



Koff & Associates
A Gallagher Company



CITY OF COMMERCE, CALIFORNIA

Public Works Director



aligned with the needs of the community. City departments ensure that City operations are aligned with the City Council's vision by ensuring customer service excellence, promoting employee staff development and recognition programs, ensuring collaborative labor relations, and mitigating financial risks through pension and health reform.

ABOUT COMMERCE

Incorporated in 1960, the City of Commerce is a vibrant industrial city in the heart of Los Angeles County, which has become both a shopping destination and regional center of employment with 1,800 businesses, including the popular Commerce Casino. Located six miles east of downtown Los Angeles, the City of Commerce serves a community of 13,000 residents and has a daytime population of 50,000 people.

Residents of Commerce enjoy a unique small-town ambiance within this primarily industrial city. The City offers an abundance of services to enhance the quality of life, which include four city libraries, four city parks, and the highest level of public safety and fire protection with three fully-equipped fire stations to serve both the residential and industrial communities.

City leaders are strategically and aggressively moving forward to continue enhancing current services, as well as developing new services and businesses for the enjoyment and benefit of community residents and visitors to the City of Commerce. This includes significant investments in the City's facilities and infrastructure.

ABOUT THE ORGANIZATION

The City of Commerce operates under a Council-Manager form of government. There are five City Council members elected at large by the citizens of Commerce, who serve a four-year term. The City Council strives to maintain municipal services efficiently and economically and, in a manner,

The City Council selects a City Manager who serves at the pleasure of the Council as the administrative head of the City government. The City Manager is responsible for implementing the policies set forth by the City Council, and advising the City Council on financial and capital improvement needs and other municipal matters, and is also responsible for the operation of all municipal activities. The City Manager utilizes a team of professional department heads to manage the municipal operations of the City.

The City of Commerce has an operating budget of nearly \$60 million and employs 153 full-time and 210 part-time employees to provide City services.

THE DEPARTMENT

The Public Works Department is responsible for the orderly growth and development of the City, consistent with community-wide values and objectives. We also maintain the City's streets and public infrastructure.



The divisions of the Public Works Department include:

- Building & Facilities Maintenance
- Parks Maintenance Services
- Public Works/Engineering Services
- Environmental Services
- Street & Tree Maintenance

THE IDEAL CANDIDATE

The City of Commerce is seeking an experienced Public Works Director who can make an immediate impact. The ideal candidate will possess a unique blend of technical expertise, leadership skills, and a deep understanding of public works operations and infrastructure management. They will possess the ability to relate to and inspire all employees throughout the department, fostering a collaborative and inclusive work environment. They will be a self-starter who is highly motivated to make a tangible difference in the community, with a passion for public service and community development. The successful candidate will display exceptional critical thinking skills and quality staff work to help facilitate good decision-making by the City Manager and City Council.

The ideal candidate will possess strong program management and long-term planning and budgeting expertise with resourceful approaches in securing funding and implementation of key projects with short timelines at a rapid pace. They will have high ethical standards and a commitment to transparency, accountability, and fairness in all aspects of public works operations.

POSITION

Under the direction of the City Manager. Plans, coordinates, manages, and directs the operations of the department; develops and implements plans, policies, and programs to promote and increase residential and commercial activity in the City of Commerce.

For the full job description please visit:

<https://www.governmentjobs.com/careers/commerce/classspecs/newprint/1108500>

QUALIFICATIONS

Successful candidates should possess a Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field AND a Master's Degree in Urban Planning, Engineering, Business or Public Administration, Construction Management or related field

OR

In lieu of a Master's degree, a valid registration as a Professional Civil Engineer (P.E.) in the State of California is required.

Experience:

Five years' experience in Public Works, Capital improvement projects, land use and facilities management including experience in the delivery of a multi-year capital improvement.

Licenses and Certifications:

Possession of a valid California Driver's License, to be maintained throughout employment.



COMPENSATION AND BENEFITS

The salary range for the Public Works Director position is \$14,241 to \$17,351/month. Agreed-upon salary will be dependent upon qualifications and experience. In addition, the City provides an excellent benefits package, which includes the following:

Retirement – The City is a member of the State of California Public Employee’s Retirement System (PERS) and provides the following: PERS 2%@55 for Classic and 2%@62 for PEPPRA employees. The City participates in Social Security.

Deferred Compensation – The City contributes \$25 per pay period to employee deferred compensation plan and matches up to 3% of the employee’s gross salary contribution per pay period to a 457 deferred compensation plan.

Health/Dental/Vision Insurance – The City pays 100% of the monthly premium for Region 2 Blue Shield Access+ health rates, including the PEMCHA minimum contribution published by CalPERS for the employee and their dependents, under a large selection of medical care providers. The City provides Executive Management employees and spouse/domestic partners an annual executive wellness comprehensive physical check-up through Scripps Hospital. The City pays 100% of the monthly dental and Vision premium for the employee and their dependents.

Life Insurance – The City provides and pays for Group Basic Life and Accidental Death & Dismemberment Insurance policy in amount equal to annual salary, up to \$150,000. Additional coverage available at to Executive Management employees at employee expense.

Car Allowance – The City provides a monthly stipend of \$500 for car allowance.

Vacation – Accrual for Executive Management employees ranges from 120-200 hours per year based on length of service; maximum accrual of 480 hours.

Sick Leave – Accrual of 8 hours per month for each full month of continuous service with the City for Executive Management employees.

Administrative Leave – The City offers 80 hours of Administrative Leave per year.

Holidays – 12 City holidays annually.

Optional Cell Phone Stipend/Reimbursement – An optional cell phone stipend/reimbursement (up to \$80 per month) is available to Executive Management employees, in lieu of City issued cell phone.

Other benefits provided to Executive Management employees include: EAP, Bereavement, Flex Leave, and a 4/10 work schedule.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, November 8th, 2024.

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/commerce-public-works-director/>

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



Chelsea Freeman
(510) 570-3844

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

