



**San Juan
Capistrano**

EXECUTIVE RECRUITMENT



NOW RECRUITING

Assistant City Manager

City of San Juan Capistrano, California

CONFIDENTIAL RECRUITMENT

OPEN UNTIL FILLED

Steve Mermell, Executive Recruiter

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Help Shape the City's Next Chapter

The City of San Juan Capistrano is entering an exciting new chapter. As several long-serving executives conclude their service, the City is recruiting key leaders who will have a rare opportunity to help shape the next generation of its executive team.

This transition is supported by meaningful continuity. Following the retirement announcement of the long-term City Manager, the City Council unanimously appointed Assistant City Manager Matisse Reischl as the next City Manager, effective January 1, 2027. The new Assistant City Manager will work in close partnership with the City Manager, experienced executive colleagues, and a supportive City Council to advance priorities and position the organization for continued success.

35,469
Population

14.4
Square miles

South OC
Desirable Orange
County location

Surplus
Annual budget
surpluses



The City of San Juan Capistrano (pop. 35,469) is a captivating and vibrant 14.4 square mile community with an engaged citizenry located in desirable south Orange County. The City is unique in Southern California with the benefit of having a true central and historic downtown complete with a turn of the century railroad depot, mission, Los Rios Historic District, and numerous shops and restaurants all within walking distance.

The well-managed City is in an enviable position with annual budget surpluses and investments in public safety, critical infrastructure, parks and other quality of life improvements.

This is a rare opportunity to join a high-functioning team in a well-managed and desirable city and help shape the executive team that will lead San Juan Capistrano into its next chapter.

Council-Manager Government, Done Well

The City of San Juan Capistrano operates under a Council-Manager form of government. The City Manager’s Office provides oversight of all City personnel and line departments and ensures implementation of City Council priorities.

Within the City Manager’s office are several divisions including Human Resources and Risk Management, Public Safety and Emergency Management, Open Space and Real Estate Management, Information Technology and Special Projects.

DIVISIONS WITHIN THE OFFICE



Human Resources
and Risk
Management



Public Safety and
Emergency
Management



Open Space and
Real Estate
Management



Information
Technology



Special Projects



WHAT WE ARE LOOKING FOR

A Trusted Partner to the City Manager

The City is seeking a hands-on, energetic, and collaborative Assistant City Manager who will serve as a trusted partner to the City Manager and help departments move important projects across the finish line.

The ideal candidate will possess a broad knowledge of local government operations and combine strategic perspective with a willingness to engage in the details. This individual will understand the substance of assigned areas, make sound recommendations, translate City Council and City Manager priorities into measurable outcomes, and remain actively involved through implementation. Competitive candidates may bring experience as an Assistant City Manager, Deputy City Manager, Department Director or Assistant to the City Manager, or in a comparable public-sector leadership role. Experience with Human Resources and Labor Relations may be especially valuable.

The successful candidate will bring strong interpersonal skills, sound judgement, accountability and the ability to work across departments and with staff at all levels.

JOB DESCRIPTION

The Assistant City Manager performs a wide variety of highly responsible administrative and managerial duties in support of the City Manager, including direct supervision of the City's Human Resources and Risk Management Department; Homelessness Community Outreach Program; Emergency Preparedness; Community Services Division and contracted Information Technology services.

- ✔ Coordinates, assigns, directs and monitors the activities of the operating departments of the City
- ✔ Coordinates and collaborates with department heads and management staff
- ✔ Monitors Federal and State legislation as well as County activities and advises the City Manager, City Council and department heads regarding legislative and other matters affecting City operations
- ✔ Coordinates and monitors preparation of the City Council agenda
- ✔ Facilitates executive team meetings
- ✔ Attends City Council meetings and meetings of other commissions, boards and committees
- ✔ Serves as a liaison between the City and community organizations
- ✔ Serves as Acting City Manager in the City Manager's absence

The City expects to shape the position's portfolio around organizational needs and the experience and strengths of the selected candidate. This flexibility creates an unusual opportunity for the new Assistant City Manager to contribute immediately while helping define how the evolving executive team will work together.

