

CITY MANAGER



YOUR HORIZON IS HERE.

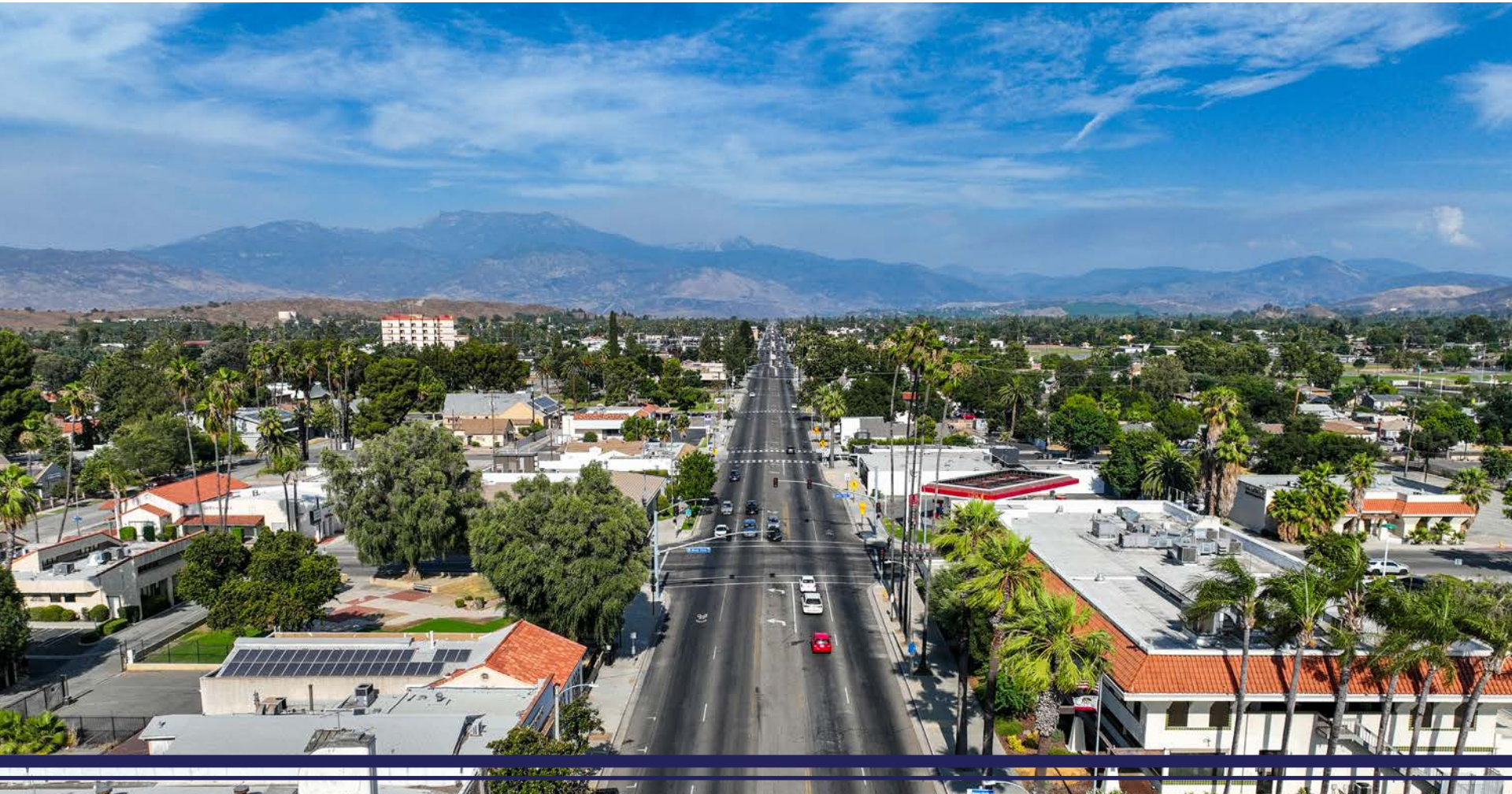




CITY MANAGER

THE OPPORTUNITY

The City of Hemet City Council, located in Riverside County, is seeking an energetic and enthusiastic professional to join this well-managed organization. This talented professional will be an effective hands-on manager for a staff of 376.4 FTEs and a combined 2025-26 budget of \$149 million. This top professional is expected to have strong leadership skills, effective interpersonal and communication skills, and a strong passion for public service. The selected City Manager will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations. A thorough understanding of municipal finance, budgeting and community planning is of high importance to the City Council. This career opportunity is the result of the retirement of the incumbent.





