



CITY OF LYNWOOD, CALIFORNIA

# City Manager



## THE COMMUNITY

The City of Lynwood is an ethnically diverse, multicultural, and youthful community with a population of over 60,000 residents. This Gateway City encompasses 4.9 square miles within Los Angeles County and is ideally situated near Highway 105 and 710 corridors, adjacent to the cities of South Gate and Downey. Since Lynwood's incorporation in 1921, the city has developed and expanded as a community with a path of progressive economic development and is expected to continue attracting new businesses and industry.

## GOVERNANCE

The City of Lynwood is a contract, general law city pursuant to California law and operates under the Council-Manager form of government. Five City Council members are elected at large to alternating four-year terms. Their peers select the Mayor and Mayor Pro Tem for one-year terms. Other elected officials include the City Clerk and City Treasurer. While most of the municipal operations and services are encompassed within the City, Lynwood contracts with the County for public safety services through the Los Angeles County Sheriff and Fire Departments. The County also operates the popular Lynwood Library located within the Civic Center. In addition, City Attorney services are provided contractually by a private firm specializing in local government.

The City Council is supported by the five Commissions and Boards: Community Development Block Grant Advisory Board, Citizen Oversight Committee, Personnel Board, Planning Commission, and the Public Safety / Traffic & Parking Commission.

Lynwood's FY 2025 budget total is \$174.2mil. The City has a workforce of over 175 employees represented by two associations/bargaining groups, the Lynwood Employees' Association (LEA) and the Lynwood Employees Management Group (LEMG).

The City of Lynwood is an inclusive community known for its civic pride and stability.



## THE POSITION

The City Manager provides professional leadership in the management of the city and is responsible for the coordination of municipal programs and the executive supervision of all City departments and agencies. The City Manager's principal duties and responsibilities include assisting members of the City Council in formulating policies and responding to City Council issues and concerns, either directly or through various City staff members, to recommend options and potential solutions. The City Manager attends all meetings of the Mayor and City Council and carries out City Council policy as a guide to daily assignment of City operations. As Executive Director, the City Manager also attends all meetings of various commissions and is responsible for the submission and implementation of the City's budget.

**The City Manager administers the affairs of the City and directs staff in the implementation of the City Council's priorities which include but are not limited to the following:**

- » Oversee the proper application and enforcement of City laws and ordinances, including the Brown Act.
- » Analyze contracts, leases, reports, purchase bids, and other matters requiring comprehensive analysis to authorize administrative action.
- » Provide overall daily supervision, management, and direction to City departments.
- » Build and maintain relationships with City employees to ensure accountability and a high level of public service to the community.
- » Create an open environment which encourages resident and business input on City operations and programs.
- » Establish effective management relationships with surrounding city, special districts, county, state, and federal agencies.

**Mission Statement:** It is the mission of the City of Lynwood to create and maintain a clean, safe, attractive, well-informed, self-reliant and pride-filled community that provides access to outstanding social, cultural, recreational, educational and economic opportunities for residents and businesses.





- » Coordinate and provide timely and accurate information to the City Council and the public and media regarding City events and activities.
- » Oversee departmental operations and expenditures; supervise the preparation and administration of the annual budget, and direct the development of program objectives, definitions, directions, and priorities.
- » Assist in General and Strategic Plan updates.
- » Perform other related work as required by the Mayor and City Council.

## THE IDEAL CANDIDATE

The ideal candidate will be a visionary, strategic, and high-energy leader who can work with city council, staff, and key stakeholders to achieve economic growth and improve quality of life for a diverse community. The successful candidate will have well-rounded skills in all facets of public sector governance, a proven track record in successful community development, and solid financial acumen. The ideal candidate leads by setting a positive example of being proactive and organized; provides clear and consistent direction; and can assess talent, mentor, and develop a team-oriented, high-performing and accountable working environment. Excellent communication and interpersonal skills are required to manage the City as it moves to improve and promote new business ventures, as well as building and maintaining effective and collaborative relationships with regional and national business partners, staff, the school district, and elected officials. A candidate that demonstrates the ability to work positively and effectively with staff and promote positive morale and team building in the organization is highly valued, as is their desire to embrace and be a part of the City of Lynwood.

