



Koff & Associates
A Gallagher Company



Assistant Public Works Director

(Water Utilities)

THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks, and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

THE PUBLIC WORKS DEPARTMENT

The Public Works Department consists of over 511 budgeted FTEs and is responsible for the design, construction, renovation and operation of public projects and facilities ranging from seawalls to parks; facilities; and maintenance of streets, sidewalks, streetlights and street trees. The Department's executive team is committed



to delivering projects and programs that enhance the quality of life, economic growth, and the environment for all residents. The Public Works Department is comprised of several divisions with an operating and capital budget of over \$345,500,000 for FY 2021-22.

To learn more about the City of Oxnard's Public Works Department, go to:
<https://www.oxnard.org/city-department/publicworks/>

THE POSITION

The Assistant Director of Public Works (Water Utilities) is responsible to plan, manage, and oversee specific activities and operations of the Water Utilities Division for a service base of over 42,000 customers. This included water distribution, water treatment and sanitation, field operations, and safety functions. This position coordinates assigned activities with other City departments and outside agencies and performs responsible and complex administrative work, including long-term and master planning, and assessing and implementing process improvements and best practices.

Total Divisional Staff 145 FTEs, which includes 61 in Water, 73 in Wastewater, and 11 in AWP/Recycled Water. The Operating Budget for Water/Wastewater/AWP is \$158,300,000



THE IDEAL CANDIDATE

The ideal candidate is a critical thinker and solid manager capable of establishing a working environment based on collaboration, accountability, and inspired leadership. The successful candidate will be an effective communicator with broad experience and expertise in all facets of water utilities, possessing extensive expertise managing staff and creating organizational structure and a sense of team and purpose. As this position interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance. The successful candidate will have a proven track record creating efficiencies, implementing best practices, while establishing clear procedures and policies, both written and verbally. A background effectively engaging with labor unions and ensuring positive outcomes is critical. The ideal candidate will possess a passion for public service, especially serving an underserved community; an entrepreneur from within who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

QUALIFICATIONS

The typical qualifications of the successful candidate include:

- A Bachelor's Degree in Engineering, Business Administration, Construction Management, Public Administration or a related field.
- A Master's Degree is preferred.
- Five to seven years of experience in Public Works, Administration, and water & wastewater operations leadership.
- Experience in the Public Sector is preferred.
- Three years of staff management and supervision.

Desirable

- Possession of a valid Grade 5 Wastewater Treatment Operator Certificate.
- Possession of a valid California State Water Resources Control Board (SWRCB) D5 Water Distribution Operator Certificate.
- Possession of a valid California State Water Resources Control Board (SWRCB) T5 Water Treatment Plant Operator Certificate.
- Possession of a valid Registration as a Civil, Mechanical or Chemical Professional Engineer in the State of California.

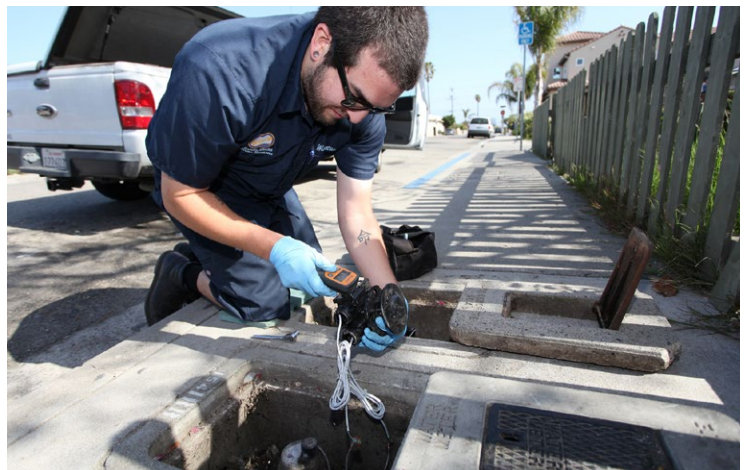


COMPENSATION AND BENEFITS

Expected starting salary range for the Assistant Public Works Director is \$162,000- \$204,000 DOE/DOQ.

An excellent benefits packages includes the following:

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$1543.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000





APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, February 11, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/assistant-public-works-director/>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Koff & Associates
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Frank Rojas

Phone (510) 495-0448

frojas@koffassociates.com

Website: <https://koffassociates.com>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement) beginning 7/1/21



Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.

