

## Compensation and Benefits

The City of Pleasanton offers an exceptional salary and benefits program. The salary for this position is \$149,916. The City's comprehensive benefits program includes:

- ◆ Management Pay and Performance Plan - Provides an opportunity for individuals to earn up to 20% above their control point for continued exceptional performance over time.
- ◆ Retirement - CalPERS 2.7% @ 55, single highest year for "CLASSIC" members. Employees contribute 8% of member rate on a pre-tax basis. 2% @ 62 for "PEPRA" members. Employees contribute 6.25% of member rate on a pre-tax basis.
- ◆ Retiree Medical - Percentage calculated based on years of service with Pleasanton for employee only, until age 65 (Medicare eligible).
- ◆ Retiree Health Savings Plan - City contributes \$75 per month to the employee's RHSP. Mandatory employee pre-tax contribution of \$25 per month.
- ◆ Deferred Compensation Program - Two deferred compensation programs are available (401a and 457), allowing employees to maximize contributions to their retirement accounts on a pre-tax, voluntary basis. Management employees are eligible to participate in both programs concurrently. The City currently contributes 1.5% of manager's base salary into a 457 plan. No required employee contribution.
- ◆ Medical Insurance - Choice of one of four comprehensive health plans (available only in specific geographic areas of Northern California). Employee currently pays \$25 per month for lowest cost HMO plan.
- ◆ Dental Insurance - City paid, including \$2,000 maximum orthodontic benefit.
- ◆ Life Insurance - Twice annual salary to a maximum of \$100,000.
- ◆ Long-Term Disability - 60% of salary to maximum monthly benefit of \$10,000 (employee paid).
- ◆ Vacation Leave - First through fourth year accrued at 6.667 hours per month; fifth through ninth year accrues at 10 hours per month; and progressing with years of service up to maximum of 16.667 hours per month.
- ◆ Administrative Leave - Seven days per year, paid if not taken. City Manager may authorize an additional three days per year based on performance.
- ◆ Holidays - Eleven observed holidays, plus seven floating holidays per year.
- ◆ Paid Sick Leave - Twelve days per year.
- ◆ Tuition Reimbursement - Job-related courses from accredited college or universities reimbursed at the current California State University, East Bay tuition rate.
- ◆ Employee Assistance Program.
- ◆ Section 125 Flexible Benefit Program.

## The Process

If you are interested in pursuing this desirable 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 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  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this recruitment is August 17, 2018.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net).



# The City of Pleasanton

*invites your interest  
for the position of*

## Assistant Director of Operations Services (Public Works)



## The Community

Located just 40 miles southeast of San Francisco in Northern California's East Bay region, the City of Pleasanton (population 79,201) excels as a livable community with an exceptional quality of life marked by a low crime rate, moderate climate, award-winning schools, well-planned business areas, abundant parks and recreational areas, and a charming downtown.



Identified by the U.S. Census as one of the wealthiest middle-sized cities in the nation, Pleasanton was included on Money Magazine's "50 Best Cities to Live 2014" and on 24/7 Wall Street's list of "America's 50 Best Cities to Live." In 2015, NerdWallet named Pleasanton one of the top 20 places to start a new business in Northern California, and ApartmentList ranked it the top-performing Bay Area city for family friendliness in 2017, coming in at 18th overall on a survey of 510 U.S. cities.

Incorporated in 1894, Pleasanton consistently earns exceptionally high levels of satisfaction on community surveys periodically commissioned by the City. In 2017, 94 percent of respondents considered the City an excellent or good place to raise children, and 98 percent reported feeling safe. Pleasanton's highly educated and professionally skilled residents are passionate about their City, generously participate in civic engagement, and actively support the City's preeminent school system, which ranks among the Top 10 in California. The high level of involvement and volunteerism ensures thoughtful and thorough outcomes that maintain the City's overall vitality.

With over 1,200 acres of surrounding parks, open space, and trails, Pleasanton offers spectacular vistas and abundant recreational opportunities. Extensive and diverse City facilities include a library, aquatics center, two theaters, an art gallery, a senior center, a preschool, and the historic Alviso Adobe. Sports enthusiasts can take advantage of tennis courts, the stunning Callippe golf course, and numerous sports fields. Historic downtown Pleasanton offers a mix of quaint shops and fine dining and serves as a gathering place for the community, with the popular Concerts in the Park series, festivals and parades, and a year-round weekly farmers market. Pride of ownership is apparent in the well-maintained homes and neighborhoods throughout the City.

