

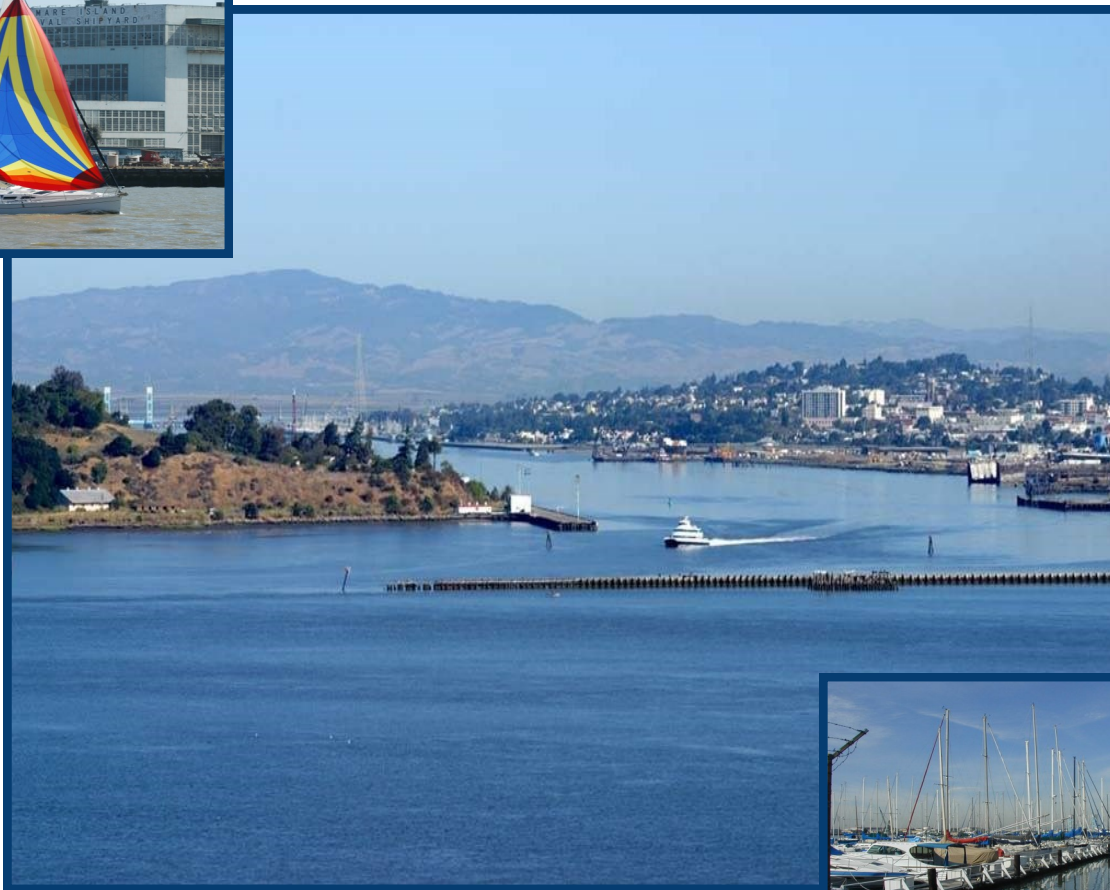
# THE CITY OF VALLEJO



**INVITES APPLICATIONS FOR THE POSITION OF**

**ASSISTANT PUBLIC WORKS DIRECTOR /**

**CITY ENGINEER**



**Final Filing Date: April 6, 2018**

The City of Vallejo is an Equal Opportunity Employer That Supports Workplace Diversity

## THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 121,000. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.



With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historic downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts reflect the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is near major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful Bayfront park with the ferry terminal located nearby. The City has a formal downtown waterfront development plan, which will ultimately transform the City's waterfront area into a transportation-oriented multiple-use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.



## CITY GOVERNMENT

Vallejo is a full service, charter city with a **FY 2017-18 total budget of \$221 million** including a capital projects budget of \$11.1 million for this fiscal year. There are 558.5 FTEs employed in the following areas: Administration (Finance, Human Resources, Information Technology and City Clerk), Operations (Police, Fire, Public Works and Water), Community and Economic Development, City Manager's Office and City Attorney's Office. The City has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability: (1) Live within our means (five-year projection); (2) Look to the future (prioritize); (3) Do not defer expenses (maintenance, capital); (4) Establish emergency reserve (disasters or emergencies); and, (5) Use one-time monies for one-time expenditures (new equipment, unforeseen repairs).

