

# PUBLIC WORKS DIRECTOR

CITY OF MONTEREY, CA



## CAREER OPPORTUNITY

**SALARY:** \$16,938 monthly, competitive benefits

**APPLICATION DEADLINE:** 11:59 p.m., Sunday, May 8, 2022



THE CITY OF  
**MONTEREY**

*monterey.org/hr*

# THE OPPORTUNITY

This leadership position represents an incredible opportunity for a public works professional to join a widely recognized, well-managed city as its next Public Works Director. The current Public Works Director, who provided stable and guided leadership to the department since 2017, announced that he would be leaving the City of Monterey in July 2022 to serve as general manager for a utility district. The City is now looking for a collaborative leader to take the helm of the Public Works Department. The City Management team provides astute, stable, and principled leadership to an engaged and forward-thinking Executive Team and City organization. The City of Monterey offers the right candidate the opportunity for challenge and professional growth in a dynamic, full-service city immersed in natural beauty.



*(left) Downtown Alvarado Street  
Fisherman Statue, Wharf 1*



# THE MONTEREY COMMUNITY

The City of Monterey is a historic and progressive coastal community serving as the economic and cultural hub of the beautiful Monterey Peninsula.

One of California's most historic cities, Monterey was home of the Native Rumsen people for thousands of years, was the original state capital of Alta California, and features more historic buildings in its downtown than any other city west of Santa Fe. Known for preservation of its history, culture, and natural environment, Monterey also is a leader in creating a sustainable community by striking a balance between tourists and residents. The City covers an area of approximately 8 square miles and has a resident population of 30,218, which daily rises to 70,000. Monterey attracts over 4 million visitors annually and is famous for its dazzling waterfront including the Monterey Bay Aquarium, Fisherman's Wharf, and Cannery Row along with over two miles of City-maintained beaches and the Monterey Bay National Marine Sanctuary featuring harbor seals, sea otters, and more.

Monterey is truly unique among cities in California. Three military installations and several educational institutions are located within Monterey's city limits including the Defense Language Institute at the U.S. Army Garrison Presidio of Monterey, Naval Postgraduate School, U.S. Coast Guard Station Monterey, Middlebury Institute of International Studies at Monterey, and Monterey Peninsula College. The Monterey Peninsula is a thriving region offering rich culture, strong business and industry, quality education, and unmatched hospitality.

Residents and visitors alike benefit from the spectacular natural beauty of the Monterey Peninsula. Those who work and live in the Monterey area enjoy a high quality of life in a medium-sized city among the forests and coastline, but with the amenities and services typically offered in a large metropolitan area.



*Old Custom House*

# THE ORGANIZATION

The City Council lives up to its mission to “provide visionary leadership ensuring a safe, healthy, historic, economically vibrant, and sustainable environment.”

The City operates under the Council-Manager form of government and currently has 380 full-time and regular part-time employees. The annual City budget is approximately \$145 million (approximately \$80 million General Fund). Monterey is a full-service city that provides police, fire, public works, planning, recreation, parks, and library services. The City also operates its own conference center, sports center, parking, campground, cemetery, beaches, and marina facilities.

The City’s value drivers are: improving the quality of life; fostering diversity, equity, and inclusion; protecting our environment; fiscal stewardship; developing, retaining, and recruiting a high quality workforce; securing adequate water sources for the city; supporting equitable access to affordable housing; active transportation; historic preservation and diversity; and fostering a local government that is transparent and inclusive.





# PUBLIC WORKS DEPARTMENT

With more than 120 employees and a combined General Fund and Special Fund operations budget of \$41.5 million, the Public Works Department is one of the largest Departments in the City. Monterey residents and businesses trust the City to deliver public works services to the community effectively and efficiently. In fact, 82% of voters approved Measure S in November 2018 as a continuation of Measure P, a 1% sales and use tax dedicated to repairing City streets, sidewalks, and storm drain infrastructure.

Established in 1985, the Neighborhood and Community Improvement Program (NCIP) directs tourist-generated dollars directly back into the City's residential neighborhoods. Under a Charter Amendment, at least 16 percent of the money collected through hotel taxes (Transient Occupancy Tax) must be spent on neighborhood and community improvements.

