

Compensation and Benefits

The City of Vallejo offers a competitive compensation and benefits program. The salary range for this position is \$136,014—\$165,325 annually, DOQ. The Public Works Director is also entitled to a General Flex Benefit/Management Incentive Pay that is 120 hours times the Public Works Director's hourly rate per fiscal year, to be taken in cash—if hired during a fiscal year, the Public Works Director shall have his/her GFB/MIP 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 PEPR, 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 be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

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The final filing date for this recruitment is June 9, 2017.

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 City of Vallejo



*invites your interest
for the position of*

Public Works Director

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.

The Vallejo 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.

City Government and the Public Works Department

Vallejo is a full service, charter city with a fiscal year 2016-17 total budget of approximately \$200 million, with a General Fund of almost \$98 million. There are approximately 550 authorized staff positions in the following areas: Administration (Finance, Human Resources, 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 has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability: (1) live within our means (five-year projection); (2) look to the future (prioritize); (3) do not defer expenses (maintenance, capital); (4) establish emergency reserve (disasters or emergencies); and (5) use one time monies for one time expenditures (new equipment, unforeseen repairs).

The Department includes two divisions, Maintenance and Engineering. Each Division is headed by Assistant Directors who report to the Public Works Director. The Maintenance Division plans, directs and manages operations for maintenance of City streets, right of ways, municipal and City-owned buildings, non-residential City street trees and various landscaped areas. These services include maintenance of over 714 lane miles of roadway system, nearly 9,000 street lights, 119 traffic signals, 19,000 street signs, 56 buildings, 23 parking lots, 22 alleys, 25 medians, 8 overpasses, 3 fountains, 2 cemeteries, and 53,000 trees. The Engineering Division provides the following services: engineering design, construction administration and inspection services for capital improvement projects; private development plan review and inspection services; maintenance of traffic records, traffic signal operation, and traffic safety improvement projects; and review of private development projects for necessary street and traffic improvements.

The Department is also responsible for managing a number of Landscape Maintenance Districts throughout the City, as well as Fleet maintenance, Bridge maintenance, the Vallejo Parking Garage, and the Vallejo Marina. Although solid waste services are provided by private contract, the City's Recycling program is managed through the Department.

The Department of Public Works was recently recognized as an APWA nationally Accredited Agency.

Current key priorities in the Public Works Department include:

- ◆ An aggressive street rehabilitation program, citywide.
- ◆ Relocating the Police Department to temporary facilities as a result of earthquake damage from the 2014 Napa Fault earthquake.
- ◆ Increasing available rentable berths and collections at the Vallejo Marina facility.
- ◆ Addressing a large backlog of maintenance needs in City buildings.
- ◆ Designing and pursuing funding for the second phase of the Vallejo Parking Garage.
- ◆ Development of a 10 year Capital Improvement Program.

The Position and Ideal Candidate

The Public Works Director oversees a team of approximately 90 FTEs in the divisions of Engineering and Maintenance. The Public Works Department has an approximate fiscal year 2016-17 Operating budget of \$22 million. The Public Works 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 Public Works Director will possess the following:

- ◆ 10 years of responsible supervisory or administrative experience in public works or engineering.
- ◆ 10 years experience managing staff and operations of diverse workforces and utilities-related functions.
- ◆ Five years experience working in an environment that is subject to regional, state and/or federal regulatory compliance.
- ◆ Five years experience preparing and managing budgets.
- ◆ Excellent oral and written communication skills demonstrating an ability to convey messages to a variety of audiences in an effective, clear and calm fashion.
- ◆ Proficiency in computer application systems relevant to the role. Aptitude and experience in utilizing technology to create efficiency improvements.
- ◆ 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.

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; and has a record of accomplishment 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 that 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 is desirable.
- ◆ Registration as a California Professional Engineer is desirable.