

AN EXCITING EMPLOYMENT OPPORTUNITY! _____



Public Works Director

CITY OF RICHMOND





CITY OF RICHMOND

The City of Pride & Purpose

INCORPORATED IN 1905, the City of Richmond lies on the east shore of the San Francisco Bay, five miles north of Berkeley, and seven miles from downtown San Francisco. In WWII, Richmond had the largest and most productive shipyards in the world, proudly celebrated today by the Rosie the Riveter WWII Home Front National Historical Park. Richmond has a population size of 110,000 and is home to one of the most diverse populations in the Bay Area. The City has substantial economic resources based on its affordability, central location in the Bay Area, and access to multimodal water, rail, transit, bus, and freeway transportation.

Richmond's climate is slightly warmer than coastal areas bordering the San Francisco Bay but is more temperate than the regions further inland. With more miles of Bay shoreline and more miles of San Francisco Bay Trail than any other Bay Area city, residents have many ways to enjoy the great weather and enchanting waterfront. From the Bay Trail and dog-friendly parks, to beaches and watersports, museums, golf, art centers, cultural performances, antique shops, foods from around the world, music, and restaurants, Richmond has something for everyone. Because of its diverse population, landscape of opportunity, and plentiful outdoor activities, Richmond is a warm and welcoming city for homebuyers, employers, and visitors.

THE ORGANIZATION

THE CITY OF RICHMOND IS A FULL-SERVICE CITY, operating under the Council-Manager form of government, with a seven-member City Council. The City Attorney, City Manager, City Clerk, and the Citizens Police Review Commission Investigative Officer report to the City Council with all other department heads reporting to the City Manager. The Council also functions as the governing body of the Housing Authority. The City of Richmond provides a full range of municipal services, including police and fire protection; construction and maintenance of streets and infrastructure; library services; stormwater and municipal sewer systems; and the administration of recreational activities and cultural events.

The City also operates the Richmond Memorial Convention Center and the Port of Richmond. The general fund budget for FY2020-2021 is approximately \$165 million and includes 670 FTEs. To learn more, visit the City's website at www.ci.richmond.ca.us



ABOUT THE POSITION

THE CITY OF RICHMOND SEEKS A DYNAMIC PUBLIC WORKS DIRECTOR to oversee an extensive Public Works Department which includes seven divisions: Administrative Services, Engineering and Capital Improvements, Fleet, Building Maintenance, Maintenance and Abatement, Parks, and Water Resource Recovery.

The Public Works Director is an at-will executive level position responsible for 140 FTEs and an operating budget of \$60M and CIP budgets of \$87M. The position reports to a newly appointed City Manager who has a strong desire to build a collaborative management team that is focused on finding creative ways to deliver efficient and high-quality services to the community. The new Public Works Director will be part of a renaissance team of senior-leaders and will have the opportunity to participate in shaping the future of the City.

This is an exciting opportunity for the right leader to make a positive impact on the Richmond organization and community. The new Director will also have the opportunity to re-imagine the management of the City's Wastewater utility and create a new and improved program and system for the community. Major challenges and opportunities include:

- ▶ **Partnering with regional utility agencies, including the West County Wastewater District, to provide oversight for a major infrastructure upgrade and minimization of spills into the Bay.**
- ▶ **Developing a long-range Capital Improvement Plan budget for the utility enterprise and facilitating development, creating jobs, and ensuring enjoyment of recreational spaces for residents.**





IDEAL CANDIDATE

THE IDEAL CANDIDATE MUST possess strong management skills, be a team-player, and have a proven history of service optimization. Someone who is highly attuned to the needs of employees, proactively ensuring that all levels of department staff have what they need to be productive and efficient. Possession of significant experience managing public works/utility projects and/or operations in a medium to large city, strong communication and presentation skills, and a demonstrated ability to build trust with the public are needed. In-depth knowledge of current principles, methods, practices, and issues related to public works management; pertinent federal, state, and local laws, codes, and regulations; and practices necessary to ensure employee safety are required.

The ideal candidate will currently be or have the desire to become a statewide leader in the industry, and is someone who is self-aware, willing to challenge the status quo, and able to motivate teams to accomplish challenging goals. The ideal candidate will also be a creative problem solver with experience establishing and maintaining effective working relationships with the City Manager, other City staff, the Mayor, City Council, contractors, members of boards and commissions, and local, state, and federal agencies, and have a track record of successful project implementation.

This diverse city requires a Public Works Director committed to developing and implementing strategic long-range plans that meet community needs. Having strong political acumen and being comfortable working with people from different ethnic and socio-economic backgrounds is a must, as is being welcoming of active citizen participation.

Preferred experience will include wastewater management, abatement of illegal dumping, street maintenance, and special assessment districts.





QUALIFICATIONS

QUALIFIED APPLICANTS WILL HAVE A BACHELOR'S DEGREE from an accredited college or university with major coursework in engineering or a technical discipline related to design and construction, facilities management, public or business administration, or a closely related field. Current registration as a Professional Engineer is strongly preferred but not required.

