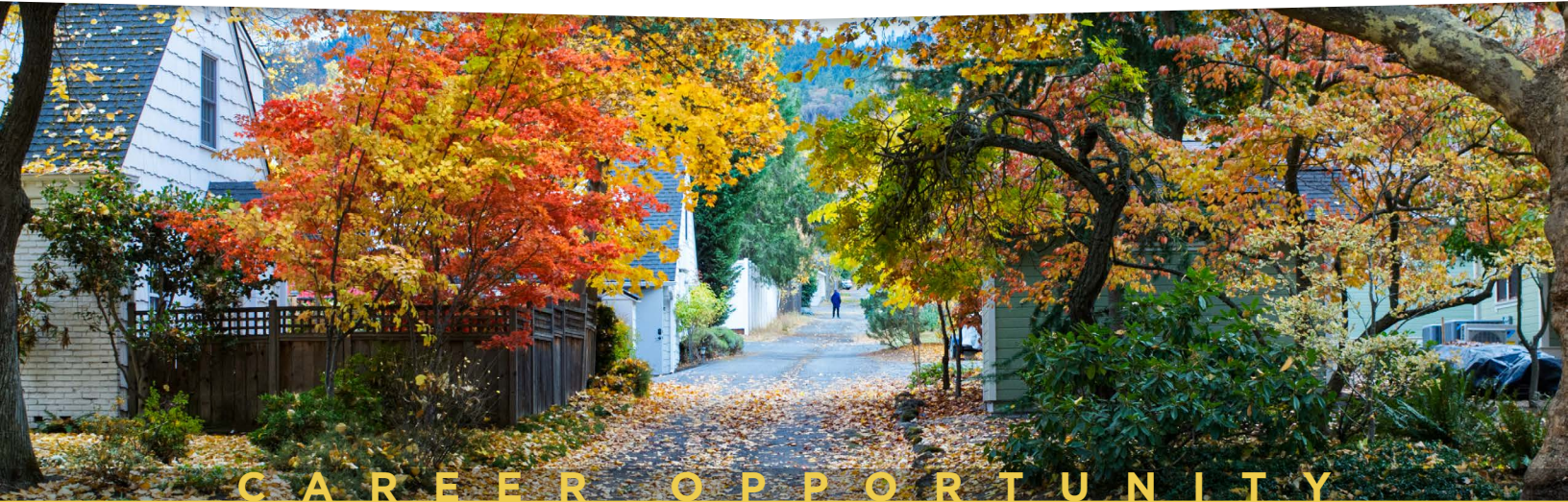


This recruitment is managed by



C A R E E R O P P O R T U N I T Y

CITY MANAGER

CITY OF DUNSMUIR, CALIFORNIA



ANNUAL SALARY: \$135,000 – \$165,000 DOE/DOQ*

**Plus* a housing stipend of up to \$1,500 per month if living in the City of Dunsmuir.

THE CITY OF DUNSMUIR, CALIFORNIA, IS SEEKING ITS NEXT CITY MANAGER to serve as the City's chief administrative officer and a trusted, visible leader, working closely with the City Council to advance City priorities and deliver results. The City Manager oversees six direct reports and an all-funds budget of approximately \$16.5 million for fiscal year 2026, providing hands-on leadership for municipal operations with a strong focus on key project execution. The role includes collaboration with external partners while promoting organizational efficiency and cross-departmental coordination. The ideal candidate has demonstrated experience providing leadership in a small community environment and a proactive, results-driven approach to municipal management. This individual will be a confident, strategic leader who is comfortable engaging with residents, staff, and community partners, and who values collaboration, open communication, and a leadership style grounded in integrity, respect, and professionalism. ***Lead a close-knit mountain community into its next chapter and create a lasting impact; apply today!***

LIVING IN DUNSMUIR

LOCATED ALONG THE SACRAMENTO RIVER IN SISKIYOU COUNTY, and encompassing about 1.6 square miles, Dunsmuir, California is a rural mountain community offering historic charm and abundant outdoor recreation in a quiet, small-town setting. Dunsmuir's roughly 1,600 residents enjoy a close-knit community atmosphere and a relaxed pace, with no traffic lights and an affordable lifestyle—median housing cost is below \$300,000, far below the state average. Known as “California’s City of Waterfalls,” Dunsmuir is recognized for its access to 12 scenic waterfalls and numerous hiking trails, fishing along the Sacramento River, climbing at nearby Castle Crags State Park, and a variety of outdoor activities enjoyed year-round. Arts and culture-focused events, botanical gardens, a proud railroad legacy contribute to the city’s character, and tourism and outdoor recreation anchor the local economy, alongside a vibrant small-business community. Dunsmuir is situated along Interstate 5, in the shadow of Mount Shasta and just an hour north of Redding—offering easy access to regional amenities while retaining its rural identity.





THE CITY

THE CITY OF DUNSMUIR OPERATES UNDER A COUNCIL-MANAGER form of government with five City Council members elected at large, serving staggered four-year terms. The Mayor and Vice Mayor are appointed annually by the City Council from among its members and serve one-year terms. With 13 dedicated staff and a Fiscal Year 2026 budget of \$16.5 million (all funds) and approximately \$2.5 million of that in general funding, the City provides fire, code enforcement, sewer and water services directly to residents, while contracting with the Siskiyou County Sheriff's Office, the Dunsmuir Recreation & Parks District, and other third-party providers to administer additional services.



[LEARN MORE](#)

MISSION

In Dunsmuir, we commit to building on our heritage while enhancing the quality of life for all. We collaborate to foster pride, develop a vibrant and diverse economy, preserve our mountain environment, and celebrate our active and creative community.



