



Koff & Associates
A Gallagher Company



CITY OF GILROY, CALIFORNIA

Public Works Director



THE COMMUNITY

The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Pacific Coastline. Gilroy has emerged as a thriving city of almost 60,000 residents with a healthy economic base consisting of food processing, wine production and retail shopping outlets.

Gilroy's economy is diversified into nonagricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, is located within a ½-hour drive north of the City.

To learn more about the City of Gilroy, go to:
<https://www.cityofgilroy.org>

THE DEPARTMENT

Public Works designs, builds, and maintains the City's street, sidewalk, park, landscape, urban forest, and related infrastructure. Public Works reviews new developments to ensure that all new public infrastructure follows City, State, and Federal codes, regulations, and standards. In addition, storm water compliance falls under the department. Along with day-to-day operations, the public works team responds to various maintenance emergencies which often occur during non-work hours. Further, the department is in the process of implementing the Computerize Maintenance Management System (CMMS) as well as other technologies to create department performance measures.

For more information on the Public Works Department, go to:
<https://www.cityofgilroy.org/516/Public-Works-Department>

THE POSITION

Under direct supervision of the City Administrator, organizes and administers the operations of the Public Works Department; directs the activities of the Engineering Division (capital improvement, development, environmental, traffic/transportation) and Operations Division (parks & landscape; streets; and trees). This is an unrepresented, at-will, department head position that serves at the pleasure of the City Administrator.

- Serves as head of the Public Works Department and technical advisor to the City Administrator and other department heads on public works related matters.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department.
- Plan, organize, assign, direct, review, and evaluate public works and engineering activities, including project planning, design, construction, and inspection.
- Plan, organize, assign, direct, review, and evaluate maintenance activities, including the areas of streets, storm drains, parks, and trees.
- Performs preliminary and final engineering review and consultation on public and private projects with developers, designers, and project engineers; review and sign maps, plans, specifications, and projects for compliance with sound engineering practices and existing laws; review initial studies and environmental impact reports for adequate mitigation of infrastructure impacts.
- Confers with City officials and community groups on proposed public works projects.

- Prepares and presents comprehensive technical reports.
- Makes presentations before Boards, Commissions, and the City Council.
- Directs the departmental budget to include: preparing division budgets, preparing the annual five-year and ten-year capital improvement budgets, and monitoring revenues and expenditures.
- Researches, analyzes, and makes recommendations for cost effective departmental operations to include: designing, administering, and evaluating departmental programs and services; addressing process issues; and implementing required changes.
- Selects, trains, and evaluates department personnel.
- Monitors developments related to municipal engineering and public works matters; evaluates their impact upon City operations and recommends policy and procedural improvements.
- Coordinates the activities of the Public Works Department with those of other departments and agencies. Meets with and represents the City in project development and negotiations with regional agencies such as Caltrans, High Speed Rail Authority, Caltrain, and Valley Transportation Authority (VTA).
- May be assigned to support the Operations Branch, or other branches, of the city's Emergency Operations Center.

THE IDEAL CANDIDATE

The ideal candidate will be passionate about embracing technology, streamlining processes, and improving efficiencies. We're looking for someone who is willing to invest upfront to make the back end of our operations more efficient. Full implementation of the CMMS is needed along with other technology to create department performance measures. The ideal candidate should also be customer service-oriented and highly engaged with the community, responding promptly to service requests. We're looking for a visionary leader who can engage department employees to embrace the goals and workplans of the department and achieve results. As a member of the Senior Executive Team, the ideal candidate will be a trusted advisor who enjoys a busy, fast-paced environment with a varied array of projects and initiatives to organize and implement. Further, Gilroy needs a director who will be actively engaged with regional organizations such as Caltrans, VTA, High Speed Rail Authority, and Caltrain to advocate for resources for the Gilroy community. Lastly, the city is looking for a director who leads by example and can serve as a coach and mentor to a developing team of professional, technical, and field personnel to help build our bench for the future.



QUALIFICATIONS

- Possess a bachelor's degree from an accredited college or university in civil engineering or a related field of study. A master's degree in civil engineering or public administration is desired, but not required.
- Ten years of professional-level experience in municipal public works-related engineering or maintenance with at least five years of experience that has included management and supervision of professional, technical, and support staff.
- Possession of a valid Certificate of Registration as a professional civil engineer issued by the California State Board of Registration for Civil and Professional Engineers is desired, but not required.
- Intermediate computer skills are required.
- Must possess and maintain a valid California Driver License and a safe driving record necessary to operate an assigned vehicle(s).



SALARY AND BENEFITS

The current salary for the Public Works Director is: \$189,252 - \$252,375.

The City also offers an attractive compensation package that includes a 5% COLA adjustment scheduled for 7/1/2024.

The excellent benefits package includes:

- **Retirement:**
 - Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
 - New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 8%).
- **Health Insurance and Flexible Benefits Plan:** The City contribution toward medical and dental cafeteria plan is \$2,604.61 per month in 2023 and \$2,734.95 per month in 2024.
- **Vacation:** The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.
- **Holidays:** The City observes 11 paid holidays per year.
- **Administrative/Personal Leave:** 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.
- **Sick Leave:** Employees accrue 8 hours of sick leave each month.
- **Retention Range Extension Program:** After completing five years of service, earning more than 95% of the regular salary range for the position for at least one year, and with strong work performance, the employee can earn up to 3% additional pay.
- **Vehicle Benefit:** A dedicated vehicle will be provided for use during the workday for purposes of visiting various sites in the field. This is not a take-home vehicle.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position will be open until October 27, 2023

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/public-works-director-3/>

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:



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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 participate in a virtual screen with the assigned recruiter. Koff & Associates will then present their findings in a report to the City. The City will then select candidates who will be invited to participate in a formal, in-person interview process.

The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.

