This recruitment is managed by WBCP



INTERIM OPPORTUNITY

INTERIM CITY ADMINISTRATOR

CITY OF CARMEL-BY-THE-SEA

ANTICIPATED ASSIGNMENT: APPROXIMATELY 2–6 MONTHS

THE CITY OF CARMEL-BY-THE-SEA, CALIFORNIA, is seeking an experienced local government leader to serve as Interim City Administrator while the City conducts its search for a permanent City Administrator. This short-term, high-impact assignment offers the chance to lead one of California's most iconic and distinctive coastal communities through an important transition. The Interim City Administrator will oversee an organization of 87 employees and an approximately $42 million budget, keep the City Council's priorities moving, and provide steady, visible leadership for staff and the community. The City needs a seasoned professional who can step in quickly, get up to speed fast, and lead with confidence from day one—someone who listens well, communicates openly, and keeps the organization focused and moving forward. **Apply today to help guide Carmel-by-the-Sea through this chapter and hand off a strong, steady organization to its next permanent leader.**

2–6 Months	**December/January**	**87**	**~$42M**
ANTICIPATED ASSIGNMENT	NEED TO STEP IN QUICKLY	CITY EMPLOYEES	ANNUAL BUDGET

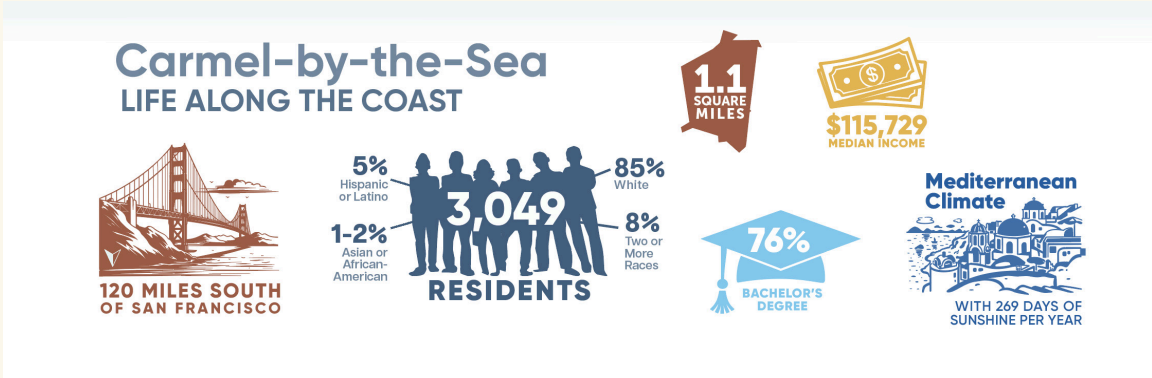






DISCOVER CARMEL-BY-THE-SEA

NO COMMUNITY CAPTURES THE MAGIC OF CALIFORNIA'S CENTRAL COAST quite like Carmel-by-the-Sea, a charming coastal village set within a beautiful Monterey pine forest and known for its distinctive architecture, white-sand beach, thriving arts scene, and highly walkable downtown. Located on the Monterey Peninsula between Pebble Beach and Point Lobos State Natural Reserve, and just north of Big Sur, Carmel offers restaurants, boutiques, galleries, wine tasting rooms, and easy access to Carmel Beach, 17-Mile Drive, world-renowned golf, hiking, and the Big Sur coastline. Long known as a haven for artists, writers, architects, and musicians, Carmel has a remarkable sense of place—and a community that cares deeply about preserving it. For an interim leader, it is a rare opportunity to serve, even for a short time, in one of America's most distinctive places.



THE CITY & CITY COUNCIL

THE CITY OF CARMEL-BY-THE-SEA operates under a Council–City Administrator form of government and is governed by a five-member City Council comprised of the Mayor and four Councilmembers, all elected at-large. Municipal services are delivered through six departments, along with the City Administrator's Office, which includes the City Clerk, Finance, Human Resources, and Information Technology. Together, this team keeps Carmel moving—protecting public safety, caring for its treasured public spaces and infrastructure, supporting local businesses, and safeguarding the qualities that define the village. The Interim City Administrator will lead this organization day-to-day, working closely with the Council and department leaders to maintain momentum, uphold the City's commitment to transparency, fiscal stewardship, and outstanding service, and prepare the organization for a smooth handoff to its next permanent City Administrator.

INTERIM PRIORITIES & WHAT YOU'LL LEAD

Keep Council priorities moving by providing continuity on the City's capital program, including the Council's plan to address more than $100 million in identified deferred maintenance through $10+ million in annual capital investment.

Keep major projects on track, including continued progress on the Library, Police Station and Public Works facility project.

Steady and support the organization—empowering department leaders, maintaining positive labor and employee relations, and keeping day-to-day operations running smoothly.

Protect service and fiscal stewardship through responsive customer service and sound management of the City's budget.

Advance housing priorities through continued implementation of the Housing Element.

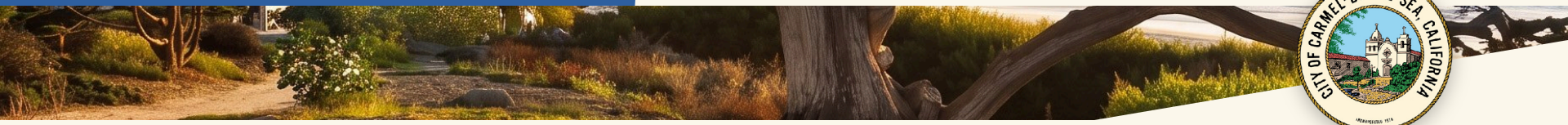
Set up a strong handoff by working with the Council during the recruitment and positioning the incoming City Administrator for success.

THE IDEAL INTERIM CANDIDATE

THE IDEAL CANDIDATE IS AN EXPERIENCED, APPROACHABLE, AND STEADY municipal leader who can step in quickly and lead with confidence. They should be an engaged community leader, who is visible, and accessible. Success will require someone who can build trust fast, bring out the best in City teams, and keep important work moving while respecting Carmel's history and distinctive character. They should have a history of progressively responsible executive leadership in city and/or county government, and should also be financially savvy and operationally strong, with experience moving capital projects forward. They should be skilled communicator and active listener with sound judgment and political acumen, and comfortable working with an engaged Council and community.

SALARY AND BENEFITS

- **Salary for CalPERS Retired Annuitants:** $260,759.12
- **All other candidates:** Salary is negotiable within the current salary range: **$280,000 – $330,000 DOE/DOQ**



HOW to APPLY

WBCP JOB BOARD

SUBMIT YOUR MATERIALS ASAP.

Interested candidates should submit a **resume** and **cover letter** that includes:

- Your **compensation expectations**
- Your **earliest availability** to begin

Applications will be reviewed as received—**early submission is strongly encouraged.**

QUESTIONS?

Contact your recruiter, **Wendi Brown**:

wendi@wbcpinc.com
866.929.WBCP (9227) toll-free
541.664.0376 direct