 25, 1903, and operates under a Council-Manager form of operation, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for four-year overlapping terms. The Council rotates one of its members to serve as Mayor each year.

THE DEPARTMENT

The mission of the City Manager's office is to support the City Council in its policy development and to oversee all City staff and operations to ensure efficient and effective delivery service. In addition to overseeing City operations, the City Manager's office performs or coordinates some specific functions on behalf of the entire City organization, including Communication and Engagement, Intergovernmental Relations, and Strategic Planning and Organizational assessment. The City is a full-service city that provides the following services: public safety (police), public works (including a wastewater treatment plant), community services (including recreation and communications), community development, and general administrative services. The City has over 116 budgeted full-time equivalent positions with an all-funds revenue of approximately \$54.4 million for the Fiscal Year 2025/26 Operating and Capital Budget.



THE POSITION

Under policy direction of the Mayor and City Council, the City Manager provides administrative direction, oversight, and coordination for all City functions and activities through management staff and City departments. The City Manager provides administrative direction to all department heads, who provide direct and indirect supervision to all City staff and volunteers. This position has overall responsibility for policy development, program planning, fiscal management, administration and operation of all City functions, programs, and activities.

The City Manager works closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems. The position is responsible for accomplishing Council and City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner; and for advising the City Council on issues, programs, and financial status as well as recommending both long- and short-range plans for City service provision, capital improvements, redevelopment, financial condition and needs, and economic development and associated funding. The incumbent serves as the City liaison with the media and represents the City and Council in meetings with governmental agencies and other groups; and ensures that the City Council is kept informed of City functions, activities, and financial status and of legal, social, and economic issues affecting City activities.

IDEAL CANDIDATE

The City of Pinole seeks a strategic, principled, and community-focused executive to serve as its next City Manager. The ideal candidate is a strong financial strategist with experience in municipal finance, economic development, community development, or a combination thereof, and a demonstrated ability to develop long-term financial plans that ensure structural balance and fiscal sustainability. This leader communicates fiscal realities and trade-offs clearly, aligns resources with City Council priorities, and provides candid, data-driven advice while reinforcing the distinction between policy leadership and administrative authority. Politically astute and professionally courageous, the City Manager will set realistic expectations regarding budgets, staffing, and timelines, confidently say “no” when necessary, and offer viable alternatives—all while protecting the integrity of the organization and maintaining neutrality and trust.

The successful candidate will bring significant senior municipal leadership experience and a collaborative, team-oriented style grounded in integrity, transparency, and calm professionalism. A champion for staff and organizational culture, this leader will foster a positive, accountable workplace; empower department heads through effective delegation; protect staff from undue political pressure; and prioritize succession planning and professional development. As a long-range, big-picture thinker who is proactive and solutions-oriented, the City Manager will maintain a visible and engaged presence in the community, communicate clearly in public and written settings, and build strong partnerships that advance Pinole’s long-term vision and commitment to public service.



RESPONSIBILITIES

The City Manager oversees the annual budget and authorizes budget transfers, expenditures, and purchases. The City Manager also fosters cooperative working relationships with civic groups, intergovernmental and regulatory agencies, various public and private groups, and City staff. This position is responsible for monitoring changes in laws, regulations and technology that may affect City operations and implementing policy and procedural changes. Other duties include but are not limited to:

- Selection, training, professional development, and work evaluation of executive City staff.
- Attending off-hours meetings and traveling to sites out of the City.
- Directing the development of specific proposals for action regarding current and future City needs.
- Directing the preparation of and preparing a variety of correspondence, reports, policies, procedures, and other written materials.
- Overseeing the maintenance of working and official City files.
- Overseeing the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
- Providing for the investigation and resolution of complaints regarding the administration of and services provided by the City government.

QUALIFICATIONS

Education/Training:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a related field, and significant management or administrative experience in a municipal or other public agency setting.

Possession of an appropriate advanced degree and experience working with an elected Council or Board is highly desirable.



BENEFITS

The salary for this position is open and negotiable, dependent upon experience and education. The Pinole City Manager benefits package includes:

Retirement Plan: City contracts with CalPERS for "Classic" Miscellaneous (2.5% @ 55 Plan) and PEPRAs Members. CalPERS offers the following options:

- 2.5% @ 55 Retirement Plan
- Military Buy Back
- Third Level Survivors Benefit
- Single Highest Year Compensation Formula
- Service for Unused Sick Leave

Deferred Compensation Plan: The City shall make a 457 plan and Roth individual retirement accounts available for employees covered by the Plan to contribute through payroll deduction. The City shall provide up to \$100.00 in a dollar-for-dollar "matching" monthly contribution to the 457 Plan for participating employees.

Vacation: Employee shall accrue ninety-six (96) hours of vacation per year. The amount accrued per year increases after four years of service. The City may grant a higher accrual rate based on years of public service with other agencies or other appropriate factors.

Sick leave: Employee shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period.

Sick leave Incentive: Employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time. Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time.

Holidays: Employees shall receive twelve (12) paid holidays each year and twelve (12) hours of floating holidays each fiscal year.

Life insurance: City paid life insurance, equal to one times (1x) the employee's annual base wage salary up to \$300,000.

Health Insurance: The City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

Dental Insurance: City paid coverage for employees and their eligible dependents with a maximum payout of \$1,500 per covered member and dependent(s).

Vision Insurance: City paid coverage for employees and their eligible dependents which includes one examination, one set of lenses, and one frame per year.

Administrative Leave: Employee shall receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out administrative leave in a manner consistent with unrepresented managers. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

Retiree Medical: 20 year vesting period. Employees will be given credit for each year worked in another CalPERS agency after having worked a minimum of five years in Pinole.

Other benefits may include: Health Care Reimbursement Flexible Spending Account, Disability Insurance, Medical In-Lieu, Educational Degree Incentives (for possessing a degree beyond that which is required), and more.



APPLICATION PROCESS

FIRST REVIEW DATE | April 3, 2026

To apply for this exciting career opportunity, please submit a compelling cover letter and your detailed resume electronically to: apply@bobhallandassociates.com

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process, which will include phone interviews, panel interviews, and final interviews with the City Council.



Should you have any questions regarding this position or the recruitment process, please contact:

Joe Gorton - (707) 628-6846

Appointment is subject to completion of thorough background and reference checks.