

Peckham & McKenney  
"All about fit"



# Assistant City Manager

CITY OF BRENTWOOD, CALIFORNIA



## THE JEWEL OF CONTRA COSTA COUNTY

The City of Brentwood is one of the Bay Area's fastest growing and most dynamic communities. Located approximately 60 miles east of San Francisco in Eastern Contra Costa County, Brentwood has grown from a small agricultural community of 7,500 just over three decades ago to its current population of roughly 65,000 residents. Under the stewardship of the City Council, staff, and community leaders, the City has been carefully planned with tree-lined residential neighborhoods, new schools, award-winning parks, an extensive network of walking trails, retail shops, and a quaint downtown. Brentwood is a great place to live and work and a place for both families and retirees to enjoy extraordinary views of majestic Mt. Diablo, the bounty of fresh fruits and produce from the rich agricultural area adjacent to the City, and the recreational opportunities of the Delta.

The City is proud of its exceptional delivery of quality municipal services. Many important projects have been completed and are planned in the near future, including the development of



the Innovation Center at Brentwood along Highway 4, the planned development of the Sand Creek Sports Complex, and the creation of new retail and employment centers. The City's incorporated boundary is 14 square miles.

## THE ORGANIZATION

Brentwood is a General Law city governed by a Council / Manager form of government. The City Council consists of a directly elected four-year term Mayor and four City Council members who are elected from districts and who serve four-year terms. In addition to appointing the City Manager and City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission.

With a **FY 2025/26 total operating budget** of approximately \$327 million

(General Fund \$83 million) which includes authorized staff of 341 full-time employees, the City directly provides a variety of services including police, water, sewer, and refuse collection. Along with the City Manager and City Attorney's Offices, City departments include Community Development, Engineering, Finance and Information Systems, Human Resources, Parks and Recreation, Police, and Public Works. Fiscal strength and long-term financial stability are key components of the City's budget development principles, and Brentwood maintains a healthy General Fund with an annual balanced budget, a 30% reserve, and a prefunding plan to address unfunded pension and retiree medical obligations. The City's Strategic Plan and 2025 Active Future Agenda Requests can be found [here](#).

## DIVERSITY, EQUITY, BELONGING, AND INCLUSION

The City is committed to fostering an inclusive and equitable community where staff and all residents, regardless of race, ethnicity, gender, age, disability, sexual orientation, socioeconomic status, or background, feel valued, respected, and empowered. The City's two **standing committees**, Diversity, Equity, Belonging, and Inclusion (DEBI) and Age and Disability Friendly Communities work to promote inclusivity, advance equity, encourage participation, celebrate diversity, educate and empower, and cultivate partnerships.

## THE IDEAL CANDIDATE

As Brentwood continues to grow and elevate the quality of its municipal services, the City Manager is seeking an Assistant City Manager who is deeply committed to developing people — someone who understands that great cities are built by great



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teams. Brentwood's goal is to cultivate an organization where jobs become careers through intentional training, mentorship, and a culture of exceptional customer service. The ideal candidate will partner with the City Manager and Executive Team to strengthen our workforce, invest in employee success, and build a service-driven organization



that consistently delivers for our community. This is an opportunity to help shape Brentwood's next generation of leaders while supporting a high-performing team dedicated to excellence.

Under administrative direction, the Assistant City Manager assists the City Manager in the overall management of City operations and services; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; and provides highly responsible and complex professional assistance to the City Manager and City departments.

The ideal Assistant City Manager will possess a deep appreciation

for Brentwood's charm, unique community character, and organizational culture. They will demonstrate genuine respect for the qualities that make the City distinct and appealing, and be committed to ensuring Brentwood remains a great place to live and work for current and future generations.

The City Manager is seeking an exceptionally collaborative leader, who has the ability to establish a relationship of confidence and trust with the City Council, the Executive Team, staff, and the community. The ideal candidate is an experienced executive manager who is competent, professional, ethical, and politically astute. They will be well versed in City operations, including finance and land use, and understand the connection between related Departments such as Public Works, Community Development, and Finance.

The Assistant City Manager serves as a resource to the City Manager for ideas, working with stakeholders, and leading the City forward toward accomplishing the City Council's vision. To accomplish this, the position requires a creative and out-of-the-box thinker who is not adverse to taking calculated risks. Additionally, they will be politically savvy, emotionally intelligent, strategic, and a leader who will anticipate and resolve issues to prevent their escalation. Experience working with public agency budgets, developing staff, and managing projects are critical. The successful candidate will be organized, detail oriented, a skilled communicator, and comfortable engaging with internal and external stakeholders.

The Assistant City Manager is expected to lead and manage internal operations through collaboration, team work, mentoring and coaching, and building on individual's strengths; build partnerships; represent the City Manager through working with the City Council and the community; and be service oriented by responding with a problem solving and "get things done" approach.



## EXPERIENCE/EDUCATION REQUIREMENTS

This position requires the equivalent of a bachelor's degree from an accredited college or university with major coursework in business or public administration or a related field and eight years of progressively responsible administrative or staff experience in municipal government including three (3) years of management experience.

## COMPENSATION AND BENEFITS

The annual salary range for this at-will position is \$227,099 - \$276,040, depending on qualifications. A 3% salary increase is scheduled for July 1, 2026.

In addition, the City offers an attractive **benefits package**, including:

**RETIREMENT:** CalPERS 2.0% @ 60 formula for "classic members," and 2% @ 62 for new members. The City does not participate in Social Security, but it does participate in Medicare; the employee portion is 1.45%.



**RETIREE MEDICAL:** The City pays a maximum premium equal to the PEMHCA minimum amount (\$162/month in 2026).

**DEFERRED COMPENSATION SAVINGS PLAN (457):** Up to \$110/month matching contribution.

### Medical Insurance:

PPO or HMO through CalPERS. The City pays:

- **Employee Only:** 100% of the premium, regardless of plan.
- **Employee+1:** Amount equal to the Region 1 Kaiser Employee & 1 Dependent rate, currently \$2,337.72.
- **Employee+Family:** Amount equal to 85% of the Region 1 Kaiser Employee & 2+ Dependents rate, currently \$2,583.18.
- **Cash in Lieu of Medical:** \$300 per month.

**DENTAL:** 100% of premiums paid by the City for employees and dependents enrolled in the Basic Plan; optional enhanced plan with employee contribution.

**VISION:** 100% of premiums for employees and dependents paid by the City.

## SEARCH SCHEDULE

Filing Deadline: ..... January 11, 2026  
Preliminary Interviews (telephonic): ..... January 21 – 22, 2026  
Meeting to Review all Candidates: ..... January 29, 2026  
Panel Interviews (In-Person): ..... February 5, 2026  
Finalist Interviews (In-Person): ..... February 6, 2026

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

### Annual Paid Time Off:

- **Personal Time Off:** 80 hours/FY
- **Vacation:** Up to 26 days, based on years of service.
- **Holidays:** 15 including two floating holidays.
- **Sick Leave:** 12 days with no accrual cap.

**LIFE INSURANCE:** City paid life insurance policy. 1.5x annual salary up to \$150,000.

**SHORT / LONG TERM DISABILITY:** City paid with a 29-day waiting period.

**SEVERANCE PAY:** Six months of severance following six months of employment.

*The City of Brentwood is an Equal Opportunity Employer.*



## THE RECRUITMENT PROCESS

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

**Peckham & McKenney**  
[www.peckhamandmckenney.com](http://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 at [Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com) if you have any questions regarding this position or the recruitment process.

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