

Compensation and Benefits

The annual salary range for this position is between \$121,116-\$175,020 depending on qualifications. The City offers a competitive benefits package that includes:

- ◆ CalPERS Retirement: The City contracts with CalPERS to provide a defined benefit retirement plan. "Classic" members are enrolled under the 2.0% @ 60 plan with a member contribution of 7.0%. New "PEPRA" members are enrolled under the 2.0% @ 62 plan with a member contribution of 6.5%.
- ◆ Cafeteria Plan Allowance: Employees receive \$1,521.00 per month for medical, dental and vision insurance. Any unused amount is reimbursed to employee as taxable income.
- ◆ Medical Insurance: The City contracts with CalPERS to offer medical insurance plans to employees and eligible dependents. There are HMO and PPO options to choose from among several carriers.
- ◆ Dental Insurance: The City currently offers a Delta Dental PPO insurance plan.
- ◆ Vision Insurance: The City currently contracts with MES Vision for vision insurance.
- ◆ Life Insurance: The City provides full-time employees with a basic \$20,000 policy and option to purchase voluntary coverage.
- ◆ Holidays: The City observes 10 paid holidays per calendar year plus 1 floating holiday.
- ◆ Optional Insurance: Additional supplemental insurance plans are also offered. These plans include flexible spending account, life insurance, accident, short and long term disability insurance, cancer insurance and more.
- ◆ Deferred Compensation: The City offers employees a supplemental retirement option to defer pre-tax earnings through a 457 deferred compensation plan. This program is voluntary with no City contribution.
- ◆ Comprehensive Leave: The City provides all full-time employees with paid time off for use during vacation, sickness and personal business. Minimum of 14 days per year; maximum of 33 days per year. Option to cash out specified amounts of leave.
- ◆ Other Leave: The City provides eligible employees up to 10 paid days for jury service. The City provides eligible employees up to 5 days of leave without the loss of pay for bereavement purposes.

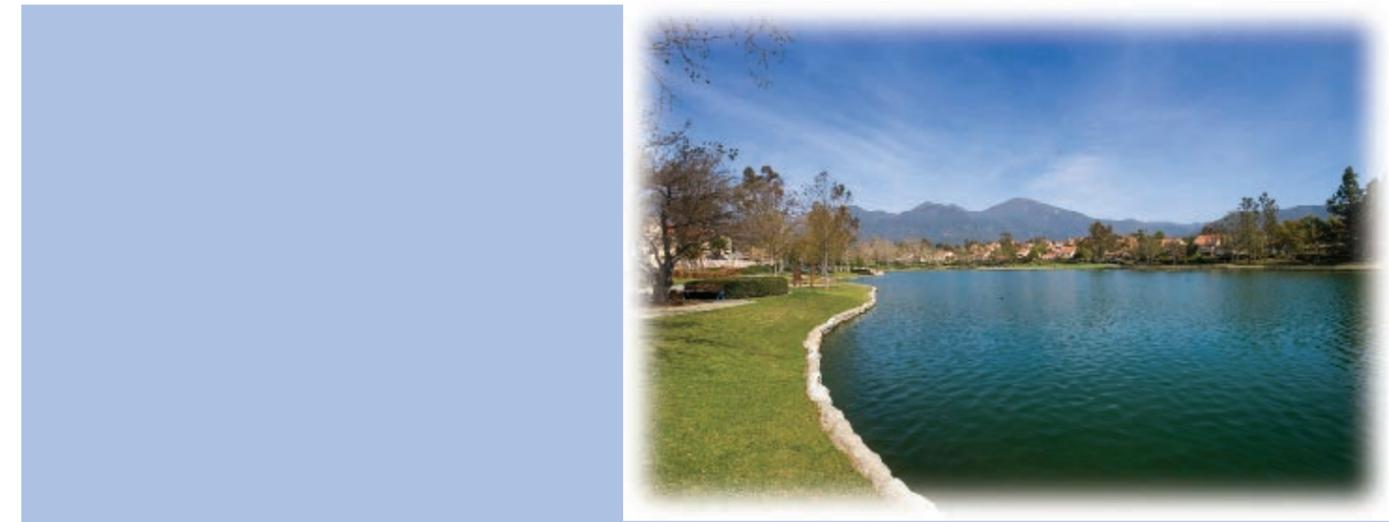
The Process

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 and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

