

INDIAN WELLS CITY HALL

ULTUM IN PARVO



The City of Indian Wells invites you to apply for **ASSISTANT CITY MANAGER**

The City of Indian Wells is looking for a dynamic, collaborative leader with extensive municipal government experience to serve as its next Assistant City Manager. In this hands-on role, you will be an active contributor to the City's Strategic Plan, working closely with a committed executive team to drive initiatives that shape the future of Indian Wells.

This isn't just a career opportunity—it's a chance to be a part of a vibrant community, build a legacy and make a lasting impact on the quality of life for all residents. If you're passionate about public service and ready to bring visionary leadership to a tight-knit team, we invite you to join us in creating a brighter future for Indian Wells.

Learn more within.





ABOUT INDIAN WELLS

COMMUNITY

Located in the heart of Southern California's desert resort communities, the City of Indian Wells is recognized worldwide for its tranquil and luxurious destination environment. Astute planning and city leadership have helped Indian Wells achieve status as one of the premier residential resorts and vacation destinations in the United States. Guests and residents alike are continually drawn to the many amenities that Indian Wells offers including four world-class resorts, Indian Wells Golf Resort and Indian Wells Tennis Garden, a variety of cultural programs, impressive resident amenities and much more.

Indian Wells is home to:



[Indian Wells Golf Resort](#)



[Indian Wells Tennis Garden](#)



[The Living Desert Zoo & Gardens](#)

MISSION STATEMENT

Create an unsurpassed quality of life for residents and guests by providing superior public safety, exceptional service and outstanding amenities that will further enhance our image as a prestigious community and international resort destination.

INDIAN WELLS IS A CONTRACT CITY

The City of Indian Wells is a contract city that contracts with Riverside County Sheriff's Department for police services and Cal-Fire/Riverside County Fire Department for fire protection and Emergency Medical Services. As a contract city, Indian Wells also contracts many other professional services.

CITY GOVERNMENT

The City of Indian Wells is a contract city comprised of 32 full-time employees. Each department plays a different role in upholding the exceptional quality of life the residents of the City of Indian Wells experience.

Community Development Department

The Community Development Department encompasses the Planning, Building and Code Enforcement Divisions. Overall, the department provides assistance and guidance to the City Council on physical development, land use and compliance with all the City's municipal codes and ordinances.

Economic Development Division

The Assistant City Manager will oversee the Economic Development Division to facilitate the attraction, expansion and retention of companies who call Indian Wells home or are looking to start a business in Indian Wells.

Finance Department

The Finance Department oversees all of the City's financial activities. The department administers the day-to-day management of the City's resources and prepares the City Budget and Annual Comprehensive Financial Report. The department is responsible for providing financial advice to the City Manager regarding the fiscal affairs of the City.

Public Works Department

The Public Works Department oversees the Engineering Division, the Maintenance Division, public works projects, notices and bids and permitting.



ABOUT THE POSITION: ASSISTANT CITY MANAGER

THE ROLE

The Assistant City Manager will play a critical role in supporting the City Manager and City Council, driving forward the City’s vision and leading city-wide administrative operations. This role provides an exciting opportunity for a dedicated professional with strong leadership capabilities and a passion for public service.

The Assistant City Manager will serve as a liaison between City Departments and the City Council, offering guidance and support in all aspects of administrative operations, including strategic planning, policy development and adherence to City codes and regulations. As a leader, this individual will skillfully oversee projects, driving departmental collaboration and ensuring steady progress toward community development goals. With a deep appreciation for all that Indian Wells has to offer, the Assistant City Manager will also identify opportunities to elevate the City’s impact and appeal. In alignment with the City Council’s vision, this role is pivotal in meeting the City’s goals and delivering exceptional service to the community.

KEY RESPONSIBILITIES

Strategic Leadership – The Assistant City Manager will partner with the City Manager to guide the City’s long-term vision, promoting effective use of resources and encouraging interdepartmental collaboration to achieve strategic goals.

Operational Oversight – The Assistant City Manager will assist in the day-to-day operations of the city, oversee multiple projects and programs and ensure high-quality service delivery to the community.

Policy Development – The Assistant City Manager will develop, review and implement policies and procedures that meet legal standards and City requirements, focusing on efficient, innovative service delivery.



Project Coordination – The Assistant City Manager will coordinate projects and initiatives across departments, resolve operational challenges and monitor the effectiveness of City programs to ensure seamless execution.

Community Representation – The Assistant City Manager will represent the City and City Manager in interactions with governmental agencies, community groups and business and professional organizations.

[VIEW THE FULL JOB DESCRIPTION](#)



THE IDEAL CANDIDATE

The City of Indian Wells is looking for a strong, collaborative leader with a deep understanding of public policy, municipal functions and the unique operational needs of a contract city. The ideal candidate has a proven track record in organizational leadership, goal-setting and program implementation, paired with financial acumen. Awareness of the strategic importance of intergovernmental relations is advantageous in this role. Economic development and tourism-related experience is highly desirable.

The ideal candidate will be “people smart,” skilled in building and nurturing relationships within and beyond the city organization and able to foster a culture of collaboration and mutual respect. With an understanding of the unique dynamics of a smaller, destination community like Indian Wells, this candidate will support the City Manager and executive team in quantifying and qualifying the City’s trajectory, driving clarity in direction and actionable progress.

The City is looking for someone who leads with purpose, inspires positive change and works with both internal teams and external partners to achieve the City’s strategic vision.

QUALIFICATIONS

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 an accredited four-year college or university with major coursework in business or public administration, public policy, finance, or a related field
- Seven years of management or administrative experience in municipal administration and/or assigned program areas in a public agency
- Master’s degree in public administration is preferred

Licenses, Certificates and Special Requirements

- Possession of a valid California Driver’s License

[VIEW THE FULL JOB DESCRIPTION](#)





COMPENSATION & BENEFITS

Salary Range: \$204,066 - \$255,083 annually

Indian Wells provides a competitive total compensation package that includes paid vacation and sick leave, 12 paid holidays, 100% employer-paid medical benefits including vision and dental, long-term disability insurance coverage, \$100,000 life insurance policy, 457 and 401a deferred compensation retirement plans, \$1,000 annual medical stipend, CalPERS defined benefit retirement plans with 2.7% at 55 formula for classic members and 2% at 62 formula for new members, along with participation in Social Security. Plus, all members of the executive team receive an auto allowance of \$2400 annually.

In addition, Employees are eligible to receive tuition reimbursement with 100% tuition covered for qualified, pre-approved public Universities and 50% tuition covered for qualified, pre-approved private universities, as well as 50% textbook reimbursement. The City supports employees in their career growth and enhancement and covers 100% of cost associated professional development efforts.

HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at Talent@TripepiSmith.com by **Friday, December 6, 2024**.

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

