

Compensation and Benefits

The current salary range is \$144,054 to \$175,078 annually. Starting salary will be commensurate with the selected candidate's qualifications. This position is covered by the Key & Management – Administrative Management unrepresented group, which includes the following competitive benefits package:

- ◆ **Retirement:** California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic employees receive a defined benefit pension based on the 2.5% @ 55 formula. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2% @ 62.
- ◆ **Cafeteria Plan:** \$1,725 monthly cafeteria allowance to purchase medical, dental and vision insurance.
- ◆ **Technology Allowance:** Monthly smart phone plan and equipment stipend.
- ◆ **Flex Leave:** 156 hours up to a maximum of 260 hours annually based on years of service.
- ◆ **Administrative Leave:** Up to 80 hours per calendar year at the discretion of the City Manager.
- ◆ **Holidays:** Equivalent to 12 paid holidays per year.
- ◆ **Life Insurance:** \$50,000 in City-paid coverage.
- ◆ **Section 457 Deferred Compensation Plan:** Optional for employee contribution.

The City of Newport Beach 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/ 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 June 20, 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 Newport Beach

*invites your interest
for the position of*

**Deputy
Public Works
Director -
Municipal
Operations
Division**



The City of Newport Beach

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of Coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the finest climates in the Nation. The City is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.



The City has a permanent population of over 86,000 residents. During the summer months, the City population can grow to more than 200,000 with daily visitors. In the heart of the City is Newport Bay, where more than 4,500 boats are docked within the harbor. The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing, and aquatic sports activities. Area schools, including the University of California, Irvine (just outside the City's border), are among the best in California. Eight other colleges are within a 30-mile radius.

Community attractions include Crystal Cove State Park, the historic Balboa Pavilion, two ocean piers, white sandy beaches, extensive bikeways, Fashion Island/Newport Center, the Resort at Pelican Hill, plus many fine dining establishments.

City Government and the Public Works Department

As a charter city, Newport Beach is governed by a seven-member City Council, operating under a council/manager form of government with a proposed 2018-19 operating budget of approximately \$291 million. The City employs 726 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$47 million and currently holds an AAA implied General Obligation rating with each of the three major rating agencies.

The City of Newport Beach is committed to providing and maintaining essential and high quality infrastructure and public facilities that serve as the foundation of the community. The Public Works Department is responsible for overseeing and managing



a comprehensive and ambitious infrastructure improvement and maintenance program designed to meet the current and future needs of the community, enhance the quality of life of the City's residents and visitors, and to protect the City's physical and natural assets. Public Works has an operating budget exceeding \$39 million and a Capital Improvement Program (CIP) budget of approximately \$83 million. The CIP budget is augmented with additional encumbered on-going projects and assessment district improvements. The Department includes the following Divisions: Engineering and Transportation Services, Municipal Operations, and Administration.

The Public Works Team consists of 92 full-time employees, part-time, seasonal and contract employees; consultants and contractors working together to accomplish the Department's mission, "Protecting and providing quality public improvements and services." Current Department Goals include:

- ◆ Recruit, develop, and retain the best possible team members for Public Works,
- ◆ Maintain essential core competencies to deliver the highest quality improvements and services on time and on budget,
- ◆ Focus on City Council priorities and CIP projects including harbor dredging, neighborhood revitalization, traffic signal modernization, park and facility refurbishment and tidelands/beach management,
- ◆ Utilize project management tools and information technology to continuously improve our project delivery, organization, and efficiency,
- ◆ Implement and translate the various infrastructure master plans into a five-year strategic plan and capital improvement program budget,
- ◆ Provide sustainable infrastructure for master plans with an emphasis on pavement condition, facilities, transportation, environmental and water quality, and tidelands,
- ◆ Provide necessary maintenance and attention to infrastructure elements including streets, parks, utilities, beaches, ocean and harbor piers, harbor and associated structures, facilities in an efficient manner, and
- ◆ Efficiently utilize labor, equipment and supplies to meet the service requirements of the community, Council, and budget.



The Position and Ideal Candidate

The Deputy Public Works Director - Municipal Operations Division reports directly to the Public Works Director and will direct and coordinate the personnel, projects and functions of the Municipal Operations Division within the Public Work Department. Responsibilities of the position encompass the Field Maintenance, Equipment and Facilities Maintenance, Parks and Trees, Refuse Collection, and Administration sections. This position will also manage and prioritize construction, maintenance and field operations of the streets, facilities, public right-of-way and park landscaping, trees, bridges, City ocean and bay beaches, storm drains, tidal valves, piers and wharfs, vehicles/fleet, and refuse collection programs. This Deputy Public Works Director – Municipal Operations Division is located at and oversees and manages the

City's corporation yard, Division safety practices and procedures, develops requests for proposals, negotiates and administers contracts for outside services, performs complex analysis and budget work, specifies and purchases supplies and equipment; prepares, approves and processes progress payments and other payment authorizations; assigns work activities, projects and programs to division managers; monitors work flow, reviews and evaluates work products during and after completion, oversee methods, procedures, and personal performance. The Deputy Director is also responsible for presentations to the City Council during Council meetings.

A successful candidate will have a firm understanding of advanced principles and practices of public works systems and services, succession planning, infrastructure maintenance, operations and management. A qualified candidate will have strong leadership skills with management and organization expertise, be pro-active and customer focused, possess excellent verbal and written communication skills and stay abreast of the new trends in Public Works related technologies. Proficiency and knowledge of software systems, output reporting and measurement is also desired. The ideal candidate will have a proven record of accomplishment, teamwork and customer service.

This position requires a minimum of six (6) years of increasingly responsible professional public works operation and management experience with substantial experience in public works field operation programs, contract refuse services, fleet operations, facility maintenance, and/or other related experience. Two (2) years supervisory experience, and a Bachelor's degree in Public Administration, Business Administration, Civil Engineering, Construction Technology, Organizational Management, or a closely related field is also required.