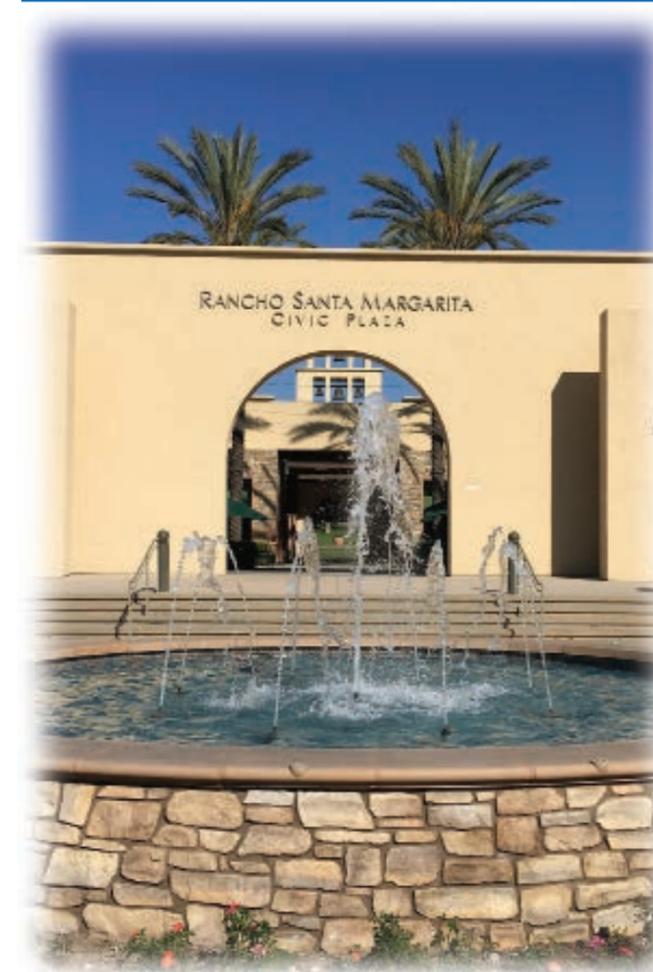
Bill Avery or Bill Lopez
Avery Associates
3 ½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is: April 18, 2018.

If you have any questions or wish to further explore this opportunity, please contact Bill Avery at 408.399.4424 or bill@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of Rancho Santa Margarita



*invites your interest
for the position of*

Public Works Director/City Engineer

The Community

Rancho Santa Margarita is a small city with the soul of a village. The City is instilled with traditions that honor the heritage of its land. A mix of land uses and a balance of jobs and housing provide a planned community oasis in which people live, work, shop, and play. Community events and public gathering places promote a family-oriented community and encourage community spirit and participation. The City maintains a safe environment through a variety of community programs, law enforcement, and fire protection services. Quality educational programs and facilities are promoted through cooperation between the City and the school districts.



As the community looks toward the future, Rancho Santa Margarita will strive to ensure its small-town village character is protected and enhanced by well-designed and well-maintained neighborhoods that complement the natural environment. The quality of environmental, open space, scenic resources and our watershed shall be preserved to enhance the community's distinct setting and natural beauty. Other amenities such as Lake Santa Margarita, parks, pools, community centers, and pedestrian/bicycle trails will also be protected and well-maintained to meet the needs of the community.