Competitive Compensation

SALARY RANGE

\$230,220 – \$279,840

annually

Placement within the range is dependent upon qualifications and experience. Salary is supplemented by competitive benefits that include, but are not limited to benefits as noted below:

Scan for more details



Class specification on
GovernmentJobs

KEY BENEFITS



Retirement

Enrollment in the Orange County Employees Retirement System (OCERS) is required. Employees entering a public retirement on or after 01/01/2013 fall under OCERS' PEPPRA plans and choose between the defined benefit formula of 2.5% at 67 or a hybrid plan of 1.62% at 65 combined with a 401(a) defined retirement contribution plan. Public employees with OCERS or prior reciprocal service fall under the 2.0% at 57 formula.



CalPERS Reciprocity

OCERS and CalPERS are reciprocal retirement systems. Reciprocity is established for members who terminate employment with one public retirement system, leave their funds on deposit, and enter another reciprocal retirement system within 180 days. Reciprocal benefits are designed to allow employees who transfer between public retirement systems to preserve and enhance their total retirement benefits.



The City of San Juan Capistrano does not participate in Social Security.

Health, Wellness & Financial Security



Health Insurance

The City currently offers nine CalPERS medical plan options, with the City paying 100% of the monthly premium for employee and dependents coverage for six of the nine plans available. Employees who provide proof of group medical insurance coverage may opt out of medical coverage and receive \$400/month opt-out compensation.



Auto and Cell Phone Allowance

\$225/month automobile allowance and \$80/month cell phone allowance.



Dental & Vision

City-paid coverage for employees and their eligible dependents through Aetna Dental and Vision Service Plan (VSP).



Deferred Compensation

The City contributes \$500/month to the employee's 457 deferred compensation account, and employees may also elect to contribute a portion of their salary, tax-free, up to the IRS-established limit.



Retirement Health Savings (RHS)

Employee pre-taxed contributions in the amount of \$225 per month to the employee's RHS account are required.



Life Insurance

Two times annual salary, plus \$20,000 up to a maximum of \$500,000.



Short and Long-Term Disability

Disability coverage or income projection up to 2/3 of salary due to non-work-related disability, injury, or illness, up to a maximum percentage of salary.



KEY BENEFITS, CONTINUED

Time Off, Schedule & Perks

184 hrs

VACATION LEAVE

184 hours annually,
pro-rated each pay
period, and with no cap.

80 hrs

ADMINISTRATIVE
LEAVE

80 hours annually,
pro-rated each pay
period.

96 hrs

SICK LEAVE

96 hours annually,
pro-rated each pay
period, and with no cap.

 Holidays

12 paid holidays per year, plus 20
floating holiday hours pro-rated during
the first year based on hire date.

 Tuition Reimbursement

\$5,000 available annually for a degree
from an accredited college, university, or
certification program, based on a total
possible Citywide pool of \$35,000.

 City Hall Holiday Closure

City Hall is closed Christmas Eve
through New Year's Day.

 Work Schedule

9/80 work schedule.

Other Benefits

 The City also offers Medical and Dependent Care Flexible Spending Accounts, an Employee Assistance Program through New York Life, and voluntary supplemental insurance plans through Aflac.





San Juan Capistrano

HOW TO APPLY

Ready to Help Lead the City's Next Chapter?

OPEN UNTIL FILLED

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Submit a cover letter and resume to:

SJC.ACMrecruitment@jacobgreenandassociates.com

QUESTIONS? CONTACT

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A CONFIDENTIAL PROCESS

JGA conducts recruitments through a strict, candidate-protective confidential process. Candidate information is shared only with the appointing authority. All interviews occur offsite with logistics managed discreetly to ensure privacy and controlled exposure at every step.