



Photo by: Dan Quinn

TOWN MANAGER

TOWN OF PORTOLA VALLEY, CALIFORNIA

ANNUAL SALARY: \$215,000–\$275,000 DOE/DOQ

THE TOWN OF PORTOLA VALLEY, CALIFORNIA, IS SEEKING A TOWN MANAGER to oversee the efficient administration of all Town operations, including optimizing daily functions, implementing Town Council policies, and ensuring financial integrity through strategic planning and fiscal oversight. With a focus on collaboration and volunteerism, the Town Manager engages with the Council, staff, Town commissions and committees, and external stakeholders to foster an environment of transparency, accountability, and customer service. They will oversee a total team of 16 and an approximate budget of \$9.75 million. The role includes managing the budget, ensuring compliance with local, state and federal regulations, and leading critical initiatives such as residential re-zoning, optimizing and maintaining infrastructure, and environmental preservation. The ideal candidate could have a background in municipal management, local government finance, housing, planning, community engagement, and/or emergency preparedness. This position is ideal for a dedicated leader to make meaningful impact in a dynamic and engaged community, shaping the Town's future while fostering collaboration, innovation, and service excellence.



THE COMMUNITY & REGION/TOWN GOVERNMENT

THE TOWN OF PORTOLA VALLEY, CALIFORNIA, is a serene and picturesque small town nestled in the scenic foothills of the Santa Cruz Mountains, just minutes from Silicon Valley's innovation hubs. With approximately 4,200 residents, the Town offers an unparalleled blend of natural beauty, collective know-how, and resources. Rolling hills, lush redwood forests, oak woodlands and miles of trails make it a haven for outdoor enthusiasts who enjoy hiking, biking, horseback riding, and stargazing. The Town's commitment to preserving its rural character is evident in its low-density housing, expansive open spaces, and a network of well-maintained parks. This tranquil environment provides a peaceful retreat from the hustle and bustle of nearby urban areas. In addition to its natural allure, the Town boasts a strong sense of community and high quality of life with top-rated schools, a vibrant local culture, and a range of events that foster a welcoming atmosphere. Residents also benefit from convenient access to nearby Silicon Valley and the San Francisco Bay Area.

The residents are seeking a government that matches their innovative spirit and get-it-done ethos and honors the Town's rural character and volunteer values. The community places a high value on transparency, responsiveness, and collaboration. Our engaged residents take an active interest in local government and often bring thoughtful, well-informed perspectives, drawn from a wide range of personal and professional experiences, including many educators, business executives, professionals, artists, environmentalists and conservationists who value community engagement, public discourse, and volunteerism—Watch **What Makes Portola Valley Special VIDEO** to meet some of them! This is reflected in the membership of the Town's two commissions and many committees and advisory bodies that help shape town policies, infrastructure priorities, environmental initiatives, and overall community life.



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The Town of Portola Valley operates with a Council/ Manager form of government. A five-member elected Town Council, with a rotating Mayor, sets policies and works with volunteer commissions to ensure Town services align with community needs and goals.

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Staff & Budget at a Glance

16
TOWN STAFF



FY 2025 BUDGET **\$9.75** MILLION



THE JOB

THE TOWN MANAGER IS ALSO THE CHIEF ADMINISTRATIVE OFFICER OF THE TOWN, building the leadership team and developing our excellent staff of 16, optimizing the Town's financial health, advising on policy, overseeing daily operations, implementing Town Council priorities, and ensuring efficient municipal management. The Town Manager is ultimately responsible for ensuring that services are performed with excellence and in accordance with policy. Reporting to the Town Council, the Town Manager leads strategic planning, including fire safety initiatives, financial oversight, and personnel administration.

This role involves preparing and managing the Town's budget, ensuring compliance with regulations, and acting as the primary liaison with external agencies. The Town Manager attends public meetings, collaborates with commissions and committees, assesses service delivery methods, and negotiates contracts. The Town Manager is also responsible for guiding planning efforts, including residential rezoning, land use policies, and long-term community development, ensuring balanced, safe, and sustainable growth.

THE IDEAL CANDIDATE

THE TOWN BENEFITS FROM A **HIGH LEVEL** of civic participation creating a highly resourceful and engaged citizenry, requiring a Town Manager who manages a range of communication styles, values diverse perspectives, and brings a high degree of emotional intelligence and political acumen to daily interactions. Navigating and facilitating important community conversations and thoughtfully balancing differing viewpoints are key aspects of leadership in Portola Valley.