THE CITY OF HEMET

Hemet is a historic community situated in the heart of the scenic San Jacinto Valley that is undergoing a unique period of transition. As one of the oldest communities in Riverside County, Hemet grew from an agricultural town in the early 1900s, to a widely recognized retirement community in the 1960s, to a multi-faceted City today that is projected to be home to over 100,000 people in the coming years. Hemet has quickly become a popular destination for retirees from throughout Southern California and the nation at large, with its scenic location, warm climate, small town community charm, and proximity to nearby urban centers providing added incentives for seniors seeking to relocate to the City.

In the mid 2000's, Hemet was one of the fastest growing cities in Southern California and experienced an influx of new families seeking more affordable housing opportunities. Since the adoption of the previous General Plan, the City has had a significant increase in population, more than doubling from 36,094 residents in 1990 to the 78,053 residents reported in the 2010 U.S. Census. Of the 27 cities in Riverside County, Hemet currently ranks as the 7th highest in population and 4th highest in the number of housing units and is poised for continued growth in the future. Despite these dramatic changes over the past few years, Hemet has sought to offer increasing numbers of residents a high standard of living while maintaining a distinctive small-town character.

Today, Hemet stands at an important juncture in its history and is positioned to protect those characteristics that have made the City a desirable place to live, work and visit. Hemet is a growing city, with many new families and a younger demographic beginning to change the City's long-standing retirement orientation. The City has made great strides to introduce new amenities and services, and to accommodate the needs of its changing population.

Recreation opportunities are plentiful from Diamond Valley Lake, a world class fishery (the largest freshwater reservoir lake in Southern California), to five golf courses and other outdoor activities. Hemet is proud of its longstanding traditions including California's Official Outdoor Play, "Ramona" held in the Ramona Bowl Amphitheater, Western Science Center, and the annual Christmas Parade.





CITY GOVERNMENT

Hemet has a Council-Manager form of government. The City Council consists of five Council Members, elected within districts, including the Mayor and Mayor Pro Tempore, appointed by the Council each year. Biannual elections are held in November. The terms of office are four years but are overlapping so that the City is provided with a continuity of knowledge in the City business and legislative matters.

The City Council appoints the City Manager, who in turn serves as chief executive of the municipal organization. In addition to the City Manager's Office, the City has the following departments:

- Administrative Services
- Police Department
- Public Works
- Fire
- Community Development
- Library
- Economic Development
- City Attorney (Contract Law Firm – Cole Huber LLP)

The City of Hemet is a financially stable city that has proven resilient in economic downturns, and its entrepreneurial spirit ensures that it takes maximum advantage of economic opportunities. City services are delivered with the assistance of over 376.4 FTEs and a total Operating Budget of \$149 million, including \$93.5 million of General Funds. The City continues the fully funded General Fund operating reserves at 40% as of June 30, 2025, with a total operating Reserve of \$28.9 million.

The City of Hemet is committed to excellent service through teamwork. This is reflected in a cohesive Management Team that works collaboratively and supports each other to ensure the entire organization is successful. The City of Hemet prides itself on its well-trained, well-educated, and performance-based workforce.





THE POSITION

The City Manager directs, coordinates, and manages the overall administrative activities and operation of the City and serves as the chief executive of the organization. The City Manager is appointed by the City Council and serves at its pleasure. The Manager receives policy direction from the Council and is expected to work closely with the City Council on a variety of issues.

A brief summary of the City Manager's responsibilities include:

- Facilitate the City Council's vision for the City of Hemet's future;
- Advise on the financial conditions and fiscal needs of the organization;
- Provide leadership to the staff and the community in the administration of municipal affairs;
- Promote the economic vitality of the community through economic development;
- Effectively manage robust growth and address increased service delivery needs;
- Recommend measures and ordinances in the best interests of the community;
- Prepare and submit the proposed annual budget;
- Monitor pending and enacted legislation that impacts the city and region; and
- Interact with local and state government officials and agency boards.



One of the core responsibilities of the City Manager is to oversee and implement the City Council's Strategic Plan; available on the City's website at <https://www.hemetca.gov/1036/Strategic-Plan>.



