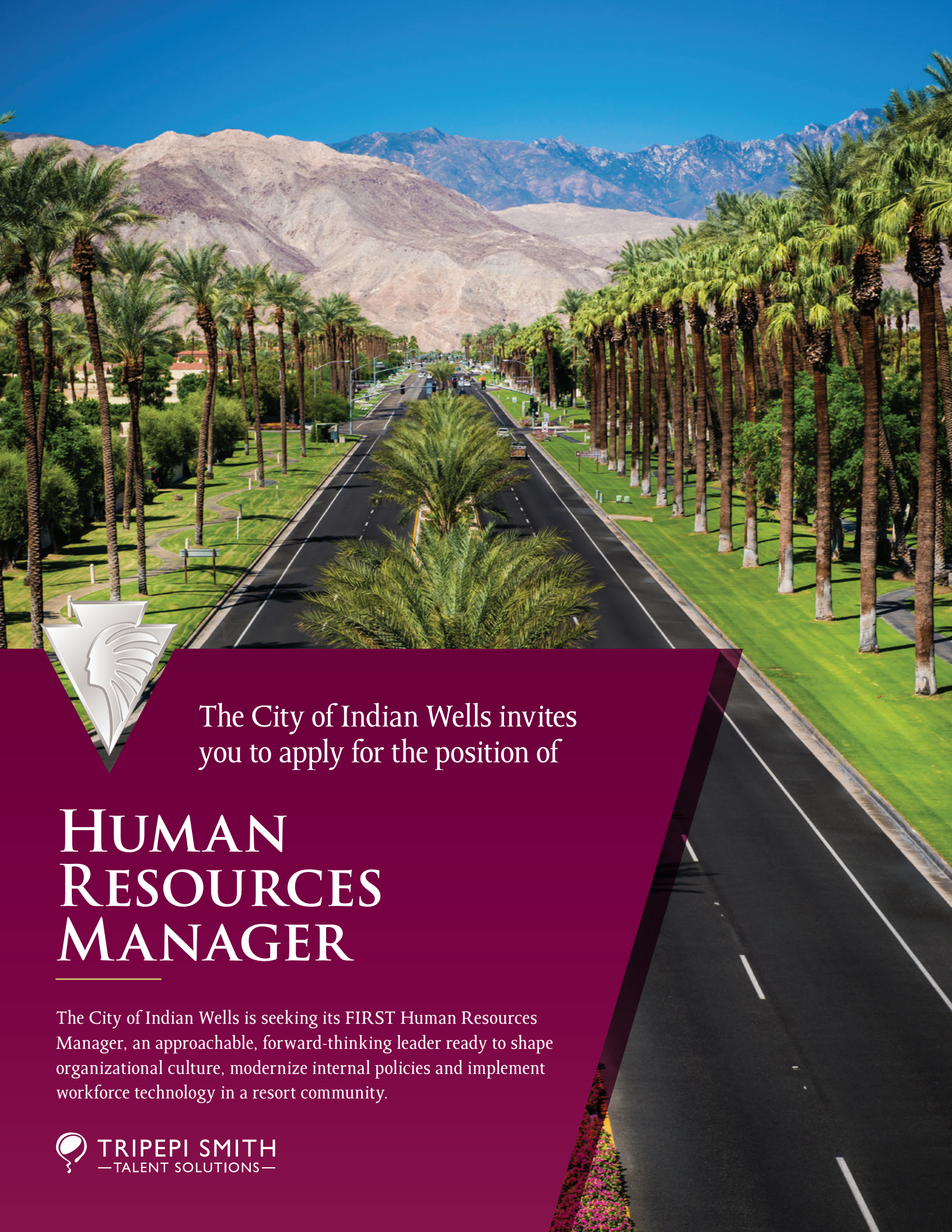




The City of Indian Wells invites
you to apply for the position of

HUMAN RESOURCES MANAGER

The City of Indian Wells is seeking its FIRST Human Resources Manager, an approachable, forward-thinking leader ready to shape organizational culture, modernize internal policies and implement workforce technology in a resort community.