The City Manager is expected to provide diplomatic yet candid feedback to both Council and management staff in addressing the interest and concerns of the entire City Council. This position requires an innovative problem solver with a background addressing issues around public safety, homelessness, working with various populations, and knowledge of municipal finance and infrastructure, CIP, and community & economic development.

## Key Attributes and Characteristics

- » An individual with the highest personal and professional integrity.
- » A successful track history at building collaborative business and community-oriented working relationships.
- » An enthusiastic, inspiring, and engaged communicator. An active listener.
- » A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision.
- » The ability to deliver information and comprehensive research to City Council in a balanced and unbiased manner, and to provide options and solutions with different sides to an issue with strengths, weaknesses, opportunities, and risks for each alternative.
- » A manager who can blend innovation and creativity, think outside the box, and creatively move the city in a positive direction while acknowledging and responding to its challenges.
- » A solid, optimistic leader and role model with a positive presence, who demonstrates initiative, is action oriented, treats others with respect, and is collaborative and approachable.
- » A strong leader able to use sound judgement and wisdom and maintain flexibility, who is politically astute, while remaining apolitical.

The next City Manager will join a relatively new City Council that is motivated and eager to start the transition to a brighter, more stable future, with improved quality of life and economic vitality. This will require an ability to understand and relate to Lynwood as a highly urbanized, densely populated, bi-cultural, and socio-economically challenged community. The expectation is for the City Manager to be active and engaged within the community and be aware of resident interests and concerns. Past experience working in a contract city and negotiating contracts and services is helpful.

## QUALIFICATIONS

- » Experience as a public sector executive along with a BS/BA degree in Public or Business Administration or related field is required.
- » Several years at the senior/Director level in municipal government is required. Experience as a City Manager or Assistant City Manager is highly desirable.
- » MS/MA degree in Public Administration, Business Administration or related field preferred.
- » Experience working within a multi-cultural community environment and/or bilingual skills are highly desirable.

## SALARY AND BENEFITS

The salary for this position is \$275,000 - \$325,000 depending on qualifications.

The City of Lynwood provides a competitive benefits package that includes:

- » **Retirement** – Effective January 1, 2013, new members to CalPERS or an agency with CalPERS' reciprocity will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive 2% @ 62 benefit formula. Employees who are current members of CalPERS or an agency with CalPERS' reciprocity, or who have less than a six-month break in service between employment in a CalPERS (or reciprocal) agency and employment with the City will be enrolled in the 3% @ 60 benefit formula. All employees are required to pay the full employee contribution to CalPERS.
- » **8% EPMC** – All employees are required to pay the 8% CalPERS member contribution.
- » **Medical Insurance** – The City pays up to \$1128.40 per month towards any medical plan selected by the employee and his/her eligible dependents.

- » **Dental/Vision Insurance** – The City will contribute up to 80% of the family premium for dental and vision insurance.
- » **Life Insurance** – \$50,000 Life, AD&D covered at 100% by the City.
- » **Long-Term Disability** – covered at 100% by the City.
- » **Short-Term Disability** – covered at 100% by the City.
- » **Deferred Compensation** – The City offers a choice of two deferred compensation providers.
- » **Vacation** – Accrued at two weeks each year with increases based on years of service.
- » **Sick Leave** – 96 hours annually.
- » **Management Leave** – 90 hours annually.
- » **Other Leave** – 11 paid holidays and 4 days floating holiday leave annually.
- » **Car Allowance** – \$500/month. Employees must satisfy personal auto insurance coverage limits to become eligible for allowance.
- » **4-10 Work Schedule (City Hall is closed on Fridays)**
- » **Additional Benefits** may include Longevity Pay, Education Incentive Pay, Bilingual Pay, an Employee Assistance Program, Electronic Media allowance and opportunities for Citywide Training and a flexible schedule



## APPLICATION AND RECRUITMENT PROCESS

The final filing date is Tuesday, November 11, 2025.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/lynwood-city-manager/>

Resumes should reflect years and months of positions held.

For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. **First round interviews with the City Council will take place Saturday, December 6. Final interviews with finalists chosen from the first round will be the evening of Tuesday, December 9.** Extensive reference and background checks will be completed on the selected candidate.