

## Compensation & Benefits

The salary range for this position is \$84,708 – \$102,960 annually, DOQ. The City of Los Altos provides a comprehensive benefits package including:

- ◆ Choice of HMO or PPO plans through CalPERS Health Benefits
- ◆ Retirement plan is 2.0% @ 60 plan, average of final three years compensation, employee pays 7% retirement contribution.
- ◆ Dental Reimbursement plan
- ◆ City-paid life insurance; additional life insurance purchase option
- ◆ 10 Annual Holidays
- ◆ 457 Deferred Compensation plans
- ◆ Flexible Spending Plan: dependent care and health care reimbursement
- ◆ Employee Assistance Program



## The Process

If you are interested in pursuing this unique and exceptional career opportunity, please forward (email preferred) a letter of interest, your resume--including your current salary--and five work-related references (who will not be contacted until mutual interest is established) to:

Bill Avery or Paul Kimura  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
Fax: 408.399.4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



Final filing date for this position is March 2, 2012.

If you have any questions regarding this position, please feel free to contact Bill Avery or Paul Kimura at 408.399.4424.

# City of Los Altos

*invites your interest for the  
position of*



## Transportation Project Manager

## The City of Los Altos

Tree-lined streets and a small village atmosphere characterize Los Altos, which is located in the heart of Silicon Valley. Just 40 miles south of San Francisco and 17 miles north of San Jose, Los Altos is an upscale residential community served by several small retail areas. Many Silicon Valley executives, managers and engineers choose to live in this city of over 28,000 because of its attractive climate, lovely neighborhoods and charming downtown. Los Altos has been identified as a top Bay Area locale for families with children.



The Los Altos School District provides K-8 public education throughout most of the City. Students consistently achieve the highest scores in the State on standardized tests. The community also includes excellent private schools. Foothill College as well as Stanford, Santa Clara and San Jose State Universities are all within close proximity to Los Altos.

The City has a long tradition of volunteerism, with many residents actively involved in City government and other community organizations. Los Altos provides spacious lot sizes for residents to build or purchase their dream home, walkable neighborhoods, parks and open space as well as friendly commercial areas that provide numerous services to the community. With all of these amenities and benefits, Los Altos is certainly an exceptional place to call home.

## City Government

Incorporated in 1952, Los Altos is a General Law city with five elected council members who serve four-year terms.



The current City Council is proud of the atmosphere of civility that characterizes their interaction. Like most California cities, Los Altos has a council-manager form of government.

Los Altos has an all funds budget of \$39M and a staff of 129 employees. City government is organized into six departments: CityClerk, Administration and Finance, Police, Community Development, Maintenance Services, and Recreation. City attorney services are provided by contract, as are water and fire services through the Santa Clara Valley Water and Santa Clara County Fire Districts.

## The Position of Transportation Projects Manager

The Transportation Projects Manager works within the Community Development Department and reports to the Engineering Services Manager. Community Development is organized into three divisions: Planning, Building and Engineering. This is a newly created position tasked with the formulation and development of recommendations for short and long-range traffic, transportation and parking policies. In addition, the Transportation Project Manager will implement a number of plans, projects and programs related to transportation, including the Traffic Management Plan, bridge replacements, streetscape improvements, and the Safe Route to School program. The position serves as staff to the city's Traffic Commission and the Bicycle and Pedestrian Advisory Committee.



Coordinating transportation issues with other City departments and regional governmental agencies will be a major focus as well as leading project teams related to traffic and transportation related programs and development and capital project review. In addition, preparing written reports and oral presentations to the City Council, Planning Commission, various boards and commissions and external agencies will be required.

## The Ideal Candidate

The new Transportation Project Manager will possess a collaborative style that is results oriented and customer service focused. The ability to work cooperatively across department lines with both internal and external stakeholders will be key. Strong technical transportation planning and engineering competencies will be essential particularly in developing recommendations for policy and providing advice to elected and appointed officials.



A proactive and inclusive approach to problem solving and project management will be necessary for success as well as sound organization and communication skills. A Bachelor's degree in Civil Engineering, Transportation Planning, Public Administration, Urban Planning or other related subject will be required along with five years of progressively responsible professional planning or administrative experience in transportation planning activities with at least two years in a project lead/manager capacity. California registration as a Civil Engineer or Traffic Engineer is also required.