ABOUT THE CITY OF INDIAN WELLS

Celebrating its 60th Anniversary of incorporation, named for the historic Cahuilla Native American Well, and located in the heart of the Coachella Valley surrounded by Santa Rosa Mountain views, the City of Indian Wells is recognized for its exceptional quality of life, tranquil and picturesque desert landscape and its premier residential resorts, vacation destinations, and world-class events.

While Indian Wells embodies a small town vibe for its roughly 5,000 full-time residents, it also attracts visitors through its four world-class hotel resorts, festivals like Coachella and Stagecoach, Indian Wells Golf Resort, the BNP Paribas Open at the Indian Wells Tennis Garden, Living Desert Zoo & Gardens and a variety of cultural programs.

Indian Wells is one of the premier small cities in the State of California, rivaling the most prestigious enclaves in its exclusivity, safety, abundance of natural beauty, fiscal health and access to world-class amenities.

The City celebrates a rich tradition of community engagement and global recognition, hosting internationally renowned sports and cultural events. With its serene environment, exceptional amenities and supportive municipal leadership, Indian Wells is a place where public service professionals can make an immediate, visible and long-lasting impact.

Families living in Indian Wells enjoy access to top-tier healthcare, outstanding schools, resident benefits and unparalleled safety. Children receive a fantastic foundation starting at the only Coachella Valley elementary school recognized as a California Distinguished School, Gerald R. Ford Elementary, with seamless access to distinguished public middle and high schools, elite private academies and university campuses nearby. Beyond the classroom, parents gain peace of mind through comprehensive regional medical networks like Eisenhower Health and unique local safety programs, including free CPTED home security consultations from the Indian Wells Police Department.

Everyday life is further elevated by exclusive residents perks and thoughtful neighborhood conveniences. Through the Resident Benefit Card, families receive admission to community socials, Firebirds hockey games and seasonal events like WildLights at The Living Desert, along with special discounts across local resorts and golf courses. The City preserves its pristine streetscapes through full rear-yard trash service that permanently keeps bins off the curb. Active youth programming through the Desert Recreation District and local community gardens ensure there are always opportunities to connect and grow.

Why Work For Us?

Working for the City of Indian Wells means joining an agile, service-driven organization built on trust, accountability and mutual respect. In Indian Wells, staff and executive leadership collaborate daily in an active, supportive atmosphere. With 34 FTE, the organization is adaptable to respond to community needs, focused on professionalism and developing redundancy and efficiency in operations, and teamwork. With this staffing model, the City is focused on contractual work to support on-going operations, including contracting with Riverside County Department of Animal Services, Riverside County Sheriff's Office and Riverside County Fire Department for public safety operations. The City also enjoys an unique arrangement with the Cove Communities Service Commission, a JPA consisting of the Cities of Rancho Mirage, Palm Desert, and Indian Wells to provide shared services between the three communities.

City leadership believes in giving employees the autonomy and trust needed to take initiative, innovate and manage projects without micromanagement. The Assistant City Manager leads with an open-door, collaborative style where ideas are workshopped together. The City actively invests in its workforce, celebrating achievements through paid staff lunches, birthday and major life milestone recognitions, paid memberships to professional organizations and ongoing professional development and training opportunities.

OUR MISSION AND CORE VALUES

MISSION

Our purpose is to sustain and create an unrivaled quality of life for the community we serve by earning and maintaining trust through transparent governance, stewardship of resources and principled decision making. We exist to serve today's community while protecting the City's long-term integrity, financial stability and reputation. We honor our commitment to the organization's shared values, ensuring a secure and thriving future for all.

VALUES

The City operates under seven core values that guide internal operations and service delivery:



Accountability

Employees take ownership and responsibility for individual and collective decisions, actions and outcomes.



Collaboration

ONE-TEAM mentality, unified in supporting and elevating one another, working across departments with respect, openness and shared responsibility.



Excellence

High-standard of service, professionalism and results.



Inclusivity

Space for employees to share ideas, participate in discussion and feel valued.



Innovation

Embraces change, strives for continuous improvement and seeks better ways to serve.