## THE POSITION

The Assistant Public Works Director / City Engineer, under direction of the Public Works Director, manages, supervises and coordinates the programs and activities of the Engineering Division within the Public Works Department. This position coordinates assigned activities with other City departments, divisions, outside agencies and the public. This position exercises direct supervision over management, supervisory, professional, technical and clerical staff. This position acts as the Public Works Director in his absence. The Assistant Public Works Director / City Engineer will:

- Assume management responsibility for all services and activities of the Engineering Division including capital improvements, current development, traffic engineering, special projects and construction inspection.
- Manage and participate in the development and implementation of goal, objectives, policies, and priorities within the Engineering Division; recommend, with departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Director; implement discipline and termination procedures.
- Represent the Engineering Division and the Public Works Department to other City departments, elected officials, and outside agencies; negotiate and resolve sensitive, significant and controversial issues.
- Be responsible for selecting, training, motivating and evaluating Engineering Division personnel; and providing or coordinating staff training.



## THE IDEAL CANDIDATE

- Major capital improvement projects currently under construction include the Downtown/Waterfront Development, and the Vallejo Station Parking Garage.
- Capital improvement projects scheduled for construction within the next year include the Citywide Street Overlay project, The Sacramento Street Bridge Seismic Retrofit and the Mare Island Causeway Bridge Rehabilitation project.
- Rehabilitation and maintenance of the City's more than 681 lane miles of roadway has been reduced to a fraction of recommended levels, resulting in an average pavement condition index (PCI) rating of 51 (compared to the Bay Area average of 66 and a desirable level of 83).
- Actively support the City's economic development objectives to redevelop the Downtown, Waterfront, Solano County Fairgrounds and Mare Island areas by balancing the desire to achieve high standards for public infrastructure with the financial realities of the development community.

## EDUCATION AND EXPERIENCE

**KNOWLEDGE OF:** the principles and practices of civil engineering and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of program development and administration; recent developments, current literature and sources of information regarding civil and structural engineering; principles and practices of project management; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; and, pertinent Federal, State and local laws, codes and regulation.

**ABILITY TO:** direct the operations of a modern engineering services division; manage, direct and coordinate the work of supervisory, professional, and technical personnel; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction for the Engineering Division; recommend and implement goals, objectives, and practices for providing effective and efficient engineering services; prepare and administer a division budget; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures and techniques; interpret and apply Federal, State and local policies, procedures, laws and regulations, communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

**EXPERIENCE:** Six years of increasingly responsible professional civil engineering experience including three years of administrative and supervisory responsibility.

**TRAINING:** Possession of a bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

## COMPENSATION & BENEFITS

The City provides an attractive compensation package that includes competitive annual **salary range up to \$176,730**. Benefits include, but are not limited to:

- **Retirement** - The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPRA, the retirement formula is 2% at 62, with an employee contribution of 6.25%.
- **Social Security** - The City participates in Social Security and pays the employer share of the contribution.
- **Health Insurance** - The City participates in the CalPERS Health Benefits Program. The City pays \$300 and the difference between the \$300 and maximum of 75% of the Kaiser Bay Area rate is paid through a Section 125 Cafeteria / Flexible Benefits and Welfare
- **Vacation** - 10 working days (0-3 service years); 15 working days (3-9 service years); 20 working days (9-15 years); and 25 working days (15+ service years). May carry up to three-years balance. Credit for prior years of service may be considered.
- **Deferred Compensation** - The City offers a voluntary 457 Plan; three different carriers available. A 401(a) Plan is also available.
- **Holidays** - 11 paid holidays annually plus 2 floating holidays.
- **Sick Leave** - Accrual rate of one day for each full month of employment (eight-hour day); maximum accrual of 288

## APPLICATION PROCESS

The closing date for this recruitment is midnight, **Friday, April 6, 2018**. To be considered for this position, applicants must submit the following: (1) a completed City of Vallejo online application; (2) responses to supplemental questionnaire; (3) current cover letter; and (4) current resume.

Application submittals containing all required materials will receive a screening assessment. Names of those who possess the most appropriate qualifications will be moved forward in the selection process. **Prior to hire**, the selected candidate will be required to take a job-related pre-placement medical exam; drug screening; be fingerprinted; complete a reference check, criminal history background check and credit check (where applicable); take a loyalty oath; and provide proof of legal right to work in the United States.

**Applications may be obtained and completed on-line at the following link:** <https://www.governmentjobs.com/careers/vallejo> or under "Employment Opportunities".