

## 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 \$106,000 to \$139,000 annually, 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.
- ◆ Deferred Compensation – Employees receive a match up to 2% of base salary contributed to 457 or 401(k) plan of choice.
- ◆ 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 160 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 and Annual Physical.
- ◆ Tuition Reimbursement - \$2,000 per fiscal year.

## The Process

To apply for this unique and exceptional 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).

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The final filing date for this position is: August 23, 2019.

If you have any questions regarding 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*

**Water  
General  
Manager**



## 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 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 and its Departments

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 are elected at-large and 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 five departments: City Administration, Community Development, Finance, Police and Public Works. The City of Port Hueneme has an



approved FTE level of 107 and operates with a total budget of approximately \$47 million. The General Fund for FY 2018-19 is approximately \$16.7 million. The City’s Administration Department oversees the Recreation and Community Services Division, and the City Manager serves as the Executive Director of the Port Hueneme Housing Authority. The Ventura County Fire Protection District provides re prevention, suppression and emergency medical services.

## The Position and Ideal Candidate

The Water General Manager is appointed by the City Manager and the Public Works Director and assists in the administration and overall direction of the public works and public utility functions. The main focus of the Water General Manager position will be in water distribution and treatment with the individual overseeing the water division of the Public Works Department. 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 five years, including the installation of two new water lines to ensure there is proper capacity for fire flow. The new Water General Manager 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 a strong collaborator and communicator who sees the overall City and Departmental mission. He/She will need to build strong relationships with other 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 Water General Manager will need to build strong relationships with the regional water 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 hands on background in water treatment (preferably with membrane systems), distribution and construction is required. A minimum of eight years of increasingly responsible administrative, budget preparation and supervisory experience is required, (preferably with a Water Agency). The position requires a T-4 Water Treatment Certificate from the California State Water Resources Control Board and a D-3 Water Distribution Certificate, both a T-5 and a D-4 Certificate would be preferred and maybe considered in determining the final selection. A Bachelor’s or associates degree in engineering, water science or closely related field is highly desirable.