Integrity

Credibility built through honesty, transparency, consistency and follow-through.



Stewardship

Responsibly manage public resources with long-term, community first mindset.

Indian Wells By the Numbers



~5,000

Resident Population



69.2

Median Age



\$1,000,000+

Median Home Value



\$142,000

Median Household Income



~18

Average Minutes Spent Commuting



1

World-Renowned Indian Wells Tennis Garden (Host of the 2nd largest tennis tournament in the WORLD - the BNP Paribas Open)



4

Premier Resort Properties



2

Top Ranking Municipal Championship Golf Courses



25

Minutes to Palm Springs International Airport



2

Hours to Los Angeles and San Diego



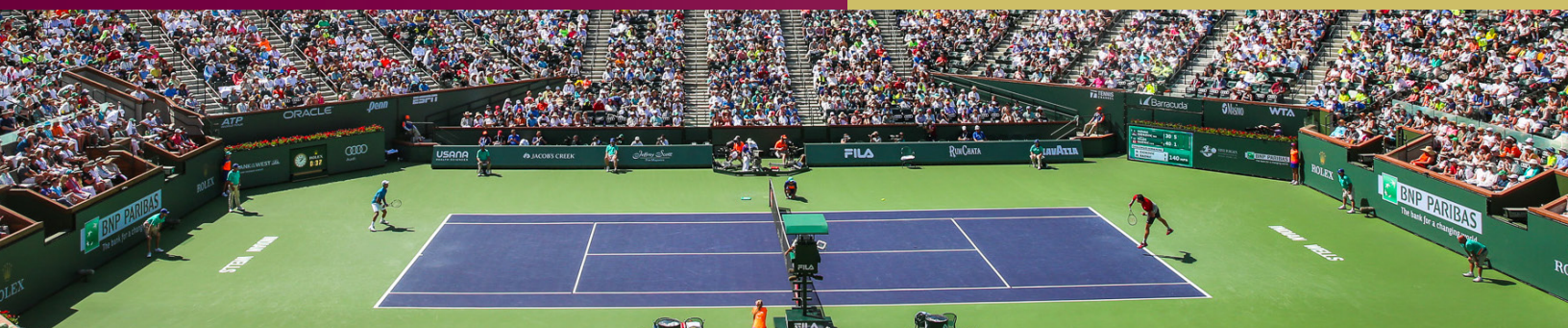
4

Hours to Las Vegas and Phoenix



350

Days of Sunshine per Year



THE DEPARTMENT

The City Manager's Office provides executive direction and operational leadership across 34 FTE positions, coordinating citywide projects and guiding Department Heads and staff in serving the community.

As the City of Indian Wells evolves from a part-time human resources structure, they are now ready to expand its human resources function to modernize the department and build a vibrant organizational culture focused on professionalism and teamwork. Reporting directly to the Assistant City Manager, this role offers a go-getting leader a chance to establish contemporary HR functions, strengthen organizational practices and culture and make the department their own.

Building on a strong municipal foundation, this department is positioned to drive high-impact projects, from drafting fresh personnel policies, implementing modern software tools, guiding talent acquisition for upcoming staff retirements and shaping organizational culture citywide.

Key Opportunities & Initiatives



POLICY DEVELOPMENT & INFRASTRUCTURE

Draft administrative guidelines, update personnel rules and establish standard HR operating procedures across all city departments.



TECHNOLOGY IMPLEMENTATION

Lead the citywide rollout, system integration and staff adoption of modern software tools, including NEOGOV platforms for recruitment and employee performance evaluations.



WORKFORCE PLANNING & SUCCESSION

Manage talent acquisition and onboarding strategies to address an upcoming cycle of staff retirements across municipal departments.



EMPLOYEE TRAINING & GROWTH

Design and deliver training programs focused on leadership development, workplace compliance and employee skills enhancement.

THE POSITION

As the Human Resources Manager, you will serve as an operational leader and strategic advisor on workforce matters and risk operations, as they relate to personnel matters. Your focus will be on building departmental infrastructure, modernizing HR processes, supporting city staff and reinforcing organizational values.