The ideal candidate is both strategic and hands-on, with experience that could include a background in municipal management, local government finance, housing, planning, land use, residential re-zoning, and/or emergency preparedness. They will foster a collaborative, service-oriented organizational culture and lead with humility, professionalism, and a commitment to excellence. The Town Manager must listen to and process community input, communicate clearly and provide sound, well-informed recommendations to the Town Council. They should be approachable, transparent, and trusted—able to build strong relationships with residents, staff, and regional partners to move key initiatives forward.

The Town is seeking a creative problem-solver who will:

- Lead with integrity, accountability, and a commitment to operational excellence.
- Manage goals and competing priorities and promote excellent customer service.
- Resourcefully guide the town through a time of change.
- Effectively manage municipal budgeting, revenue generation, and financial planning, ensuring fiscal stability and responsible resource allocation.
- Demonstrate problem solving & decision-making skills, analyze complex issues, anticipate challenges, and develop strategic, practical solutions aligned with Town priorities.
- Be results oriented.
- Drive efficiency and look for opportunities for innovation, set clear goals and measure outcomes to enhance service delivery and community impact.
- Be influential, build strong relationships with stakeholders, effectively communicate vision and policies, and gain support for key initiatives through collaboration and consensus building.





MINIMUM QUALIFICATIONS

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job, such as:

Education. Bachelor's degree in Public or Business Administration or related field.

Experience. Five (5) years of experience with increasing responsibility in municipal government, including significant administrative and supervisory responsibility.

DESIRED

Master's degree in Public or Business Administration or related field.

UPCOMING PROJECTS & OPPORTUNITIES

NOVEMBER 2026 BALLOT MEASURE. Successfully pass a ballot measure aimed at increasing local revenues to support community priorities such as infrastructure, public safety, education, or community preservation.

- Design and champion revenue enhancement measures that will win voter approval and align with our community's values and resources.

GENERAL PLAN. Complete the Safety Element of the Town's General Plan to ensure compliance, hazard mitigation, climate adaptation, community protection, and necessary cross-agency coordination.

TRANSFORM AND MODERNIZE.

- Optimize efficient service delivery by innovating across all municipal functions.
- Digitize and automate outdated processes to enhance transparency and accessibility.
- Implement best practices in financial management to ensure long-term financial stability for generations to come.

LAND USE INITIATIVES.

- Assess and address operational challenges within the Planning and Building Department to improve service delivery and effectiveness.
- Successfully recertify the Housing Element and design affordable housing programs that enhance our vibrant community while protecting our rural and natural character and open space.
- Reimagine planning, building, and public works processes to guide sustainable growth.

SALARY & BENEFITS

An annual salary of **\$215,000 – \$275,000 DOE/DOQ**, **PLUS** a generous benefits package that includes:

Retirement. The Town participates in CalPERS with a 2% @ 55 for classic members with a current employee contribution of 7%. For new employees covered under PEPPRA, the retirement formula is 2% at 62 with an employee contribution of half the normal cost of benefit for both employer and employee; the Town participates in Social Security.

Vision Insurance. Town-paid for employee and dependents.

Dental Insurance. Town-paid for employee and dependents.

Sick Leave. 12 days accrued per year (8 hours per month).

Health Insurance. Medical Insurance/Flexible Dollar Amount: Generous contribution to Cafeteria Plan (section 125) for employee to select from CalPERS medical plans, opt out, or deferred compensation plan.

Paid Holidays. Nine holidays per calendar year, plus the business days between Christmas and New Year's Day.

Administrative/Management Leave. 56 hours/yr.; pro-rated based on start date.

Vacation Leave. 10 to 20 days per year, depending on years of service.

457 Defined Contribution Plan. 457 plans with no Town contributions.

Life Insurance. Town-paid \$50,000 policy for Eligible Employees.

Long Term Disability. Town-paid for Eligible Employees.

Tuition Reimbursement. Up to \$3,000 per fiscal year, after one year of service.

Automobile Allowance. Monthly allowance of \$250.

Work Schedule. Option for 9/80 or limited hybrid work schedule after three months.

HOW *to* APPLY

For first consideration, apply by **MAY 9** at:

Apply ASAP as we will be reviewing applications as they come in, and conducting virtual screens with ideal candidates.

WBCP JOB BOARD



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SAVE THE DATES. *Selected candidates must be available for both dates.*

- Round one virtual interviews will take place on **MAY 29**.
- Round two in-person interviews will take place on **JUNE 7**.

QUESTIONS? Please contact your recruiter, Richard Kuhns, with any questions:

richard@wbcpsc.com

866.929.WBCP (9227) toll-free

541.664.0376 direct



The Town of Portola Valley is an Equal Opportunity Employer.