As part of the nation's largest Intergovernmental Service Agreement (IGSA) contract, the City of Monterey provides municipal services to the U.S. Army including building maintenance, street, and storm drain maintenance, sewer and water line repairs, and other special projects through the Presidio Municipal Services Agency. Services are provided on the U.S. Army Garrison Presidio of Monterey and U.S. Army Signal Activity Camp Roberts.

**The Public Works administration team provides oversight of six (6) divisions:**

1

## ENGINEERING

The Engineering Division provides engineering management of the public right-of-way, traffic engineering, civil engineering, administration of the Capital Improvement Program (CIP), Neighborhood and Community Improvement Program (NCIP), and projects assigned by the U.S. Army to the Presidio Municipal Services Agency (PSMA).

2

## GENERAL SERVICES

The General Services Division provides building maintenance and custodial services for all City buildings and facilities, including military partners.



THE CITY OF  
**MONTEREY**

## **PUBLIC WORKS DEPARTMENT, *continued***

**3**

### **FLEET/MECHANICAL**

The Fleet Division is a fully functional, modern vehicle and equipment repair facility.

**4**

### **HARBOR**

The Harbor Division operates and maintains the Monterey Harbor which includes the Monterey Municipal Marina, Old Fisherman's Wharf, Municipal Wharf #2, two trailer boat launch ramps, one public hoist, Outer Harbor Moorings, and seasonal East Moorings.

**5**

### **PARKING**

The Parking Division operates 30 parking facilities, including four parking garages, providing a total of 3,500 off-street parking spaces. In addition, there are over 3,000 on-street spaces in the Downtown, Cannery Row, and New Monterey/Lighthouse business districts.

**6**

### **STREETS/UTILITIES**

The Streets Division maintains 101 centerline miles of roadway, 104 miles of sanitary sewer, 43 miles of storm drain culverts, over 5,000 regulatory signs, and 56 signalized intersections.

#### **PUBLIC WORKS MISSION**

*The mission of the Public Works Department is to support and enhance a high quality of life for the City's residents, businesses, and visitors by providing well planned, environmentally sensitive, cost effective infrastructure programs and services to promote public health, personal safety, transportation, economic growth and civic vitality.*



# THE POSITION

The Public Works Director reports directly to the City Manager and is responsible for planning, organizing, and directing the activities of the Department's administration team and six (6) divisions: Engineering, General Services, Fleet/Mechanical, Harbor, Parking, and Streets/Utilities.

The Public Works Department

leadership team includes the Public Works Director, Deputy Public Works Director/City Engineer, General Services Superintendent, City Traffic Engineer, Environmental Regulations Manager, Harbormaster, Parking Superintendent, Streets & Utilities Manager, and Administrative Services Manager for Public Works.



*City Hall campus*

The Public Works Director will be visionary, adaptable, resourceful, and hands-on when needed. Serving as an integral member of the Executive Team, the successful candidate must have the aptitude and positive attitude to guide a dynamic, full-service Public Works Department. The ideal candidate will have significant experience with and enjoys training and mentoring staff, providing innovative solutions for service delivery, and have a proven track record of successful project management, employee engagement, and positive community relations.

## The successful candidate will be expected to:

- Foster and support a collaborative work environment within the Public Works Department and with other departments.
- Develop and direct public works activities including the maintenance and operations of City-owned facilities and infrastructure and the planning, design, construction, and repair of the City's capital assets.
- Represent the City in public works matters and prepare reports or agenda items for the City Council and other Committees, Commissions and Boards involving Capital Improvement and Neighborhood and Community Improvement Programs, engineering and all related public works activities.

- Oversee implementation of the contract for the Military Base Operations & Maintenance and all related services.
- Prepare and administer the division, department, and base operations contract budgets.
- Provide ethical, inclusive, effective, and efficient leadership and guidance for staff; assure public works program objectives and standards are defined, attained, communicated, and congruent with the goals of the City.
- Direct managers and staff through appropriate delegation, mentoring, and work supervision; assign duties, responsibilities, resources, and scope of authority; review programs and workload in order to anticipate technical and management problems; monitor operations, and change policies and procedures to improve the organization's functions; analyze workload trends, and implement staffing and assignment adjustments.

The Public Works Director is expected to have a knowledge of: Federal, state and local laws; ordinances; policies and rules governing civil engineering; public works administration, planning and design; personnel management and administration; project accounting, budgeting, and management; Public Works program planning and evaluation principles; preparation of plans and specifications for streets, sewers, storm drains, parks and other public works projects; and presenting reports and information in public hearings and neighborhood meetings.