Key Responsibilities

- ✦ Manage daily municipal human resources, risk management and safety operations in compliance with applicable federal, state and local employment laws.
- ✦ Lead full-cycle recruitment, candidate screening, interviewing and employee onboarding.
- ✦ Implement municipal HR software programs, specifically guiding the adoption of NEOGOV systems for recruitment and employee performance evaluations.
- ✦ Oversee division budget administration, vendor agreements and contract management.
- ✦ Administer employee compensation, CalPERS retirement benefits, group health insurance and leave policies.
- ✦ Serve as an approachable, trusted and confidential point of contact for employees on workplace questions and conflict resolution.
- ✦ Design employee development initiatives, succession plans and safety compliance protocols.
- ✦ Maintain professional working relations with the City's employee association.
- ✦ Participate in the preparation of staff reports and presentations to the City Council on updated personnel policies and State reporting requirements.

[Read the Full Job Functions](#)

IDEAL CANDIDATE

The ideal candidate is an ambitious, hands-on professional who pairs strong technical HR expertise with outstanding interpersonal skills. A successful manager will be an approachable, trusted leader who communicates transparently, addresses personnel matters directly and fosters a supportive environment.



A Department Builder

Ambitious and ready to step up, take ownership and build a modern human resources operation from scratch.



An Approachable Leader

Easygoing, professional and highly trusted by staff to handle sensitive personnel issues with confidentiality and care.



A Culture Champion

Dedicated to modeling core organizational values, celebrating achievements and reinforcing positive team morale.



A Collaborative Partner

Eager to work alongside executive leadership, workshop new ideas and participate in team discussions.



A Tech-Minded Administrator

Experienced in implementing workforce software solutions, specifically NEOGOV applications.



A Direct Problem-Solver

Level-headed under pressure, addressing personnel, risk and administrative matters head-on with tact, fairness and prudence.



A Coach and Mentor

Skilled at developing employees, offering constructive guidance and supporting internal promotional opportunities.



QUALIFICATIONS

Education & Experience

Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

EDUCATION

Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, public administration, business administration or a related field. A master's degree is preferred but not required.

EXPERIENCE

Five (5) years of increasingly responsible professional public sector human resources experience, including three (3) years in a supervisory or program lead role.

TECHNICAL & OPERATIONAL EXPERTISE

Proven background establishing HR programs, drafting personnel policies, implementing software platforms (NEOGOV preferred) and administering CalPERS retirement and benefits plans.



COMPENSATION & BENEFITS

The annual salary range for the Human Resources Manager is **\$163,401.00 to \$204,252.00**.

The City of Indian Wells provides a comprehensive benefits package featuring generous retirement contributions and health coverage.

Benefits

- ◆ **CalPERS Pension**
Classic Members: 2.75% at 55; 8% employee contribution.
PEPRA New Members: 2% at 62; 6.5% employee contribution.
- ◆ **Social Security & Retirement Savings**
Social Security: City pays the employer portion and fully reimburses the employee contribution.
Deferred Compensation: City contributes 2.5% of annual salary into a 401(a) account. Voluntary employee contributions permitted up to IRS limits in a 457 plan.
- ◆ **Health & Welfare** (100% City-Paid Premiums for Employees & Eligible Dependents)
Medical Insurance: 100% City-paid premiums for CalPERS HMO plans.
Medical Stipend: Includes a \$1,000 annual stipend for deductibles and prescriptions.
Dental & Vision: 100% City-paid premiums.
Life & Disability Insurance: 100% City-paid short-term and long-term disability. 100% City-paid term life insurance (1.5x annual salary, capped at \$100,000).
- ◆ **Paid Time Off & Holidays**
Vacation: 10 days annually following probation, increasing by 1 day per year up to 25 days.
Sick Leave: 12 days annually (accrual capped at 60 days/480 hours).
Holidays: 11 paid city holidays and 1 floating holiday.
- ◆ **Education & Professional Development**
Tuition Reimbursement: Up to 100% tuition reimbursement and 50% book coverage for pre-approved state university coursework.
Professional Development: 100% City-funded training and professional development opportunities.

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, November 9, 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.

