



CITY OF SAN BERNARDINO, CALIFORNIA

Public Works Director

With a look to the future, the City is working hard to move the community forward and improve city services and quality of life. San Bernardino is, now more than ever, a city of opportunity.



Koff & Associates
A Gallagher Company



THE CITY OF SAN BERNARDINO

Founded in 1810, San Bernardino is a progressive community rich in history and cultural diversity. Recognized for its scenic beauty and strategic location, the City of San Bernardino, serves as the county seat and is the largest City in the County of San Bernardino, with a population of over 218,000 and more than 62 square miles. To keep its vision for the future at the forefront, the City of San Bernardino follows the guiding principles to be strong and prosperous by adopting the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty, and Fairness. Residents of the City can expect quality, cost-effective services and an excellent public safety program dedicated to providing the highest level of police and emergency services.

The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center, are state-of-the-art facilities. City

residents also have access to the nearby Arrowhead Regional Medical Center and the world-renowned Loma Linda University Medical Center.

Home to one of only a few premier soccer facilities in Southern California, visitors and residents of the City of San Bernardino will find no shortage of entertainment. With 35 parks and 11 community centers, residents and visitors can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one primary and three library branches, which provide life-long learning to the world of ideas, information, and creative experiences for all citizens of San Bernardino. There are multiple venues for art, performing arts, and concerts in the City, such as the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen Amphitheater, and the Garcia Center for the Arts. Several colleges provide quality education and programs, including San Bernardino Valley College, California State University, San Bernardino, and Loma Linda University Health – San Bernardino Complex.

CITY GOVERNANCE

The City of San Bernardino is a Charter City and governed by the Council-Manager form of government. The governance structure is comprised of an at-large, elected by constituents in specific wards. Each elected official serves a four-year term.

To learn more about the City of San Bernardino, go to:
<http://www.sbcity.org>.

THE POSITION

The Director of Public Works plans, organizes, controls, directs, and integrates the wide variety of operations and programs in the Public Works Department including Capital Projects (CIP), Fleet, Environmental Compliance, Traffic Operations, and Maintenance and Operations. This position will also be responsible for advising the City Manager, City Council, the Mayor, and other department heads on policy matters pertaining to a wide range of short- and long-term strategic public works initiatives that manage and control City growth, development, improvement, and re-invigoration. Responsibilities are broad in scope and involve highly sensitive and publicly visible operations, projects, and processes that require a high degree of policy, program, and administrative discretion in their execution.

MISSION STATEMENT:

Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.

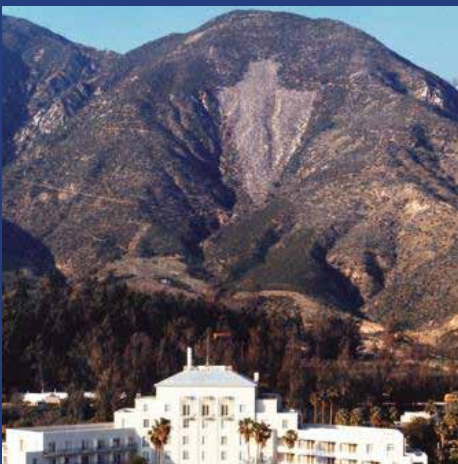
- Evaluate, direct, and establish operational plans and initiatives to meet departmental goals and policies. Monitor performance against the annual departmental budget, the Integrated Waste budget, and the City's CIP budget.
- Establish requirements and personal development targets to ensure high performance and excellent customer service.
- Provide leadership and work with division managers to develop and retain highly competent and motivated staff through effective training, mentoring, and management practices.
- Direct and oversee the City's capital projects engineering/construction, transportation planning and traffic engineering, and real property administration; ensure the allocation of necessary resources for delivery of technically/professionally sound engineering services across core elements of the City's mission.
- Direct and oversee street, landscape, parks, and public property maintenance. Oversee and negotiate integrated waste management program contractors and vendors and other contractual agreements with private haulers.
- Provide City with solid waste operations support and landfill management; develop and manage recycling programs as well as the preparation and updating of all required reporting to the State of California.
- Administer and manage environmental regulatory requirements applicable to the City's storm water discharge program; recommend and/or take action to ensure compliance with National Pollutant Discharge Elimination System (NPDES) municipal permit requirements.
- Develop and review reports involving a broad range of complex maintenance, enterprise operation and engineering-related issues; make presentations before the City Council, other agencies, community groups and the media on the City's development services operations and initiatives.
- Monitor national and regional trends related to municipal development services and evaluate their impacts on San Bernardino; recommend policy and process changes and improvements.
- Other duties will apply as necessary to improve and advance the City's overall goals and mission.

THE IDEAL CANDIDATE

The ideal candidate is a strong, strategic, and visionary leader and effective communicator with broad experience in all areas of public works; possessing extensive expertise managing staff and creating organizational structure and a sense of team and purpose. As the Director 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, and removing unnecessary bureaucratic obstacles, 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.

Key Attributes and Characteristics

- A supportive leader who creates a cohesive structure and team-oriented working environment.
- An inclusive and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders.
- Good organizational skills with a transparent style of leadership; outward facing who is able and willing to use the City website to promote projects, engage with the community, be approachable.
- Flexible. Able to provide clear goals and expectations, while remaining agile and can adapt to changing priorities.
- The ability to effectively communicate with staff. Remove roadblocks and be willing to allow for project ownership, employee development, and a sense of pride. Able to attract and retain a solid, high performing workforce.
- Stays current in new technologies and legislation.
- Effective at community engagement and follow through. A listener.





QUALIFICATIONS

- Bachelor's Degree in engineering, business management, public administration or a closely related field,
- At least ten (10) years of progressively responsible development and municipal public works experience.
- A minimum of five (5) years in a management capacity; or an equivalent combination of training and experience.
- A valid registration as a Professional Civil Engineer in CA is ideal.

COMPENSATION AND BENEFITS

The salary range for this position is \$172,572.96 - \$209,754.48 depending on experience.

- You are eligible to receive a City contribution of \$1,125.00 (Employee Only) or \$1,724.00 (Employee + Family) to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of up to \$4,000.
- After three (3) months of continuous service, you will be granted thirty (30) hours of sick leave and can accrue ninety-six (96) hours per year with a maximum cap of 1,040 hours.
- After six (6) months of continuous service, you will receive eighteen (18) hours of holiday account time every January 1st.
- After twelve (12) months of continuous service, you will have a bank of eighty (80) hours of vacation leave.
- An auto allowance of up to \$725.00 per month.
- A designated City issued business cell phone.
- A reimbursement allowance of up to \$50.00 per month to cover work related employee events.

Retirement for Current CalPERS Members - For employees hired after 1/1/2013 who are current members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the

retirement benefit shall be 2% @ 55; highest single year of compensation.

Retirement for New CalPERS Members - For employees hired 1/1/2013 or later and who are not a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% @ 62; 3 year final compensation. New members will be obligated to pay 50% of the "normal cost" of their retirement benefits as required by State law.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

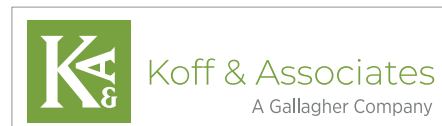
The final filing date is Friday, March 25, 2022.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/director-of-public-works-2/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



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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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