IDEAL CANDIDATE

The City Council is seeking a creative and innovative individual to employ a team approach to problem solving and be proactive in addressing issues that impact the City Council and the community. The City Manager will also have a hands-on approach to management and have frequent interaction with department heads and staff fostering an open dialogue between staff and Council. The Council desires a City Manager who also enjoys working in the public sector and appreciates the variety and diversity of contributions from all sources within the organization and from the community. Successful candidates will also promote the use of new and emerging technology in their approach to city management and be comfortable in an environment that promotes state-of-the-art methods of delivering services to the public.

The City Manager should be a person who can successfully address a variety of issues at the highest levels using sound judgment. The Manager should be self-motivated and able to work independently in a professional, fast-paced environment involving diverse municipal issues. The City Manager should have unquestioned personal integrity, display honesty and have strong ethics. The selected candidate should also have excellent communication and interpersonal skills combined with strong negotiating skills to address issues with a problem-solving approach rather than a regulatory manner.

The ideal candidate will also possess:

- Genuine concern for preserving the quality of life presently offered to residents of Hemet with a genuine concern and appreciation of the environment and the importance placed on these specific areas by Hemet residents.
- Ability to positively channel growth and development to preserve Hemet's unique character.
- Comprehensive and diverse background in financial affairs and strong analytical skills combined with the record of accomplishment in the use of municipal resources, budget preparation and presentation of fiscal matters.
- Results-driven approach in the successful management of an organization including key understanding of public safety issues and all aspects of municipal service delivery.
- Proven track record of dealing effectively with a variety of regional issues, including taking a leadership role with public administrators in adjacent communities, local, state and federal agencies.
- Ability to build strong relationships with the business community and the public.
- Confident style that will promote candid discussions and encourage diversity of thought by providing an environment that emphasizes the review of options and alternatives for the City Council's consideration.
- Oversee a competent, loyal and long-tenured staff with a management style that encourages and solicits staff participation; coach and inspire staff.



KEY PRIORITIES AND PROJECTS

Community and Economic Development: Due to its location, the City of Hemet is a sought-after location for prospective developers and residents alike. The new City Manager must balance the needs for future development, the goal of expanding and diversifying the City's tax base, and preservation of the quality of life in its neighborhoods.

Infrastructure Planning and Implementation: The new City Manager will work with the City Council to prioritize infrastructure needs to support the operations of the City. High priority projects include the continued improvement of street and roadway infrastructure.

Resident Engagement: The new City Manager will lead efforts to develop and implement a proactive City communications plan to keep residents informed, increase transparency, and promote community engagement.

Fiscal Stewardship: The incoming City Manager will be expected to possess strong financial acumen and balance fiscal stewardship with the overall needs of the community, employing strategies that support the City's ability to continue delivering high-quality municipal services while ensuring long-term fiscal stability. Securing the City's long-term financial future will be of paramount importance for the next City Manager. The new City Manager will need to be a highly strategic thinker to help the City identify opportunities for generating new revenues while still delivering high quality services and tackling the long-term needs of the City.



EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education: A bachelor's degree from an accredited college or university with major course work in public administration or a closely related field is required. A Master's degree is preferred.

Experience: At least 10 years of progressively responsible experience in an administrative or managerial capacity in an organization involving significant responsibility. Experience as a City Manager, Assistant or Deputy City Manager, or a Department Head (from a larger sized city) will be well received. Candidates with current or prior California experience in a public agency is highly regarded.



COMPENSATION

The City Council will offer a highly competitive salary and benefits package to its next City Manager which considers the candidate's qualifications and track record of career success. The salary for the previous City Manager was \$315,588 annually. The current annual salary for the City Manager is open and negotiable dependent upon qualifications. The City also offers an attractive and competitive benefits package that includes but is not limited to retirement benefits offered through the California Public Employees' Retirement System; comprehensive medical, dental and vision; paid holidays, vacation and sick leave; management leave; auto allowance; professional development expense allowance; and deferred compensation. See this link for more information on the benefits provided by the city – [Click here for Summary of Benefits](#).

Further details can be obtained through discussions with Ralph Andersen & Associates.

THE RECRUITMENT PROCESS

Interested candidates are encouraged to apply immediately, with the recruitment closing on **Monday, July 20, 2026**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter, comprehensive resume, and five professional references. This recruitment is confidential and will be handled accordingly throughout the various stages of the process. Top candidates will be invited for an on-site interview with the Mayor and City Council.

The City Council reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City Council and the organization.

Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.



The City of Hemet is an
Equal Opportunity Employer.

www.hemetca.gov