



The City of Fairfield invites you
to apply for the position of

Communications Manager

Are you an experienced, hands-on communications strategist who leads with humility, drive and a passion for public service? The City of Fairfield is seeking its next Communications Manager, a trustworthy and adaptable leader ready to lead the next evolution of the City's messaging, mentor a growing team and build meaningful trust with the community.

This is a unique opportunity to serve as a key advisor in the City Manager's Office, guiding strategic communications, crisis response and public engagement for a dynamic, full-service city of approximately 123,000 residents. Positioned halfway between San Francisco and Sacramento, Fairfield pairs a thriving business environment and rich community traditions with major capital planning, offering an exciting platform for an engaged manager to lead an evolving, purpose-driven team.

About the City of Fairfield

Fairfield is a welcoming community located in the heart of Solano County. Home to approximately 123,000 residents, it seamlessly blends small-town warmth with a bustling local economy. Surrounded by rolling hills, farms and vineyards, Fairfield offers exceptional outdoor recreation, from championship golf courses to 24 local parks.

The City celebrates a rich culture of connection through year-round community events centered in Downtown Fairfield. The area hosts the Certified Farmers Market, the Tomato and Vine Festival, 4th of July Parade and the [Blues, Brews & BBQ Festival](#).

With its central location, diverse population and high quality of life, Fairfield is a place where public service professionals can truly make an impact, building a more connected community for all.

WHY WORK FOR US?

Working for the City of Fairfield means joining an organization driven by public service and accountability. Team members are entrusted to take ownership, innovate and work collaboratively to elevate the entire organization.

What makes the Fairfield work culture exceptional is the dedication to building a best-practice, modern environment that meets the needs of its people. Here, leadership leads by example. Employees thrive in an immersive and supportive environment where mentorship is valued, humility drives teamwork and everyone contributes to a bigger-picture vision. The City prioritizes clear communication, mutual trust and continuous growth, ensuring the team feels empowered to tackle ongoing complex challenges.

As Communications Manager, you'll actively shape Fairfield's future by leading strategic campaigns and modernizing core city initiatives.

[Learn how Fairfield supports its local economy and community.](#)

OUR MISSION AND VISION

Fairfield is a vibrant, safe, affordable and diverse community with robust commerce and thriving businesses. Our mission is to foster a sense of pride in the community, improve the lives of our residents and deliver dependable essential services through integrity, professionalism and fiscal responsibility.

OUR VALUES

- Communication
- Diversity
- Inclusion
- Innovation
- Transparency
- Safety



FUN FACT

Fairfield is home to the Jelly Belly Candy Company headquarters, where visitors can take a tour of the facilities.



About 123,000

Population



36

Median Age



About \$620,000

Median Home Value



\$106,000

Median Household Income



2

Award-winning municipal golf courses: Paradise Valley & Rancho Solano



42

Schools in Fairfield-Suisun Unified School District and Travis Unified School District



3,647

Total businesses in Fairfield



28

Average minutes spent commuting to work



30 Airports within 50 miles



30 Minutes to Napa



45 Minutes to San Francisco



45 Minutes to Sacramento





The City Manager's Office and the Communications Division

The City Manager's Office provides executive leadership, strategic direction and operational oversight for all municipal operations, working directly with the City Council to advance community priorities and deliver high-quality public services. Operating under a council-manager form of government, the office serves as the organization's central administrative hub, coordinating citywide initiatives, fostering interdepartmental collaboration and guiding a total workforce of approximately 600 full-time equivalent employees across ten operating departments.

At the heart of the City Manager's Office is the Communications Division, a small but impactful team of five full-time employees, supplemented by interns and specialized communications contractors. The division manages strategic communications, crisis management and public information, ensuring accurate and proactive messaging reaches the community. The team is focused on modernizing communication strategies, educating the public on key policy issues and translating complex municipal initiatives into clear, accessible information for Fairfield's residents.

This role requires an approachable, collaborative Communications Manager who leads by example to drive authentic storytelling and civic engagement. The position will oversee marketing, social media and proactive media relations while partnering with elected officials and city teams to align messaging across public safety and community initiatives.



STRATEGIC COMMUNICATIONS AND MEDIA RELATIONS

Developing and executing proactive communications plans, managing media inquiries, ensuring departmental adherence to style guidelines across print and web formats and delivering transparent, timely messaging to keep the public informed.