THE JOB

APPOINTED BY AND REPORTING DIRECTLY TO THE CITY COUNCIL, the City Manager is responsible for the overall day-to-day administration and operation of the City. The City Manager oversees six direct reports, provides leadership across City departments, manages the City's biennial budget, and drives City Council and community initiatives forward to deliver results. The City Manager works closely with City staff and external partners, including service contractors, local businesses, the Chamber of Commerce, nonprofit organizations, school districts, the County, and neighboring jurisdictions. The City has made significant recent investments in infrastructure improvement, community and economic development, and is looking for a City Manager who will be driven and energized to capitalize on these initiatives and push them to completion. This is also a highly forward-facing role, and the City Council is committed to bringing a City Manager on board who is eager to engage with the community and establish trust with residents.

The role is characterized by strong collaboration, organizational efficiency, and excellent service delivery, while supporting the City's community and economic development efforts. The City Manager is expected to demonstrate political acumen, emotional intelligence, strong communication skills, and effective leadership, with a strong commitment to community engagement, bringing a strategic, creative, and results-driven approach.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE HAS DEMONSTRATED experience providing leadership in small community environments, with a commitment to service delivery and economic growth. They are a proactive and confident self-starter who brings a hands-on approach to advancing City Council and community priorities, translating goals into measurable outcomes. Strong financial acumen, administrative expertise, and resource management are essential, as is a strong municipal or other public agency background. This position requires an authentic, strategic leader with a genuine passion for public service and effective municipal governance. Success in this role also requires being an engaged member of the community through relationship building, collaboration, and meaningful outreach. The successful candidate will be forward-thinking and solutions-oriented, with the ability to identify shared partnerships and leverage nontraditional resources that advance City projects and long-term goals. The ideal City Manager is emotionally intelligent, values employee and community engagement, and fosters a positive organizational culture, bringing high energy, confidence, enthusiasm, and a positive outlook to the organization.

The City Manager will also...

- ▶ Have experience in emergency preparedness and management.
- ▶ Lead with integrity and strive to uphold the public's trust.
- ▶ Continue to ensure transparency, accountability, customer service, and efficiency.
- ▶ Find new and creative revenue opportunities.
- ▶ Be a big picture visionary and innovative thinker.
- ▶ Keep Council/Mayor informed of issues, trends, and matters of City-wide interest.
- ▶ Inspire an inclusive and empowered culture.
- ▶ Lead with confidence and composure, assertiveness and influence.
- ▶ Leverage excellent communication and public speaking skills.
- ▶ Be responsive, approachable, and accessible to staff, Council, and residents.
- ▶ Participate on a variety of subcommittees, ad hoc committees, and groups and attend City Council meetings.
- ▶ Value the importance of connecting with others, listening to their needs, building trust, and leveraging their ideas.

EMPLOYMENT STANDARDS

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

- ▶ 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
- ▶ Five (5) years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related senior administrative/managerial capacity involving responsibility for planning, organization, and implementation

DESIRED

- ▶ An equivalent to a master's degree in a related field



UPCOMING PROJECTS & PRIORITIES

The Council has a range of goals and priorities highlighted for fiscal years 2026 and 2027. These goals include:

FACILITY AND INFRASTRUCTURE IMPROVEMENTS.

Including improvements to City Hall and other City facilities to reduce maintenance, and completion of the Mossbrae Springs Improvement Project to upgrade the City's water supply infrastructure.

DOWNTOWN REVITALIZATION. The City has completed a Downtown Revitalization Plan and the City Manager will be responsible for implementation, including vigorous code enforcement to increase compliance with the vacant and distressed building ordinance.

FOCUS ON TOURISM INFRASTRUCTURE. Leverage planned projects such as the Mossbrae Trail expansion, as well as marketing efforts to increase downtown traffic and investor interest and increase Transient Occupancy Tax revenues.

FEE STRUCTURE REVIEW. Build on the financial momentum of two recently-passed tax initiatives—a 2% increase in the City's Transient Occupancy Tax and a 1% general use sales tax, by updating fee structures, including water and wastewater, solid waste, and development impact fees, as appropriate to improve revenue generation and long-term fiscal stability.

Learn more about these goals here:

CITY OF DUNSMUIR FY 25-27
ADOPTED BUDGET



CLICK
BUTTON





SALARY & BENEFITS

This position will receive an annual salary of **\$135,000-\$165,000 DOE/DOQ***.

**Plus a housing stipend of up to \$1,500 per month if living in the City of Dunsmuir.*

PLUS an attractive benefits package that includes:

Medical, Vision, and Dental Coverage: See details [here](#)

Life Insurance: City-provided \$10,000 policy

Vacation: 15 days per year

Deferred Comp Plan: City matches up to 2%

Retirement: CalPERS retirement at 2% @ 55 for "Classic" members and 2% @ 62 for "PEPRA/new" members

Holidays: 13.5 days per year

Administrative Leave: 10 days per year

Sick Leave: One day earned per month

Relocation Assistance Negotiable

CLICK LINK

HOW TO APPLY

For first consideration, apply by **MARCH 30** at:

WBCP JOB BOARD

CLICK BUTTON

SECURE THE DATES. Round one virtual interviews will take place on **APRIL 24**. Round two interviews (virtual or in person) will take place on **MAY 9**. If necessary, a final round of in-person interviews is also scheduled for **MAY 16**. *Selected candidates must be available for all dates.*

QUESTIONS? Please contact your recruiter, **Lauren Gerson-Greene**, with any questions: lauren@wbcpsc.com

541.664.0376 (direct)
866.929.9227 (toll-free)