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EXECUTIVE SEARCH

City Manager
CITY OF SARATOGA, CALIFORNIA

The Community

The City of Saratoga, located in Santa Clara County, is a charming residential community of approximately 31,000, known for its excellent schools and prestigious neighborhoods. Within its borders, Saratoga includes lush redwood forests, foothills suitable for wine grapes, and a sunny valley floor once covered with orchards.

In 1848, Saratoga began as a frontier town and an industrial settlement before becoming an agricultural hub with many fruit orchards and vineyards. Saratoga's bountiful fruit harvests made it a popular trading post. Glen Una was one of the largest prune ranches in the area, and the Blossom Festival started as a result of agricultural influences. Saratoga, and the valley as a whole, transformed its identity once again and Saratoga became a residential community.

The community's downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800s and early 1900s. Saratoga residents place an emphasis on retaining the quality of the City's semi-rural ambiance and unique character. The City is also home to Villa Montalvo and the Hakone



Gardens, which is one of the oldest Japanese estates, retreats and gardens in the Western Hemisphere. In addition to its cultural venues, the City of Saratoga offers a wide array of recreational opportunities, including 14 neighborhood parks, and numerous trails that allow for an assortment of activities. Furthermore, Saratoga is close to regional parks with excellent hiking and horseback riding trails.

The Organization

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently, more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service

The City's mission statement:
Provide essential municipal services which protect health, safety, and welfare, and to satisfy the community's desires to maintain its quality of life while practicing fiscal responsibility. The City's values statement: Strives to maintain a high quality of life for its residents through careful planning and infrastructure maintenance, through activities to build community, and by providing opportunities.

contracts with other government agencies including law enforcement services through the Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, senior programs provided by the Saratoga Area Senior Coordinating Council, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's five departments are: City Manager, Community Services, Administrative Services, Community Development, and Public Works. Residential areas make up approximately 98% of the City and 13 square miles of incorporated area. The **City's FY 2025/26** General Fund Operating and Capital Improvement Budget is \$52.7M and includes 56.6 full-time equivalent (FTE) positions.

The Position

As the appointed Chief Executive Officer of the City, the City Manager is responsible for planning, directing, managing, and reviewing the activities and operations of the City. The role operates under the policy direction of the City Council in accordance with



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municipal law, for the benefit of City residents. It involves coordinating City services and activities across various departments and external agencies, as well as providing highly responsible and complex administrative support to the City Council, offering advice with substantial discretion and judgement in analyzing the best approaches for recommendations and decisions.

This position will administer the execution of City Council priorities; advise the City Council on agenda items, issues, programs, and other matters; approve the selection, status change, transfer, and termination of all City personnel; and confer with and direct the Assistant City Manager and



department directors in the formation and implementation of administrative policies and practices.

Key priorities for the City Manager include:

- Develop fiscally responsible recommendations to address the structural deficit;
- Provide leadership over the Builders Remedy projects and the City's Housing Element implementation;
- Build morale, succession planning, and organizational development;

- Lead the assessment and implementation of internal operations to optimize resources and enhance customer service; and
- Continue the implementation of the City Council's **strategic objectives**: City Leadership, Fiscal Stewardship, Public Safety, Facilities & Infrastructure, Community Heritage, Community Enrichment, and Environmental Sustainability.

Ideal Candidate

The City seeks an ideal candidate embodying qualities essential for effective leadership: integrity, emotional intelligence, strong communication and listening skills, resilience, and the ability to inspire and empower others. They will have broad knowledge of the functional areas of municipal government, be tech-savvy, and capable of embracing the values of Saratoga, its community, and anticipating community needs. They will have an inclusive mindset and sensitivity to a multicultural environment and the diverse needs of the City's residents. Understanding land-use planning and community engagement in the planning process is crucial.

They must be responsive, prioritize customer service, and demonstrate adaptability and a solution-oriented mindset. They will prioritize community engagement by being in attendance at events that connect them with the community and they will demonstrate authentic dedication to the community. Transparency, honesty, and ethical conduct are paramount. The ideal candidate will be a servant leader, accessible with an open communication

style, foster the professional development of staff, and prioritize others. They will set a positive example, clear expectations, place an emphasis on efficiency, and hold themselves and staff accountable. The ideal candidate is an effective communicator who is passionate, unbiased, and embraces out-of-the-box thinking to effectively address challenges.

The successful candidate will be diplomatic, calm, and fair. They will be fiscally conservative with a thorough understanding of municipal budgets, revenues, and funding sources. They will be a strong advocate for the City and have the strength of character to say no when appropriate. They will have a track record of developing and maintaining respectful and effective relationships with those encountered in the course of employment, including unions and employee labor associations.

Qualified candidates typically possess ten (10) years of increasingly responsible experience in city government including at least three (3) years of experience as a city manager, or at least six (6) years of experience as an assistant city manager, or at least eight (8) years of experience as a department head involving considerable responsibility.

View the City Manager job description [here](#).



Compensation and Benefits

The salary range for this at-will position is \$300,000 - \$365,000. The total compensation package offered will be commensurate with the candidate's overall experience, education, skills, and background.

The City offers an **attractive benefits package**, including:

RETIREMENT: The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The 2% @ 62 formula applies to New/PEPRA Members.

MEDICAL INSURANCE: The City provides up to \$2,795.92 per month toward the purchase of health insurance coverage and offers Comprehensive HMO and PPO plan options available through CalPERS.

DENTAL INSURANCE: The City pays 100% of the monthly premium for full-time employees.

LIFE INSURANCE: City provides up to \$150,000 of coverage.

DISABILITY INSURANCE: Employer paid coverage of 66 2/3 % of salary to a maximum of \$2,000/month, with an employee option to purchase additional coverage, up to a maximum of \$8,200/month.

DEFERRED COMPENSATION: The City will match at-will employee contributions

Search Schedule

Filing Deadline: May 1, 2026

Preliminary Interviews (telephonic): May 7 & 8, 2026

Recommendation to City: May 13 or 20, 2026

Panel Interviews (In-Person): June 5, 2026

Finalist Interviews (In-Person): June 6, 2026

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

to a deferred compensation account up to a maximum of \$250 per month.

AUTO ALLOWANCE: \$350 per month.

PAID TIME OFF: Accrual starts at 176 hours per year and is based upon length of service. Cash-out of PTO is available.

HOLIDAYS: 13 paid regular holidays per year. City Hall is closed from December 24, 2026, – January 1, 2027. Employees shall utilize available leave balances during this period.

MANAGEMENT LEAVE: Up to 40 hours per year.

ADMINISTRATIVE LEAVE: 65 hours per year.

WORK SCHEDULE: 9/80 plan with every other Friday off.

The City of Saratoga is an equal opportunity employer.



The Recruitment Process

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

Peckham & McKenney
www.PeckhamAndMcKenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.

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