



# Town of Yountville California

invites your interest in the position of

## Town Manager



Recruitment Services Provided by Ralph Andersen & Associates

# An Exceptional Opportunity!



Lead meaningful work in a vibrant, stable, high-profile community in the heart of the Napa Valley!

## The Organization

Yountville, CA operates under the Council/Manager form of government, which vests authority in an elected Town Council of five members serving overlapping four-year terms. The Mayor is elected at-large to serve a four-year term. The Town Manager is appointed by the Town Council, who in turn serves as chief executive of the municipal organization. The Town also utilizes several standing volunteer boards and commissions to advise the Town Council on community issues.

The Town of Yountville is a dynamic municipality with a 2025-26 Budget of \$34,699,283 and 36 full-time experienced and talented employees. Incorporated in 1965, the Town is financially stable with healthy reserve funds, including for long term employee pension and OPEB obligations, consistent with local government best practices. The Town's revenue stream is heavily dependent on hotel and sales taxes, with 70% of the General Fund budget coming from those two sources.

The Town utilizes a biennial budget, allowing for a two-year cycle that supports strategic planning and goal setting during the off-cycle budget year. It has established a Strategic Plan serving as a framework for decision-making and is committed to exceptional public services, community cohesion, business partnerships, and maintaining its world-class reputation.

In addition to the Town Manager's Office, other Town departments include Town Clerk & Communications, Planning & Building, Finance, Parks & Recreation, Public Works, and Human Resources. The Town is responsible for unique water and wastewater operations. The Town of Yountville contracts with the Napa County Sheriff's Department for law enforcement and public safety services. Fire protection, suppression, and safety services are provided through a contract for services with the Napa County Fire Department/CALFIRE.



**Mission Statement:** F-O-C-U-S. The Town of Yountville is a **F**orward-thinking agency with an **O**pen-minded workforce that is **C**ommitted to Yountville and **U**nified with the community in delivering **S**ustainable results.

**Vision:** To maintain a safe and healthy town that respects its history and natural environment while creating an exceptional quality of life for residents providing value through amenities and services and promoting sustainable businesses and economic development.



# About Yountville

The Town of Yountville (population 2,781) is located in the heart of the Napa Valley wine country. The Town is less than one square mile, bordered by Oakville to the north and the City of Napa to the south. Residents and visitors alike enjoy the small-town lifestyle coupled with the sophisticated ambiance of premium amenities. Located within walking distance are restaurants, hotels and inns, wineries, shopping, and a 9-hole public golf course. Yountville is also proud to be home to the Veterans Home of California, a historic community of and for veterans dating back to the 1880's. The Town of Yountville, renowned for its world-class restaurants and award-winning chefs, has earned the unofficial title of the Culinary Capital of the Napa Valley. Yountville was named by Expedia as the fifth Most Beautiful Small Town in the US. Temperatures in Yountville are similar to a Mediterranean climate with warm, dry summers and wet, cool winters. Yountville continues to be one of the most desirable small communities to live, work, and visit in Northern California.

## The Position

The Town Council of Yountville is seeking an experienced, strategic, forward-looking leader. The Town Manager serves as the Town's Chief Executive Officer and is responsible for providing visionary leadership and strategic oversight while supporting Council-directed projects and policies. The Town Manager is responsible for day-to-day operations, coordination, and management of all Town departments. The Town Manager has administrative responsibility and authority to ensure that the laws and ordinances of the Town are duly enforced. The Town Manager is appointed by, and serves at the pleasure of, the Town Council.

### **Additional responsibilities include, but are not limited to:**

- Representing the Town with other governmental agencies.
- Recommending adoption of ordinances and resolutions to execute the Town Council's policies.
- Synthesizing technical information and providing guidance to assist the Mayor and Council in formulating short- and long-term goals for Town success.
- Advising the Town Council of the financial condition and needs of the Town.
- Development and implementation of the annual budget.
- Exercising general supervision over all public buildings, parks, and other public properties under the control and jurisdiction of the Town.
- Providing oversight of Town programs and projects.
- Leading, managing, appointing or removing employees of the Town.

# Ideal Candidate

The Town Council is looking for a candidate who will be a good fit for the community, a strong leader for Town staff, and a successful partner with Town Council. The Town Manager will prioritize proactively communicating and developing relationships with all community stakeholders. The ideal candidate understands and appreciates the unique needs of communities like Yountville and is dedicated to responsive constituent services.

The Town Manager will empower the talented experienced staff, maintain a collaborative work environment, and be open to trying things differently when warranted. Approachability, attention to detail, patience, responsiveness, and follow-through are keys to success in this community. Displaying a calm demeanor, while also exerting authority when appropriate, the Town Manager will communicate clearly and concisely, both orally and in writing. A Town Manager who is passionate about stakeholder engagement and who can offer innovative ideas to the Town Council regarding issues is desired. Candidates should be experienced managers who have demonstrated the ability to be both visionary and hands-on. The Town Manager should have direct experience managing challenging projects and programs involving multiple stakeholders across a diverse set of interests.

Genuine concern and appreciation for preserving the quality of life presently enjoyed by residents of Yountville is essential. The Town Manager must also understand and promote the importance of the hospitality businesses in Town. The successful candidate is an emotionally intelligent leader with a strong development and finance background who can provide clear direction to a high-functioning team, build productive community relationships, communicate complicated issues effectively across different constituencies, and help shape the future of this thriving Town. They will listen attentively and be entrepreneurial. The Town Manager must be respectful, inclusive, and professional, and must have unquestioned personal integrity, honesty, and strong ethics.



# Qualifications



Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. The typical candidate will possess a Bachelor's degree from an accredited college or university in public administration, business administration, or a related field and a significant number of years of increasingly responsible management experience in a local public and/or private agency involving responsibility for the planning, organization, implementation, and supervision of varied work programs. Prior experience as a City/Town Manager, Assistant City/Town Manager, or Department Director is desirable. A Master's degree in public or business administration, or a related field is also desirable.

In an effort to encourage a broad pool of qualified candidates, the Town Council will entertain candidates from both California and out-of-state.

## Compensation and Benefits

The annual salary range for the Town Manager is competitive, negotiable, and dependent upon the qualifications and experience of the selected candidate. The annual base salary for the previous Town Manager was \$286,440. The Town of Yountville offers an attractive negotiable executive-level benefits package, to include **leave provisions, as well as automobile and technology allowances. In addition:**

- **Retirement** – California Public Employee Retirement System (CalPERS) 2% @ 55 for classic members (7% member contribution paid by employee), 2% @ 62 for new members (7.75% member contribution paid by employee). The Town does not participate in Social Security.
- **Health Insurance** – Provided through CalPERS, the Town contributes 90% to equal the cost of the Kaiser Health plan.
- **Dental and Vision Insurance** – Dental provided through Delta Dental 100% paid by the Town.
- **Retiree Health Coverage** – Dependent on vesting schedule.

# To Be Considered

Interested candidates should apply by submitting a compelling cover letter and comprehensive resume via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) no later than **Friday, July 24, 2026**. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. 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 Sabrina Landreth, Ralph Andersen & Associates, at [sabrina@ralphandersen.com](mailto:sabrina@ralphandersen.com) or (916) 630-4900.

**The Town of Yountville is an Equal Opportunity Employer**



[www.townofyountville.com](http://www.townofyountville.com)