

## Compensation and Benefits

The City of Port Hueneme offers an attractive and competitive salary and benefits package. The current salary range for this position is \$93,850 to \$122,013, DOQ. The employee benefits package includes:

- ◆ Retirement – CalPERS with a 2.7% @ 55 formula and single highest year for Classic PERS members. New PERS members are subject to a 2% @ 62 and pay 50% of the normal cost rate for PERS. The City participates in Social Security.
- ◆ Health Insurance Plans – The City will contribute an allowance between \$500 per month (for employee only) to \$1,000 per month (employee plus two or more dependents) towards CalPERS Health Program. City also provides dental and vision plans.
- ◆ Time Off – The City offers 11-1/2 paid holidays and 1 floating holiday annually; annual leave of 180 hours in years 1 thru 4 with cash out provision of up to 120 hours a year (must have 160 hours remaining).
- ◆ Administrative Leave – Employee is granted 27 hours annually.
- ◆ Life Insurance – Term life policy of \$100,000.
- ◆ STD/LTD Disability – Salary Continuation Plan.
- ◆ Employee Assistance Program.
- ◆ Tuition Reimbursement - \$2,000 per fiscal year.

## The Process

To be considered for this exceptional career opportunity, please submit (email preferred) a cover letter of interest, resume, and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery 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: July 27, 2018.

If you have any questions related to this position, please contact Bill Avery at 408.399.4424 or [bill@averyassoc.net](mailto:bill@averyassoc.net), or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net). For more information on the City of Port Hueneme, visit its website at [www.cityofporthueneme.org](http://www.cityofporthueneme.org).



# *The City of Port Hueneme*



*invites your interest  
for the position of*

**Deputy  
Director of  
Public Works**

## The Community

The City of Port Hueneme (pronounced "Wy-nee'mee") is a charming, friendly and relaxed seaside community in Ventura County, California. The City is ideally located along the County's renowned Gold Coast, 60 miles northwest of Los Angeles and 40 miles south of Santa Barbara. Port Hueneme has a population of approximately 23,000 residents living within the 4.5 square miles that comprise the city limits and serves as home to Naval Base Ventura County and the commercial Port of Hueneme.



Visitors quickly find that the quality of life in Port Hueneme is one-of-a-kind. Those who live or work here benefit from the City's small town atmosphere, affordable housing, temperate climate, clean air, low crime, quality education and recreation. Port Hueneme takes pride in its clean and well-maintained beach and fishing pier. The City's 90 acres of parkland exceeds the statewide norm by more than one-third. The educational system is exceptional, as local schools at all levels are nationally recognized for academic performance. California State University, Channel Islands and off-campus extensions of the University of California and State University systems, and local community colleges, are also within a 20-minute drive of Port Hueneme. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme's subtropical temperate climate. Annual average temperatures range from 45 to 71 degrees.

The City of Port Hueneme has seen much dramatic progress since its incorporation. Residents consistently cite the high quality of life offered due to planned development, excellent public facilities and responsive city services as being primary reasons for choosing to live in the City. A commitment to maintain high standards for a clean and attractive appearance of the City continues to be a major priority. The importance of preserving and enhancing existing amenities to ensure the long-term health and vitality of the community is recognized as well.

## City Government

Port Hueneme was initially incorporated in 1948 and became a Charter City effective December 1996. Port Hueneme has a five-member City Council, which functions as the policy making governmental body utilizing a Council/Manager form of government. The five individuals serve staggered four-year terms in office, with the Mayor and Mayor Pro-Tem being selected by the City Council in December of each year.

City services are structured around seven departments: City Administration, Community Development, Finance, Housing, Police, Public Works, and Recreation and Community Services. The City of Port Hueneme has



117 budgeted full-time positions and operates with a total budget of approximately \$47 million. The General Fund for FY 2017-18 is approximately \$16.7 million. The Public Works Department budget is \$1.9 million with a total five-year CIP of \$37.8 million and approximately 49 FTEs.

## The Position and Ideal Candidate

The Deputy Public Works Director is one of two Deputy Directors appointed by the City Manager and Public Works Director and assists in the administration and overall direction of the public works and public utilities functions. The main focus of this Deputy position will be in water distribution and treatment with the individual overseeing the water division of the Public Works Department. Prior experience and depth of knowledge in both water and wastewater will be essential for this role, as this position is also the City's technical representative to the Port Hueneme Water Agency (PHWA). In addition, the individual selected will be involved with representing the City in the on-going regional water supply negotiations.

Overall, the City is improving its financial standing, but resources will remain tight while demands for project completion and execution will remain high. The ideal candidate will possess strong project management skills as well as the leadership and budgeting skills to deliver projects on time and on budget. The City has major water projects on the horizon over the next two years, including the installation of two new water lines to ensure there is proper capacity for fire flow. The new Deputy Director will be heavily involved in both projects which are currently in the design phase.

Given the challenges in this position, the individual will need to be strong collaborator and communicator who sees the overall City and Departmental mission. He/She will need to build strong relationships with department heads as well as building a strong rapport with subordinate staff as well. An operational style that is collaborative, team oriented, empowering and unifying of employees will also be critical in providing strong leadership to the department and city operations. In addition, the Deputy Director will need to build strong relationships with the regional water and wastewater interests as well as knowledge of regional water issues.



The ideal candidate will possess a leadership style and value system that embodies ethics, integrity and an uncompromising dedication to public service, the employees and the community. The successful candidate will be an effective and seasoned public sector manager who creates and maintains an environment of mutual respect and transparency with an ability to develop consensus and credibility through strong relationships. The candidate should expect to become well-grounded in the community.

A strong background in budget, finance and administration is essential in this role. A minimum of five years of increasingly responsible administrative and supervisory experience is required. A Bachelor's degree in engineering, water science, public/business administration, or closely related field is required, or an equivalent combination of education, training and experience. The position also requires a strong practical knowledge of water distribution and treatment systems, as well as an understanding of wastewater collection system maintenance. For water operations, desired but not required technical certifications include a T-4 Water Treatment Certificate and/or a D-3 Water Distribution Certificate from the California State Water Resources Control Board. For wastewater collections, a CWEA Collection System Maintenance Grade III or higher is desired.