



CITY OF COACHELLA, CALIFORNIA

# City Manager



## THE COMMUNITY

Located in Riverside County, Coachella, CA, is a vibrant city in Southern California's Coachella Valley, known for its rich agricultural roots, diverse culture, community events, parks, and as the namesake (though not location) of the famous Coachella Music and Arts Festival held nearby in Indio. It's a growing community with historic ties, featuring Mexican and farm-to-table cuisine, local parks, and serving as a gateway to the broader Palm Springs area and its attractions. Coachella is a desert valley known for its date farms, golf, tennis, and outdoor recreation.

## GOVERNANCE

The City of Coachella 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 alternate four-year terms. While most of the municipal operations and services are encompassed within the City, Coachella contracts with the County for public safety services through the Riverside Sheriff and Fire Departments. In addition, City Attorney services are provided contractually by a private firm specializing in local government. The City Manager acts as the Chief Executive Officer of the city and is responsible for enforcing city laws, preparing and managing the municipal budget, and implementing policies and programs initiated by the City Council.

## THE POSITION

The City Manager plans, organizes, and provides administrative direction and oversight for all City functions and activities including providing policy guidance and program evaluation to the City Council and managing and mentoring staff. This position encourages and facilitates provision of services to City residents and businesses, fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups, pursues appropriate avenues of economic and community development, attends community events, engages with residents and performs related work as required.

**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:**

- ◆ Plan, organize, and administer operations of the City, Water Authority and Sanitary District either directly or through subordinate management and supervisory staff.
- ◆ Direct and coordinate the development and implementation of goals, objectives, and programs for the City, Water Authority and Sanitary District; develop administrative policies, procedure, and work standards to ensure that goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- ◆ Oversee the preparation of the annual budget for the City; authorize budget transfers, expenditures, and purchases, and provide information regarding the City's financial condition and needs to the City Council.
- ◆ Advise the City Council on issues, programs, and financial status; prepare and recommend long- and short-term plans for City service provisions, capital improvements, and funding; and direct the development of specific proposals for action regarding current and future City needs.
- ◆ Represent the City with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- ◆ Direct the preparation of and prepare a variety of correspondence, reports, policies, procedures, and other written materials. Strong written communication skills are a must.
- ◆ Ensure that the City Council is kept informed of City functions, activities, and programs, and of legislative, social, and economic issues affecting City activities.

- ◆ Monitor changes in laws, regulations, and technology that may affect City operations; implement policy and procedural changes as required.
- ◆ Perform other administrative and operational duties as needed.

## THE IDEAL CANDIDATE

The ideal candidate will be a visionary, strategic, stable, 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. This position will require an individual that 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 Coachella. The ideal candidate will be an innovative problem solver with a background working with various populations, and have solid experience in municipal finance, administration, and community & economic development.





The expectation is for the City Manager to be active and engaged within the community and to listen to residents' interests and concerns and respond thoughtfully and respectfully. Past experience working in a contract city and negotiating contracts and services is helpful.

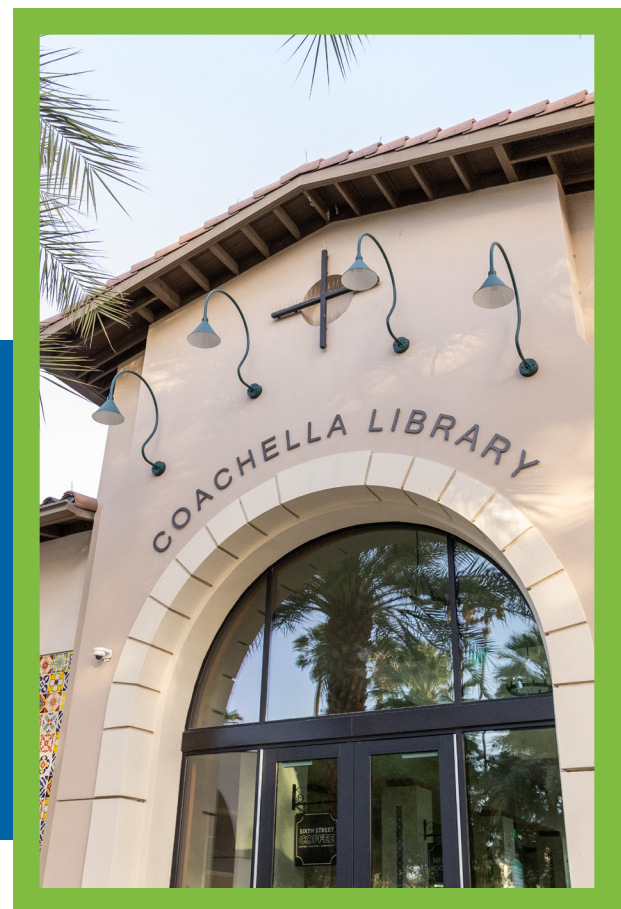
## QUALIFICATIONS

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- ◆ A Bachelor's Degree with major coursework in public or business administration, public policy, finance, or a related field.
- ◆ A Master's degree in public administration or a related field is desirable.
- ◆ Ten (10) years of management or administrative experience in a municipal agency setting.
- ◆ Five (5) years of supervisory experience.
- ◆ Experience as a public sector executive working with an elected Council or Board.
- ◆ Experience working within a multi-cultural community environment and/or bilingual English-Spanish desirable.

### 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.
- ◆ Provide diplomatic yet candid feedback to both Council and management staff in addressing the interest and concerns of the entire City Council.
- ◆ 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 can provide options and solutions with different sides to an issue including the 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.
- ◆ An analytical leader able to use sound judgement and wisdom and maintain flexibility, who is politically astute, while remaining apolitical.
- ◆ An enthusiastic, inspiring, and engaged communicator. An active listener.





## SALARY AND BENEFITS

The salary for this position is \$275,000 - \$310,000 depending on qualifications.

The City of Coachella offers an excellent benefits program for full-time employees that includes:

- ◆ Medical, Dental and Vision Insurance
- ◆ Retirement plan through CalPERS. Classic Member 2%@60; New Member 2%@62. The City of Coachella does not participate in the Social Security program, except for the mandatory Medicare contribution for all regular positions.
- ◆ Life Insurance/Short Term Disability/Long Term Disability
- ◆ Employee Paid Supplemental Insurance Programs
- ◆ Deferred Compensation Program
- ◆ Flexible Spending Account
- ◆ Education Reimbursement Program
- ◆ Employee Assistance Program
- ◆ Vacation
- ◆ Sick Pay
- ◆ Holidays
- ◆ Administrative Leave
- ◆ Car Allowance
- ◆ 4/10 Work Schedule

## APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, February 13, 2026.

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/coachella-city-manager/>

Resumes should reflect years and months of positions held.

For additional information, please contact:



Frank Rojas ◆ (510) 495-0448

Email: [frank\\_rojas@ajg.com](mailto:frank_rojas@ajg.com)

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. Extensive reference and background checks will be completed on the selected candidate.

