

Compensation and Benefits

The starting salary for this position will depend on the candidate's qualifications. The salary range is currently under review (the existing range is \$116,188 - \$141,232 annually). 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 \$614.52 for employee only coverage, \$1355.38 for employee + one, and \$1,799.91 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 9).

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/ to upload your letter of interest, resume, and contact information including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

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



The final filing date is June 8, 2018. Initial Interviews with Avery Associates are anticipated to take place between June 11-22. Final interviews with the City of Petaluma are projected for the first/second week of July.

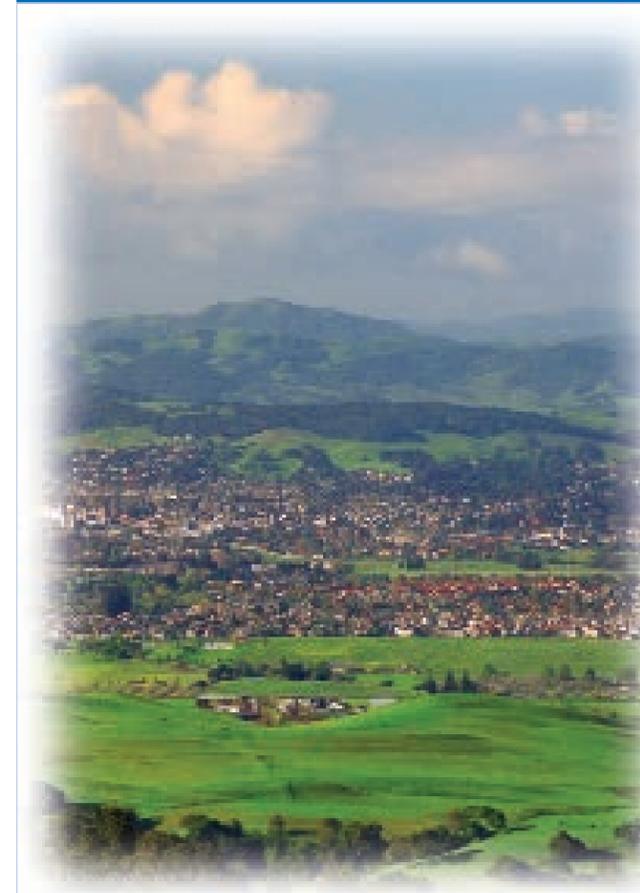
If you have any questions or wish to explore this opportunity further, please contact Paul Kimura by email at paulk@averyassoc.net or by phone at 408.399.4424; or Bill Lopez by email at williaml@averyassoc.net or by phone at 408.888.4099.



The City of Petaluma

*invites your interest
for the position of*

**Assistant
Director of
Public Works
and Utilities**



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 60,000 residents. Petaluma offers a wide array of attractions and points of interest including the historic downtown, 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, 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 Assistant Director of Public Works and Utilities will oversee a full service public works and environmental utility operation while reporting to the Public Works Director. The Assistant will manage engineering and CIP activities, and in conjunction with the Director will oversee utilities including water, wastewater and storm water; and public works maintenance and operations (including parks), transit, the airport, and marina operations.

Key priorities for this role include managing the City's Capital Improvement Program and professional engineering staff, evaluating options to establish and implement a city Storm Water Utility, supporting the Department's long term Master Planning efforts, responsibility for and participating in regional partnerships and initiatives, and oversight of various proposals and management studies related to public works, infrastructure and capital projects. In addressing the various priorities, it's expected the Assistant will work closely and cohesively with staff, while serving as a positive understudy to the Director.

The ideal candidate will be an innovative, active, and hands-on leader with comprehensive expertise in public works. Excellent verbal and written communication skills are expected in this role. The Assistant Director will be a positive and progressive leader while providing excellent administrative strengths to the organization, especially in the areas of budget administration and personnel management. The breadth of this position will contain elements similar to an Administrative Services Officer and Programs and Project Manager.

The successful candidate will have at least two years of management/supervisory experience within a public



works environment with knowledge of grants and financial management. The position also requires five or more years of increasingly responsible professional and project management experience and a Bachelor's degree from an accredited college or university in civil engineering or closely related field. Current California registration as a Professional Civil Engineer or the ability to secure that registration within one year of employment is required. Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying.