Pleasanton is also home to nationally-recognized Hacienda Business Park, boasting 850 acres of versatile space and wired infrastructure with approximately 11 million square feet of office, research and development, commercial and residential space. More than 4,000 companies are part of Pleasanton's thriving community – from Fortune 500 to home-grown innovation firms – with some of the Bay Area's largest businesses having strong presence in Pleasanton such as Clorox, Kaiser Permanente, Thermo Fisher Scientific, Ellie Mae, Abbott, Oracle, Safeway, Workday and Roche Molecular Systems. This diversity of companies adds to Pleasanton's economic strength by building a local supply chain and robust business-to-business activity. The City's close proximity to two major highways (680 and 580) and the BART system result in convenient access for both residents and businesses.

## City Government and the Operations Services Department

The City of Pleasanton is a General Law City with a five-member City Council. The Mayor is directly elected to a two-year term and the other four members are elected at-large to alternating four-year terms. Pleasanton has long enjoyed a positive reputation for having a progressive vision with a strong emphasis on customer service, resulting in a professional relationship with a high level of mutual respect between the City Council and City staff.

Pleasanton is a full-service City committed to providing the best, most innovative and responsive municipal services possible. It operates with a FY 2017/18 General Fund of \$107.9 million and total budget of slightly over \$203.1 million. The City employs over 460 regular employees within eleven departments including: offices of the City Manager and the City Attorney, Human Resources, Information Technology, Community Development, Economic Development,

Finance, Library and Recreation, Engineering, Operations Services, Police and the Livermore-Pleasanton Fire Department (jointly operated with the City of Livermore). The City has no construction debt, a healthy financial reserve position and has historically operated in a fiscally conservative manner.

The Operations Services Department provides high-quality essential services that improve and maintain public infrastructure to protect and enrich the lives of Pleasanton's residents. The Department is responsible for the operations and maintenance of the city's infrastructure, as well as the administration of many quality of life services, including: Callippe Preserve Golf Course, environmental services, graffiti removal, tree maintenance, street maintenance, street lights, street sweeping, traffic control systems, park and trail maintenance, public landscaping, water distribution, sewer collection, storm drainage systems, utility billing, weed abatement, maintenance of city buildings and vehicles, fleet procurement, recycled water program, and the water conservation program. The Department has 98.5 FTEs and a budget of over \$65 million.

## Position and Ideal Candidate

The Assistant Director is an essential position in the Department that works across all divisions who is an engaging leader who combines a strategic, big picture perspective with strong management, interpersonal communication and administrative skills. The Assistant Director is expected to oversee the following core services/divisions: Utility Billing, Personnel and Budget, Environmental Services, Training and Compliance. This position will report directly to the Director of Operations and Water Utilities and will oversee four managers.

The Assistant will be tasked with a wide range of responsibilities needing project management, personnel administration and recruitment, have a strong fiscal business acumen with knowledge in procurement and contract law, strong written and oral communications and prioritizes employee training. This position will also serve as Acting Director in the Director's absence. A leadership style that is action oriented and focused on positive results and accountability is expected in this role.

Among the operational priorities for this position is the implementation of the Department's Strategic Plan goals, development of division work plans, and streamlining policies and procedures. The Assistant must have the ability to effectively manage the delivery of multiple projects on schedule and budget and possess a high level of customer service. The need is to deliver top notch and responsive services that create and foster positive community and internal support for the operation. The Assistant is expected to serve as a role model who embodies the City's and Department's values, and commitment to efficient service delivery and engages the entire organization towards this sense of mission.

Problem solving and self-organizational skills, and the ability to adapt and address multiple and sometimes changing priorities are essential attributes for the new Assistant. 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 successful candidate will serve as a mentor and personnel manager with a demonstrated ability to train and develop internal talent in the department.

The ideal candidate will have five years of progressively responsible management experience with public works maintenance and operations, communications, or human resources. In addition, the individual will also have knowledge of OSHA to ensure compliance training requirements are met. Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration or a related field is desired.

