

## Compensation and Benefits

The starting salary for this position will depend on the candidate's qualifications. The annual salary range is \$100,588 - \$122,283 annually, DOQ. The City of Petaluma also offers an attractive benefit package that includes:

- ◆ Retirement – 2% at 60 formula for existing or “Classic” CalPERS members with an employee pre-tax contribution of 10%; 2% at 62 formula for new CalPERS members and an employee pre-tax contribution of 9.25%.
- ◆ The City does not participate in Social Security.
- ◆ Health, Dental and Vision Plans – The City contributes the PEMHCA minimum contribution plus \$575.95 for employee only coverage, \$1,264.95 for employee + one, and \$1,678.34 for employee + 2 or more eligible dependents. City offers a variety of health plans, which include Kaiser, Blue Shield, PERS Choice, PERS Care and other plans. The City also provides dental and vision plans for employees and eligible dependents. If you have health and/or dental insurance coverage through another source, you have the option to receive a cash-in-lieu benefit.
- ◆ Life Insurance - 1.5 times base salary, up to a maximum of \$200,000 coverage.
- ◆ Deferred Compensation – Voluntary with choice of three providers: CalPERS, ICMA, or Mass Mutual.
- ◆ Administrative Leave – 80 hours per fiscal year.
- ◆ Vacation – Accrual of 80 hours increasing to 200 hours per year.
- ◆ Sick Leave – Accrual of 8 hours per month.
- ◆ Holidays – 12 paid holidays, plus 1 floating holiday per year.
- ◆ Work Schedule – 4/10 work week is available.



For more details on the benefit package, please visit the City of Petaluma's Human Resources webpage at: <http://cityofpetaluma.net/hr/mou.html> (see Unit 8).

### ***The City of Petaluma is an Equal Opportunity Employer***

#### **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/](http://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 contacted until after an interview takes place.)

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The final filing date is September 15, 2017. Initial Interviews with Avery Associates will take place between September 18-29 and final interviews with the City of Petaluma are anticipated during the week October 16, 2017.

If you have any questions or wish to explore this opportunity further, please contact Paul Kimura by email at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or by phone at 408.399.4424; or Bill Lopez by email at [williaml@averyassoc.net](mailto:williaml@averyassoc.net) or by phone at 408.888.4099.



## *The City of Petaluma*

*invites your interest  
for the position of*

# **Transit Manager**



## The Community

Petaluma is Sonoma County's second largest city and is conveniently located on Highway 101 just 32 miles north of San Francisco's Golden Gate Bridge. Petaluma is the southern entrance to Sonoma County and has a population of almost 59,000 residents. Petaluma offers a wide array of attractions and points of interest including the historic downtown and riverfront areas, charming Victorian homes, a premium outlet mall, a mixed-use theater district, historical museum, numerous community parks and golf courses, a marina and an airport.



Petaluma's beautiful scenic wetlands boast the Alman Marsh and Shollenberger Park, with a trail system that extends through the Ellis Creek Water Recycling Facility. An astonishing variety of birds may be found here in every season. Bird enthusiasts share the trail with bicyclists, joggers, dog owners, and others enjoying healthy outdoor activities. The Petaluma River meanders through the heart of the City and provides a scenic backdrop for dining, shopping, special events, and recreation. Petaluma is also the ideal base for exploring Sonoma and Napa County Wine Country, the dramatic Sonoma Coastline, Point Reyes National Seashore, California's majestic redwoods, and the entire San Francisco Bay Area.

## City Government

The City of Petaluma is a full service charter city operating under the Council/City Manager form of government. The City was incorporated in 1858, and operates with a seven member City Council, including the Mayor. Six council members are elected at large for four-year overlapping terms. The Mayor is directly elected to a four-year term. The City Council appoints a City Manager to be the Chief Executive Officer of the City government, and who exercises administrative control over all city departments and functions. The Council also appoints the City Attorney and the City Clerk.

Reporting directly to the City Manager are the departments of Finance, Fire, Human Resources, Police, and Public Works & Utilities; and the divisions of Recreation, Planning, Building, Housing, Economic Development, and Information Technology. For the FY 2017/18, the City has an all-funds budget of almost \$182 million, a General Fund budget of over \$44 million and an approved FTE of 311 employees.

### The Position and Ideal Candidate

The Transit Manager plans and directs the operations and services of various city transit-related functions with an emphasis on public

transit. This includes management of contracted services for the fixed route and Paratransit operations. The position is a division head role, overseeing a staff of one and a half FTEs and reports to the Public Works Director. The Transit Division operates as an enterprise of the City and has an annual budget of \$915 thousand.

A vital aspect of this role is the administration related to securing, managing and reporting on complex funding streams from federal, state and regional agencies. This includes management of partnerships and grants. At an operational level, transit schedules & routes are developed in house requiring a closely coordinated partnership with the service provider to ensure timely and cost efficient operations. With the pending startup of the Sonoma-Marín Area Rail Transit system (SMART), a key goal relates to the development and coordinating of bus schedules to ensure integration with the new rail service. Another priority is the RFP process related to awarding a contract for transit operations. The current contract expires in June 2018. Additionally, the local junior college has initiated a subsidized rider program for its students and will seek the support of local transit systems in implementing the program.

Developing and maintaining positive work relationships is essential to this position. On a regional and community basis, there are significant needs to communicate, coordinate and reach out to partners and constituents. Internally, this role serves as staff to the city's Transit Advisory Committee (TAC) and will establish a strong connection in providing timely and effective recommendations to the TAC. The function has a heavy reliance and interaction with various divisions within the city operations. It's expected the Transit Manager will work closely and cohesively with peers within the city structure.

The ideal candidate will be an innovative, active, and hands-on leader with comprehensive expertise in transit operations. At one level, the need for extensive fiscal controls and daily operational focus requires a heavy level of detail orientation and administrative strength, while future financial projections and funding mechanisms requires strategic thinking and advanced planning. Excellent verbal and written communication skills are expected in this role, especially in providing informative staff reports and status updates to city management and city officials.

This position requires a minimum of five years of progressively responsible, professional public sector experience involving a public transit system, including at least five years in a supervisory capacity. A Bachelor's degree with a major in Public/Business Administration, Transit or Transportation Management, or a related field is also required. Although any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying.

