

NOW RECRUITING

Assistant City Manager / Chief Operating Officer

CITY OF BARSTOW, CALIFORNIA

CONFIDENTIAL RECRUITMENT

OPEN UNTIL FILLED

Ty Harris, Executive Recruiter

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JACOB GREEN & ASSOCIATES

CITY OF BARSTOW

Why Join Our City?



Barstow is a distinctive High Desert community at the crossroads of major transportation, commerce, and regional opportunity. The City offers the feel of a close-knit organization and the opportunity for an executive leader to make a visible difference in the services residents and businesses use.

The City operates under a Council-Manager form of government. The Assistant City Manager/Chief Operating Officer (COO) will work directly with the City Manager and members of the City Council on priorities affecting citywide operations, major projects, organizational performance, and service delivery.

Barstow is entering a period that could redefine the community for decades. The planned Barstow International Gateway Project represents a major freight, logistics, and economic development opportunity, with the potential to generate substantial private investment and related growth. Preparing for that future will require coordinated planning for infrastructure, development, public safety, workforce capacity, and community services.

The next Assistant City Manager/COO will be at the center of that work. This is an opportunity for a capable municipal executive to move beyond maintaining existing operations and help build an organization ready for growth. The successful candidate will be able to point to visible, consequential work that strengthens the City's operations and helps Barstow capitalize on a transformative regional investment.

This is an important time to join the City of Barstow. The City Manager is seeking a trusted operational partner who can manage the day-to-day organization, strengthen communication and accountability across departments, and translate Council and community priorities into effective action. The successful candidate will have broad responsibility, meaningful access to executive decision-making, and an opportunity to help position the organization for the future.

Help build an organization ready for growth.

THE IDEAL CANDIDATE

What We Are Looking For

The ideal candidate will possess broad knowledge of local government operations, preferably through prior service as an Assistant City Manager, Deputy City Manager, department director, or other senior municipal executive. Experience overseeing multiple operating departments, managing complex budgets and projects, and working effectively with elected officials will be especially valuable.

01

A Collaborative, Steady Leader

The City is seeking a collaborative, accessible, and steady leader who can quickly gain trust across the organization and community. The strongest candidates will communicate clearly, exercise sound judgment, model integrity and professionalism, and create clear expectations and follow-through. This individual must be comfortable addressing difficult operational issues, supporting department leaders, and maintaining momentum when priorities compete.

02

An ACM/COO Mindset

A successful candidate will bring an Assistant City Manager/Chief Operating Officer mindset, with demonstrated strength in organizational management, fiscal discipline, employee engagement, cross-department coordination, and implementation of City Council priorities.

03

Public Works Oversight

Experience providing executive oversight of Public Works functions, including infrastructure, capital improvement projects, facilities, fleet, streets, utilities, or related operations, will be particularly valuable as the City prepares for future growth.

04

From Policy to Implementation

Candidates should also bring experience moving complex initiatives from policy direction through implementation, including the ability to coordinate departments, consultants, developers, contractors, and outside agencies. Experience overseeing Public Works, capital projects, infrastructure planning, procurement, or major economic development initiatives will be especially relevant.

THE POSITION

Job Description

Under the direction of the City Manager, the Assistant City Manager/COO provides essential support in overseeing the operations and administration of the City. The position plans, coordinates, directs, supervises, and manages municipal functions that may include:

Finance | Budget | Human Resources | Risk Management | Information Technology | Economic Development | Community Development and Services | Public Works | Environmental Services | Public Information Activities

KEY RESPONSIBILITIES

- Lead and coordinate day-to-day citywide operations
- Participate in the development and implementation of goals, objectives, policies, and priorities
- Recommend service and staffing levels; prepare and monitor budgets
- Support capital improvement and general plan activities
- Direct research and reports for the City Manager, City Council, and public
- Help improve service delivery, organizational accountability, and interdepartmental cooperation
- Represent the City Manager with developers, committees, community groups, and outside agencies
- Work directly with elected officials on projects and initiatives
- Serve as Acting City Manager when assigned



Qualifications

A Bachelor's Degree in planning, public administration, business administration, or a related field and eight (8) years of increasingly responsible municipal experience, including three (3) years of supervisory experience, or an equivalent combination of education and experience that provides the required knowledge, abilities, and skills. A Master's Degree is highly desirable.

COMPENSATION

Salary and Key Benefits

ANNUAL SALARY

$181,234 – $231,306

Key benefits are summarized below.

Scan for more details

TIME OFF & SCHEDULE

120 hrs
MANAGEMENT LEAVE
120 hours annually

120 hrs
VACATION
120 hours during the first year of employment

104 hrs
SICK LEAVE
104 hours annually

Holidays
15 recognized holidays annually

City Hall Holiday Closure
City Hall is closed from Christmas Eve through New Year's Day

City Hall Closed Fridays
Executive employees are expected to work additional hours as necessary for meetings, emergencies, and City events.

HEALTH & PERKS

Cafeteria Health Plan (monthly City contribution)

$1,200	$1,600	$2,000
Employee Only	Employee + 1	Employee + Family

City Vehicle
City-provided vehicle for authorized executive responsibilities, subject to City policy

- **Retirement:** Participation in CalPERS, subject to applicable membership provisions
- **Deferred Compensation:** City contribution of 1%, subject to plan provisions
- **Long-Term Disability:** City-provided long-term disability insurance coverage
- **Educational Incentive:** Educational incentive benefits for qualifying achievements, subject to eligibility requirements
- **Tuition Reimbursement:** Up to $1,500 per year for approved educational expenses

Benefits are summarized for recruitment purposes only. Actual eligibility, contribution tiers, accruals, and use are governed by applicable City plans, policies, employment terms, and CalPERS rules.



HOW TO APPLY

Open Until Filled

Submit a cover letter and resume to:

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QUESTIONS? CONTACT

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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.