



City of
Los Banos
At the Crossroads of California



ASSISTANT PUBLIC WORKS DIRECTOR



Koff & Associates
A Gallagher Company

LOS BANOS COMMUNITY

We're very proud of our family-oriented community, which has maintained a small-town atmosphere while accommodating thriving residential and economic growth. Centrally located at the "Crossroads of California," Los Banos is much more than meets the eye. From bird watching to water skiing, fishing to elk watching, Los Banos offers thousands of acres of recreational fun and enjoyment opportunities for the young and young at heart.

The City of Los Banos, population 48,213, is situated on the west side of Merced County and is the county's second largest city. The City is conveniently located in the center of California and is about two hours from the cities of San Francisco, Oakland, and Sacramento, as well as Yosemite National Park. California's Monterey Peninsula and the Pacific Ocean are accessible in one and a half hours, as well as the Valley's major cities of Stockton and Fresno. The Silicon Valley is just over an hour's drive away.

A combination of new enterprise, local government, and agriculture-based operations all contribute to the City's economy, which continues to provide residents with a variety of amenities to enjoy. In addition to public services, including water, sewer, parks and recreation, and strong public safety departments, the City of Los Banos also offers a variety of retail and entertainment venues for its residents. With its rich culture, prosperous business community, and thriving agricultural industry, you'll find a family-friendly environment ideal for work or play.

THE GOVERNANCE

Los Banos is a full-service city dedicated to partnering with the community to provide excellent services and amenities. With a Council-Manager form of government, it has an elected Mayor, four City Council Members, City Clerk, and City Treasurer. The Mayor serves a two-year term while Council Members serve four- year terms with half of the Council seats open for election every two years.



The City Manager oversees an organization with approximately 220 employees across several departments including Fire, Police, Public Works (including the Los Banos General Aviation Airport), Parks & Recreation, Community & Economic Development, Building, Human Resources, and Finance. The General Fund Operating Budget is \$27.5M for FY 2025-2026, with a total budget of \$132.6M.

THE IDEAL CANDIDATE

The ideal candidate for the Assistant Public Works Director role is a dynamic, hands-on leader with a strong foundation in public works operations and a passion for day-to-day management. This individual thrives in a fast-paced environment, adeptly navigating a wide range of personalities and fostering strong working relationships across departments and with the community. They are committed to increasing their presence in the field and within the organization, serving as a stabilizing force and a reliable point of contact for staff and stakeholders alike.

This candidate brings a practical, solutions-oriented mindset, with the technical knowledge and initiative to take ownership of projects. They are comfortable rolling up their sleeves and leading by example, while also possessing the budgetary acumen necessary to manage resources effectively and support long-term planning.

Recognizing the challenges of organizational change, the ideal candidate is skilled in relationship management and guiding teams through transitions with empathy and clarity. They are particularly focused on building trust, communicating transparently, and fostering a culture of collaboration and accountability. This position offers an excellent opportunity for a motivated professional to deepen their operational expertise and make a lasting impact on the community.



THE POSITION

Essential duties and required skills include but may not be limited to the following:

Leadership, Management, and Personnel Development:

The Assistant Public Works Director provides daily oversight and strategic leadership for all divisions within the Public Works Department. This includes setting goals, developing work plans, assigning projects, and evaluating performance. They are responsible for hiring, training, motivating, and evaluating staff, as well as implementing professional development and performance improvement plans. In the absence of the Public Works Director/City Engineer, they serve as acting director.

Planning, Policy, and Program Development:

This role involves formulating and implementing long-range and immediate plans aligned with the City's objectives. The Assistant Director develops and updates City standards, policies, and procedures related to traffic control, infrastructure, and public works. They also prepare technical reports, economic analyses, and fee schedules, and contribute to the development of revenue programs to recover service costs.

Customer Service and Community Engagement:

Building and maintaining positive relationships with the public, developers, and City staff is essential. The Assistant Director ensures high standards of customer service from themselves and all public works employees and represents the department in public forums and community discussions.

Capital Improvement and Project Management:

The Assistant Director oversees the City's capital improvement plan, ensuring projects meet scope, schedule, and budget. They manage construction contracts, coordinate with consultants, and conduct field reviews. Responsibilities include transitioning projects from construction to operations, maintaining construction records, and ensuring compliance with City standards.

Interdepartmental and Interagency Coordination:

The Assistant Director collaborates with other City departments and external agencies to implement programs, resolve issues, and align objectives. They participate in meetings and discussions to address potential problems and ensure smooth coordination across functions.

Development Review and Asset Management:

They review development proposals, negotiate developer and reimbursement agreements, and ensure proper transfer of easements and assets to the City. The role includes overseeing inspection services, managing fee collection, and monitoring development activities to protect City interests.



Budgeting and Financial Oversight:

This position plays a key role in preparing and administering departmental and divisional budgets. They forecast resource needs, monitor expenditures, and ensure financial accountability for staffing, equipment, and capital projects.

Engineering, Design, and Technical Support:

The role includes reviewing and revising plans and specifications, conducting traffic engineering and transportation planning studies, and preparing traffic control plans. They also ensure that public and private projects comply with laws and sound engineering practices.

MINIMUM QUALIFICATIONS

A combination of the education, experience, and training equal or equivalent to the following:

- ▶ Minimum of four (4) years of increasingly responsible experience in a public works environment.
- ▶ Minimum of two (2) years of management responsibility.
- ▶ Bachelor's degree from an accredited college or university in Civil Engineering, Construction Management, Project Management or a closely related field.
- ▶ Desired: Possession of a valid Certificate of Registration as a Civil Engineer issued by the CA State Board of Registration for Professional Engineers.



APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date is August 15, 2025.

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/los-banos-asst-pwd/>

Resumes should reflect years and months of positions held, detailing experience, and demonstrated career accomplishments relevant to this position along with the application. For additional information please contact:



Chelsea Freeman
(510) 570-3844

Chelsea_Freeman@ajg.com

Website:

<https://koffassociates.com/>

SALARY AND BENEFITS

The current salary for the Assistant Public Works Director:

\$131,652 – \$168,036 Annually D.O.E.

The City provides a comprehensive benefit package to employees. A summary of key benefits is listed below. The excellent benefits package includes:

- Retirement: California Public Employees' Retirement System (CalPERS).
- Health Insurance: City pays approved health insurance premium through CalPERS for employee only and partial dependent costs.
- Dental and Vision Insurance: City pays approved dental and vision insurance premiums for employee only and partial dependent costs.
- Life Insurance: City provides \$50,000 life insurance coverage for employee only, buy-up options are available.
- Vacation Allowance: Two (2) weeks paid vacation after one (1) year, three (3) weeks after five (5) years, four (4) weeks after fifteen (15) years of employment.
- Sick Leave: Accumulated at a rate of one (1) day per month with no maximum accrual.
- Deferred Compensation: Option to participate in plans through Empower, Nationwide Solutions, or Mission Square.

View full list of benefits:

[Human Resources – City of Los Banos.](#)

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.

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a phone 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.