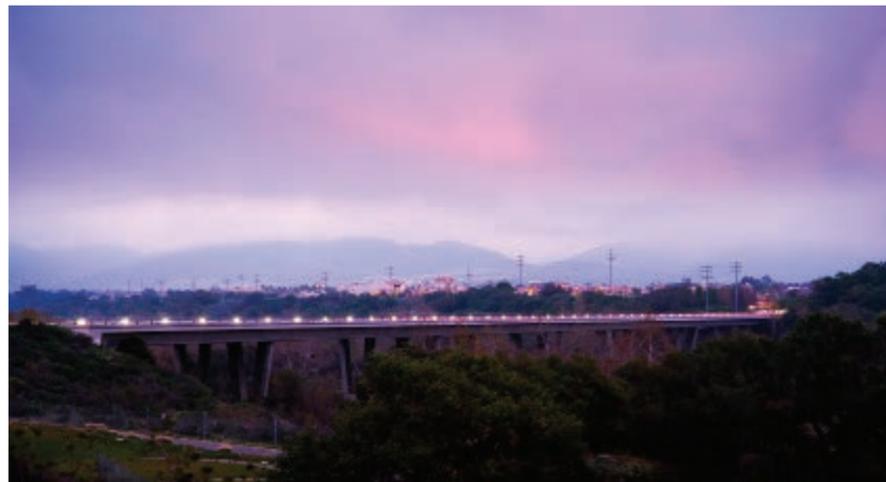
City Government

Incorporated on January 1, 2000, Rancho Santa Margarita is a general law city with a Council Manager form of government. Five Council Members elected at-large serve as the legislative policy-making body. The City Manager serves as the Chief Executive Officer and is responsible for making policy recommendations to the City Council and implementing them as adopted.

The City operates with a FY 2017/18 budget of approximately \$19.7 million and a healthy reserve account balance. The City currently has 22 full-time employees and six part-time employees. Rancho Santa Margarita is primarily a contract city. City departments include: City Manager (includes City Clerk, City Attorney and HR/Risk Management),

Finance, Community Services, Public Works, and Development Services (includes Planning, Building Safety & Code Enforcement).

Police services are provided through a contract with the Orange County Sheriff. Fire Protection services are provided through the Orange County Fire Authority. The City also contracts for City Attorney, Economic Development and Public Relations. The City further contracts with companies for specific tasks



such as permit processing, plan check, NPDES, street and facility maintenance. Rancho Santa Margarita owns no traditional parks as they are owned and maintained by local homeowner associations.

The Position and Ideal Candidate

The Public Works Department is responsible for engineering services and maintenance of municipal facilities and programs including public streets, bridges, City buildings, traffic signals, storm drains, solid waste and NPDES. The Public Works Department has a City staff of 4.5 FTEs. The City has 99.5 miles of streets and a current year CIP budget of \$5.7 million. The Department investigates and resolves citizen inquiries, administers contracts for maintenance and professional services, initiates design and construction of all Capital Improvement Projects, analyzes development applications to determine Public Works and transportation impacts, and issues all transportation, grading and encroachment permits. The Public Works Director/City Engineer reports directly to the City Manager, serves as a member of the executive management team, and is responsible for overseeing and guiding the daily functions and long-term vision of the Department.

Overall this position will require an exceptionally strong administrative leader with the ability to effectively manage projects and service contracts in a fiscally responsible manner that ensures financial accountability. The ability to effectively manage the delivery of multiple projects on schedule and budget. Customer service is a critical component to this role. The need is to deliver top notch and responsive services that create and foster positive community and internal support for the operation. The Director is expected to serve as a role model who embodies the commitment to efficient service delivery and engages the entire organization towards this sense of mission.

A positive interpersonal style with the ability to develop and maintain positive work relationships with all city employees and with the community is an additional priority area for this role. The candidate will also have the ability to deal effectively with a sophisticated and engaged City Council. The successful candidate will operate with a high level of ethics and integrity and reflect a value system of coaching and mentorship, collaboration, and commitment to public service.



The ideal candidate will be proficient in the application and utilization of computer systems and software and will utilize this expertise to develop more efficient and productive work efforts and reporting and measurement methods. This position requires Registration as a Professional Civil Engineer in California, and a background that includes a Bachelor's degree in Civil Engineering, or a closely related field with four or more years of progressively responsible experience in public works operations including three years of management and administrative experience.