DIGITAL MEDIA AND STRATEGIC PUBLIC MESSAGING

Modernizing the City's digital footprint to prioritize proactive public education, meaningful resident engagement and high-impact strategic messaging across emerging digital platforms.



CRISIS COMMUNICATIONS AND PUBLIC INFORMATION

Serving as a Public Information Officer (PIO) to manage day-to-day messaging, media relations and community outreach, while leading sensitive communications during emergency situations to maintain trust under pressure.



INTERDEPARTMENTAL ALIGNMENT AND COACHING

Collaborating across City departments, providing training and coaching to staff and elected officials in communications strategies.



PUBLIC ENGAGEMENT AND COMMUNITY OUTREACH

Organizing public events, displays and exhibits, executing marketing campaigns and building meaningful relationships with residents, businesses and community organizations.

Communications Manager Areas of Responsibility

- Executive Communication and Strategic Advisor
- Interdepartmental Collaboration and Division Leadership
- Public Information, Media Relations and Crisis Management
- Campaign Strategy and Storytelling
- Digital Content and Brand Modernization
- Mentorship and Team Development



Explore the City of Fairfield
in 30 seconds

Our Ideal Candidate

The next Communications Manager will be an engaged and humble leader who balances artful storytelling with strong relational skills. The successful candidate will be a collaborative leader who listens actively, builds trust across departments and makes complex city initiatives accessible to the entire community.

YOU'RE OUR IDEAL MATCH IF YOU'RE:



A working manager

who leads by example and rolls up their sleeves to support the team.



Grounded

with a natural ability to understand people and draw out their best work.



Skilled at communicating

complex municipal issues and journalistic details to the public in digestible and transparent ways.



Calm and level-headed under pressure

ready to step forward as the voice and face of the City in crisis situations.



Collaborative and adept

at breaking down departmental silos to create unified, citywide messaging.



A self-starter

with the drive to multitask, move quickly and execute strategic campaigns with minimal direction.



A trusted advisor

who maintains strict confidentiality, handles sensitive information with discretion and operates with the best interests of the community in mind.

Qualifications

EDUCATION & EXPERIENCE

- Education: Graduation from an accredited four-year college or university with a major in marketing, public administration or closely related field is required. Possession of a master's degree is highly desirable.
- Experience: Five (5) years of progressively responsible experience in public relations or communications is required. Government experience is preferred.

LICENSE AND/OR CERTIFICATE

- Possession of a valid Class C California driver's license is required.
- Possession of a valid equivalent is acceptable during the application process.

The Position

As our next Communications Manager, you will step into a key leadership role that blends strategy, storytelling and hands-on management. Your focus will be on modernizing Fairfield's messaging and strategy, elevating public engagement and guiding a capable team to the City's next chapter with clear communications that build long-term trust.

REPORTING TO THE CITY MANAGER, YOU WILL:

- **Plan**, organize and execute strategic communications, public information and media relations initiatives.
- **Act** as the City's Public Information Officer (PIO) and serve as the primary face and voice during crisis situations, preparing speeches, scripts and official statements while maintaining transparency.
- **Supervise**, train, coach and mentor staff while fostering accountability, professional growth and a service-oriented culture.
- **Modernize** digital channels, social media platforms, website strategies and public engagement campaigns to effectively educate and inform residents on sensitive policy topics.
- **Direct** the production of City publications, promotional materials, multimedia content, press releases and newsletters while maintaining stylistic and branding standards.
- **Serve** as a politically astute, strategic advisor to City leadership and elected officials on high-profile municipal matters, media relations and presentation strategies.
- **Research**, analyze and report on the overall effectiveness of the City's marketing and communications programs.

This position is ideal for a communications professional who excels at simplifying complex ideas, navigating crisis situations and building authentic connections with our community.

[Read the full job description here.](#)

Compensation & Benefits

The annual salary range for the Communications Manager is **\$133,256.45 - \$161,973.76**.

Placement within this range will depend on qualification and experience.

The position is represented by the Fairfield General Managers' Association ("FGMA") and offers a robust benefits package featuring generous retirement contributions and leave accruals.