Experience will include six (6) years of progressively responsible public sector management in the areas of public works operations, maintenance, engineering, equipment, and/or facilities maintenance. Experience must include at least two (2) years of administrative and supervisory experience.



COMPENSATION & BENEFITS

THE **SALARY RANGE** for this outstanding opportunity is: **\$128,736–\$204,936** and appointment will be made within this range depending upon qualifications. The salary is complemented by a generous benefits package that includes:

RETIREMENT. CalPERS 2.7% @ 55 for classic employees (8% employee contribution); 2% @ 62 for employees new to CalPERS (6.75% employee contribution).

MEDICAL. Managed through CalPERS with multiple options. Maximum benefit paid by the City of Richmond is the Kaiser HMO family rate.

DELTA DENTAL, VISION SERVICE PLAN & EMPLOYEE ASSISTANCE PROGRAM are provided at no cost to the employee.

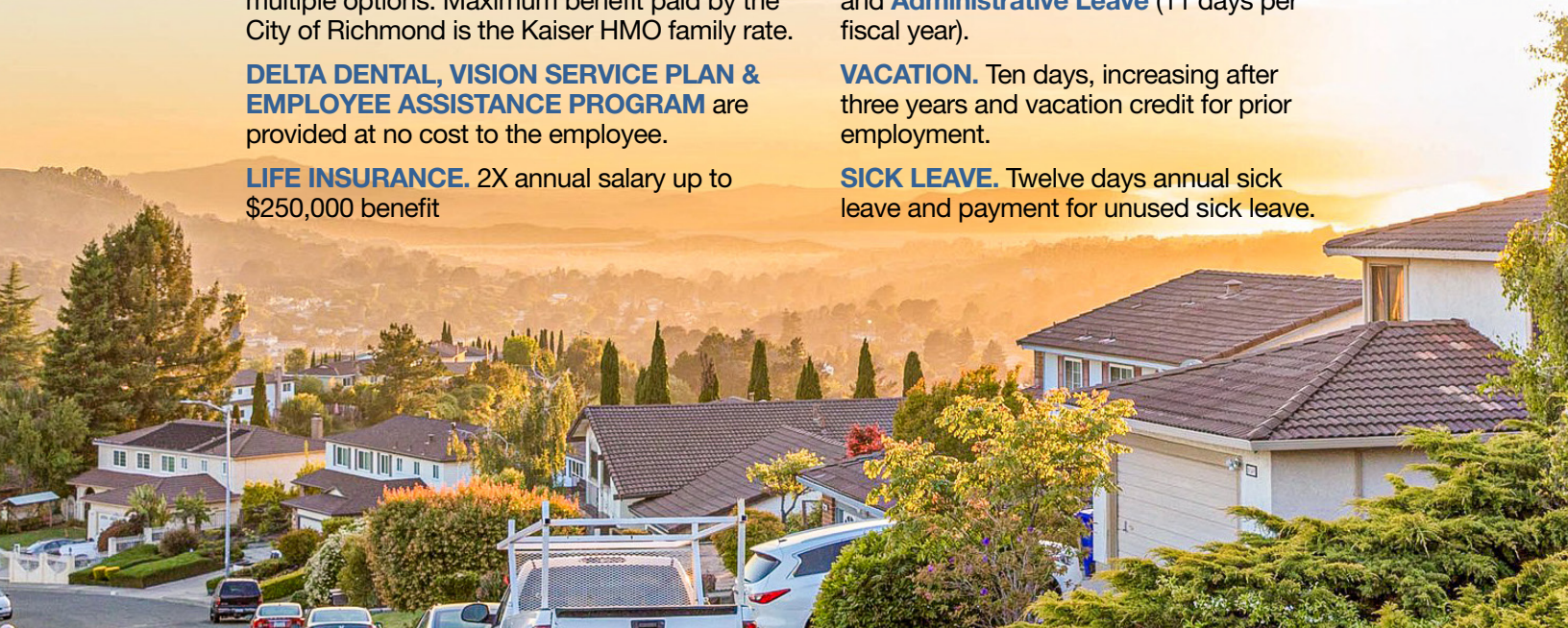
LIFE INSURANCE. 2X annual salary up to \$250,000 benefit

LONG TERM DISABILITY INSURANCE. 60% of salary up to \$5,000 per month after 30 day waiting period.

PAID HOLIDAYS (12 per calendar year), **Floating Holidays** (five per calendar year), and **Administrative Leave** (11 days per fiscal year).

VACATION. Ten days, increasing after three years and vacation credit for prior employment.

SICK LEAVE. Twelve days annual sick leave and payment for unused sick leave.



TO APPLY

Please visit www.koffassociates.com/jobs to apply.

You can also reach the Koff & Associates Recruiting team at recruiting@infokoff.com

The deadline to apply for this position is **MONDAY, NOVEMBER 16.**

IMPORTANT DATES

Final Filing Date: **MONDAY, NOVEMBER 16, 2020**

Panel Interviews: **WEDNESDAY, DECEMBER 16, 2020**

Final Interview: **THURSDAY, JANUARY 7, 2021**

The City of Richmond is an Equal Opportunity Employer that actively encourages workforce diversity.