



Gilroy • California

invites your interest in the position of

City Administrator



Recruitment Services Provided by Ralph Andersen & Associates

Outstanding Opportunity

The City of Gilroy is seeking a dynamic and accomplished executive to become its new City Administrator. The City Council is looking for a candidate who would be a good fit for the community, a strong collaborative leader for City staff, and a successful partner with City Council. 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 Administrator will also need to have an inclusive management style combined with a hands-on approach to day-to-day operations to effectively lead Gilroy into the future. Additionally, a thorough understanding of community development, economic development, and finance is of high importance to the City Council.

The ideal candidate will be a strategic visionary with an innovative mindset who can take a creative approach to solving problems and managing the long-term goals of the City.

The Community

Gilroy is situated in south Santa Clara County at the southern tip of the San Francisco Bay Area, which is a dynamic urban area of 7,000 square miles, nine counties, 100 cities, and a population of 8.8 million, making it the fifth most populous metropolitan area in the United States. The City is part of the enterprising and technologically advanced San Jose/Silicon Valley sub-region and is within an hour's drive of the scenic beauty of both the San Francisco and Monterey Bay Areas. Gilroy lies at the crossing of US Highway 101 and State Highway 152, giving it direct access to the San Francisco Bay Area, San Benito, Monterey, and Santa Cruz counties, and the Central Valley.

Gilroy enjoys a unique and beautiful location within this valley setting, situated in the eastern foothills of the Santa Cruz Range, and bordered by the Llagas and Uvas creeks that flow southward into the Pajaro River. Despite its growth, Gilroy continues to harbor a rural and historic character, especially in the older neighborhoods where buildings dating back to the mid-1800s can be found. There is a sense of abundant open space, due to the wide, tree-lined streets in the older neighborhoods, the large areas of undeveloped land surrounding the newer sections of town, and the City's pristine mountain backdrop.

The town of Gilroy got its start in 1850 as a stage stop along the San Jose to Monterey Road. By the time it was incorporated in 1870, it was the third largest community in Santa Clara County. Today, the City spans 16 square miles and has a population of almost 60,000.

In its first hundred years, Gilroy's economy was dominated by agriculture and agricultural processing. With the completion of the US Highway 101 bypass in the early 1970s, Gilroy became more accessible, and its growth rates rose sharply. While the agricultural sector has evolved, there are thousands of acres around Gilroy being farmed. In recent decades, manufacturing, retail, and service sectors began to grow at a faster rate. Today, Gilroy's economy is diversified into non-agricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales, warehouse distribution, and large retail centers.



The Organization

The City of Gilroy was incorporated as a Charter City in 1870. The City has a Council-Administrator form of government. The Mayor is directly elected, and the Council members serve staggered four-year terms. Districts were recently established, and the 2026 election will be the first district-based election of Council Members, with the remaining districts and at-large Mayor elections in 2028. The Council appointed City Administrator is responsible for the financial and operational management of the City's 298 employees.

City Departments include City Administration, Finance/Information Technology, Public Works, Fire, Police, Community Development, Utilities, and Administrative Services/Human Resources. The new department of Economic Development will be established with the hiring of a new Economic Development Director, a recruitment that is also underway. The FY2026 General Fund Operating Budget for the City of Gilroy is \$75.6 million.

For more information on the City's budget, [click here](#).

City Vision

The City of Gilroy strives to be a regional leader in sustainable development offering a unique, inclusive, safe, and welcoming community with a thriving downtown, recreational opportunities for all ages, sustainable development and environmental policies, and a balanced economy that supports our population and promotes Gilroy as a community for all.

Strategic Plan Goals for Fiscal Year 2025

- Develop a Financially Resilient Organization that Relies on Local Revenues and Resources
- Maintain and Improve City Infrastructure Including Streets, Facilities, and Incorporates Green Energy Practices
- Promote Economic Development Activities that Create Opportunities for Quality Employment and Increase the City's Tax Base
- Ensure Neighborhood Equity from City Services Including Public Safety, Streets, Parks, and Recreation
- Promote Availability of Safe, Affordable Housing for all Gilroy Residents

The Ideal Candidate

The City Council is seeking a strategic and experienced manager to employ a team approach to proactively address issues that impact the community. The new City Administrator will also embrace the culture of the organization and continue to promote the values held by the community for responsive and efficient delivery of services. Approachability, attention to detail, patience, responsiveness, and follow-through are an absolute key to success in this community. Ideally, Gilroy's next City Administrator shall have knowledge of advancing the brand of a city.

