Compensation and Benefits

The City of Vallejo offers a competitive compensation and benefits program. The salary range for this position is $145,396 - $167,090 annually, DOQ. This amount includes the General Flex Benefit/Management Incentive Pay of 120 hours times the employee’s hourly rate per fiscal year, to be taken in cash. Employees hired during a fiscal year shall have the GFB prorated. The current benefits include:

- **Retirement:** The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPRA, the retirement formula is 2% at 62. City pays the employer share with an employee contribution of 6.25%.
- **Social Security:** The City participates in Social Security and pays the employer share of the contribution.
- **Health Benefits:** The City participates in the CalPERS Health Benefits Program. The City pays $300 and the difference between $300 and maximum of 75% of the Kaiser Bay Area rate is paid through a Section 125 cafeteria/Flexible Benefits Health and Welfare Plan. An employee may be eligible for $250 a month in lieu of City paid medical insurance if employee has other medical insurance. The City pays 75% of Vision Plan and 75% of the Dental Plan.
- **Deferred Compensation Plans:** The City offers a voluntary 457 Plan, three different carries available. The City also offers a 401A Plan.
- **Holidays:** 11 paid holidays annually.
- **Vacation:** 10 working days (0-3 service years); 15 working days (3-9 service years); 20 working days (9-15 service years); and 25 working days (15 plus service years). May carry up to three-years balance.
- **Sick Leave:** Employees accrue at the rate of one day for each full month of employment (eight hour day); maximum accrual of 288 hours. Bereavement Leave: Up to three-days.
- **Employee Assistance Program** is offered to employee and eligible family members.
- This is an at-will position. Employee will receive an employment contract providing for a severance benefit of 3 months’ salary in the event of termination.

The Process

To apply for this exceptional and unique career opportunity, please submit your electronic cover letter, resume, current salary and contact information, including email addresses for five work-related references (who will not be called until mutual interest is established) to:

Paul Kimura or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is December 9, 2016.

If you have any questions regarding this position, please feel free to contact Paul Kimura by email at paulk@averyassoc.net or by phone at 408.399.4424; or Bill Lopez by email at williaml@averyassoc.net or by phone at 408.888.4099.
The Community

The City of Vallejo is located in Solano County and has a population of approximately 120,000. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo’s delightful historic downtown area, weekly downtown farmer’s market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America’s only combination wildlife, oceanarium and theme parks. Vallejo’s Main Street Designation in 2000 and two historic districts are a reflection of the City’s pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Air travel is available through San Francisco, Oakland and Sacramento International Airports.

City Government and the Water Utilities Department

Vallejo is a full service, charter city with a fiscal year 2016-17 total budget of approximately $200M, with a General Fund of almost $98M. There are approximately 550 authorized staff positions in the following areas: Administration (Finance, HR, Information Technology), Operations (Police, Fire, Public Works and Water Utilities), Community and Economic Development, City Manager’s Office and City Attorney’s Office. The City has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

The City Hall is set in a beautiful bay-front park. Located nearby is a ferry terminal providing direct access to San Francisco. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo’s waterfront area into a transportation-oriented mixed-use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.

The Water Utilities Director oversees a team of approximately 90 FTEs in engineering, administration, water treatment, water distribution and facilities maintenance operations. Water Utilities has a fiscal year 2016-17 Operating budget of $40.21 million including a Capital Improvement Program budget of $5.65 million. The Water Utilities Director position is a Department Head position reporting to the City Manager’s Office, and is a member of the City’s Executive Team.

The selected Water Utilities Director will possess the following:

- 10 years of responsible supervisory or administrative experience in public or private water or other utility operations, such as water treatment and distribution.
- 10 years managing staff and operations of diverse workforces and utilities-related functions.
- Five years working in an environment, that is subject to regional, state and/or federal regulatory compliance.
- Five years preparing and managing budgets.
- Educational equivalence to a Bachelor’s degree from an accredited college or university with major course work in utility or civil engineering or a related field and possession of a California D2 or T2 Certificate.

The appointed candidate must maintain a valid California D2 or T2 certificate as a condition of continued employment.

Ideal Candidate Attributes:

- Performance Management: focuses people on results, holds them accountable, and addresses performance issues in a timely and constructive manner.
- Assertive Leadership: action-oriented, takes initiative, and communicates and tackles issues in a confident, constructive and solutions-oriented manner.
- Coach/Mentor: understands and applies the principles of effective coaching; demonstrates a commitment to the mentoring and development of subordinate staff and they of their staff; has a track record of effective mentoring relationships.
- Collaborative: works well with all constituencies, both within and outside the City organization; works in partnership with the City Manager and Executive Team, and involves staff in shaping plans and decisions.
- Service-oriented: has a client orientation for both internal and external customers, demonstrates responsive, helpful and informative service.
- Ethical: conducts oneself with high integrity, and judgment; knows right from wrong and stands firm in the face of pressure.
- Problem-solver: provides useful counsel and advice, takes ownership of issues, and facilitates getting issues addressed and solutions implemented.
- Organization skills: maintains attention to detail, is on top of priorities, manages budget within allocated funds, knows and adheres to procedural rules and regulations.
- Change agent: always looking for opportunities to improve processes and achieve greater efficiencies and enhanced customer service; supports change initiatives which strengthen organizational culture.
- Flexible: capable of handling multiple, shifting priorities in a competent, composed and focused manner.
- Self-confident and empathetic: listens and shows understanding; is positive, calm and composed under pressure; is issue-focused.
- Proficiency in multiple languages other than English.
- Registration as a California Professional Engineer.