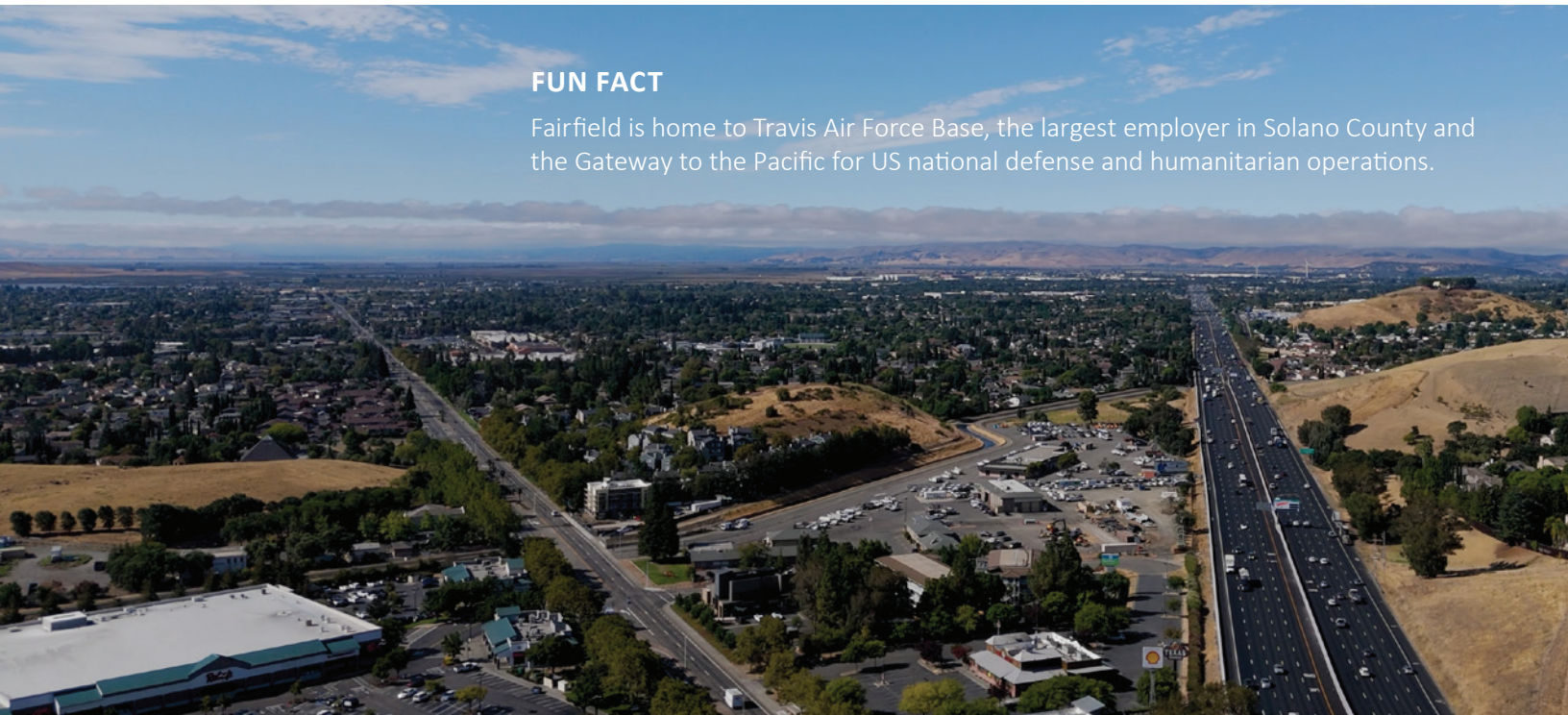
Benefits include

- 401(a) Deferred Compensation: City contributes 10% of salary; employee contributes a minimum of 4%
- 457 Deferred Compensation: Optional employee-funded plan with pre-tax and/or Roth contribution options
- Personal Leave: 100 hours annually (accrues at 3.85 hours/pay period)
- Vacation: 10–20 days annually based on years of City service
- CalPERS pension eligibility
- City-paid life insurance and generous contributions to retirement health savings accounts
- Tuition Reimbursement: up to \$4,000 annually
- A 9/80 work schedule

For additional benefit information, interested candidates are encouraged to review the FGMA Benefits Summary provided here.

FUN FACT

Fairfield is home to Travis Air Force Base, the largest employer in Solano County and the Gateway to the Pacific for US national defense and humanitarian operations.



How to Apply

To be considered for this position, submit your resume and cover letter to **Talent@TripepiSmith.com**.

First review of applications will begin **Monday, October 5, 2026**. Candidates are encouraged to apply by this date for priority consideration.

Candidates will be screened for qualifications as applications are reviewed. If you require additional information or have questions, please contact Alexis Gillam at 213-905-5671.