The City Administrator will need to effectively develop and propose initiatives and creative solutions for the City Council's consideration and adoption. The City Council desires a manager who enjoys working in the public sector and appreciates contributions from all sources within the organization, as well as the engaged community. Additionally, the City Administrator will be expected to foster an open dialogue and strong lines of communication with staff and the City Council. Having a City Administrator who is respectful, collaborative, inclusive, and professional is also very important to the City Council. The City Administrator should have unquestioned personal integrity, honesty, and strong ethics. Also, the City Administrator should be able to perform an organizational assessment and make recommendations for improvement.

The Ideal Candidate *continued*

The ideal candidate will also possess the following characteristics:

- Genuine concern and appreciation for preserving the quality of life presently enjoyed by residents of Gilroy.
- Results-driven approach to municipal finance, community development, and all aspects of municipal service delivery.
- Appreciation for exceptional customer service, effective and efficient operations, transparency, service delivery that exceeds community expectations, and overall community access.
- Open and accessible style that promotes candid discussions among Staff, Council, and Commissions and encourages the review of options and alternatives for the City Council's consideration.
- Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, motivate others, and contribute effectively to their timely achievement and successful performance.
- Have unquestioned personal integrity, honesty, and impeccable ethics paired with excellent communication skills.
- Ability to manage a very busy workload in a fast-paced environment, often with competing demands for time.
- Ability to lead and prioritize Council's goals with an understanding of staff's workload and ability to respond to new initiatives.
- Cares about the work environment for employees, supports work-life balance, and looks for positive ways to impact employee recruitment and retention.

The new City Manager will provide strong leadership and be primarily involved in:

- Focusing on identifying economic development opportunities citywide, including facilitating development of the downtown area;
- Exhibiting creativity in addressing housing and affordable housing issues, ongoing infrastructure needs, public safety, and overall enhancements through effective planning and community development;
- Providing a collaborative approach with the City Council, department directors, and staff, fostering an open dialogue;
- Involvement in civic, business, community-wide social gatherings, and inter-governmental activities on a local and regional basis;
- Decision-making that is committed to organizational effectiveness, fiscal accountability, and continuous improvement of a municipal organization; and
- Being comfortable in an environment that constantly strives for high-quality work product, strategic planning, financial acumen, exceptional customer service, and timely responses to public inquiries.

Experience and Education

Education – Bachelor’s degree from an accredited college or university with a major in Public Administration, Business Administration, Political Science, Public Policy, or a closely related field. In addition, a master’s degree in public administration, Public Policy, Political Science, or a related field of study is required.

Experience – Recent experience as an assistant administrative head of a city of comparable or larger size, or as the head of such a city, with at least five (5) years of experience as the administrative head of a city, OR ten (10) years of experience as assistant administrative head.

Additional related work experience may, at the sole discretion of the City, be considered in lieu of the master’s degree.

Compensation

The City Council is prepared to offer a highly competitive salary for the region, consistent with recent practices; salary appointment will be made depending on qualifications and experience of the selected candidate. The salary for the previous City Administrator was \$324,707.

The salary will be supported by a benefits package including:

- **Retirement** – CalPERS retirement plan for “Classic” Miscellaneous members is 2.5% @55; “PEPRA” Miscellaneous members is 2% at 62; employee pays 8% pre-tax deduction as employee contribution; city pays full employer contribution, currently 11.03%.
- **Medical/Dental** – The City pays up to \$3,015.28 per month (2026 amount) for core health benefits, including medical and dental coverage as core benefits.
- **Holidays** – 11 paid holidays per year.
- **Vacation Leave** – Ranges from two to four weeks per year, based on years of service with the City of Gilroy.
- **Sick Leave** – 96 hours accrued annually.
- **Administrative Leave** – Employee receives 56 hours of administrative leave time per fiscal year.
- **Personal Leave** – Employee receives 44 hours of personal leave time per fiscal year.
- **Leave Cashout** – 1x election per year of up to 100 hours (any combination of vacation, admin leave and/or personal leave) paid out @ January 2 of each year.
- **Tuition/Education Reimbursement** – \$1000 per fiscal year.
- **Deferred Compensation Contribution** – FY 26 = \$30 per month; FY 27 = \$130 per month; FY 28 = \$230 per month.

To Be Considered

Interested candidates should apply by submitting a compelling cover letter, a comprehensive resume, and five professional references via email to apply@ralphandersen.com no later than **Monday, November 10, 2025**.

This is a confidential recruitment process and will be handled accordingly throughout the various stages of the recruitment. Candidates should be aware that references will not be contacted until mutual interest has been established.

Confidential inquiries are welcomed and should be directed to Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Gilroy is an equal opportunity employer. The City values diversity, equity, inclusion, and belonging, and encourages all qualified candidates to apply for consideration.



www.ca-gilroy.com