*Monterey Conference Center*





# THE IDEAL CANDIDATE

The City of Monterey is seeking a Public Works Director who will be visionary, adaptable, and resourceful.

The ideal candidate must be able to delegate effectively and be hands-on when necessary. Serving as an integral member of the Executive Team, the successful candidate must have the aptitude and positive attitude to guide a dynamic, full-service Public Works Department. They must be team-oriented, have a can-do attitude, a sense of humor, loyalty, a strong sense of self-awareness and be driven toward implementable solutions. They will have high political acumen, be flexible, and have the ability to communicate effectively with elected officials, colleagues, staff, and residents. This is an Executive, at-will classification that will plan and direct all business in the Department.

The minimum qualifications include equivalency of a Bachelor's Degree from an accredited college or university in Engineering or a related field. A Master's degree in management, public administration, business administration or civil engineering is desirable. Eight years of increasingly responsible public sector management experience is required. Possession of a valid Certificate of Registration for Professional Engineers is preferred. Any equivalent combination of education and experience may be considered.



# COMPENSATION

**Salary:** \$203,256 per year. Salary negotiations for all bargaining units are ongoing, and this salary may increase in July 2022. In addition, the City of Monterey offers an attractive benefits package, including:

**Retirement:** CalPERS 2.7% @ 55 with highest year formula is provided for current City of Monterey employees or new employees who were hired prior to January 1, 2013 and who are currently active or have been active within six months of the date of hire in the CalPERS retirement system. The employee retirement contribution for these employees is 11% and is deducted on a pre-tax basis. The CalPERS retirement formula for new employees who do not meet the criteria stated above is 2% @ 62 with highest three-year compensation. The employee retirement contribution is 6.5% and is deducted on a pre-tax basis. The City participates in the Medicare portion of Social Security.

**Health Plan Spending Fund:** A minimum of \$899 per month up to \$2,540 per month, dependent upon level of participation (cash-in-lieu of benefits is \$300) may be used to purchase medical benefits for the employee and dependents through the PERS Health Plan Program, dependent dental, additional life insurance, dependent care, and/or health care expenses through a Section 125 Flexible Spending Account.

**Dental:** Fully paid employee premium.

**Vision:** Fully paid premium for employee and eligible dependents.

**Life Insurance:** \$65,000 policy paid by the City, with an option to purchase additional coverage up to \$350,000.

**Deferred Compensation:** City will match employee contributions up to a maximum of \$100.00 per month.

**Tuition Reimbursement:** \$1,000 per fiscal year.

**Short Term / Long Term Disability Plan**

**Flexible Spending Account**

**Additional Wellness Benefits:** Includes Fitness Pass, Fitness Activity Plan (up to 40 hours leave), City Recreation Program Fees, Employee Assistant Program.

**Voluntary Group Legal Services Plan**

**Voluntary Unpaid Leave:** Up to 80 hours of unpaid leave per calendar year.





## **COMPENSATION**, *continued*

**Management Leave:** 40 hours of Management Leave at the beginning of each calendar year. Newly hired managers awarded leave on a prorated basis.

**Holidays:** 13 paid days annually plus 1 floating holiday.

**Sick Leave\*:** 12 days per year.

**Vacation\*:** 1-5 years/10 days; 6-10 years/15 days; 11-15 years/17 days; 15+ years/20 days; 20+ years/23 days.

\* Relocation assistance, sick leave and vacation balances and initial vacation accrual rate negotiable.

*The City of Monterey is an Equal Opportunity Employer*

## **TO APPLY**

All applications must be submitted online at the website below. The application process will require a detailed resume and cover letter. Please include in your cover letter the size of staff and budget you currently manage.

**[monterey.org/hr](http://monterey.org/hr)**

A limited number of applicants who clearly show that they most closely meet the needs of this position in terms of training, experience, education, and other job-related characteristics will be accepted to participate in the selection process.

To be considered, please attach your resume and cover letter to your online application by Sunday, May 8, 2022 at 11:59 p.m. Hard-copies, faxes and emailed material will not be accepted.

### **PRELIMINARY SEARCH SCHEDULE:**

**Filing Deadline – May 8, 2022**

**Preliminary Interviews – Week of May 16 - 20, 2022**

**Panel Interview Process – May 31, 2022**

**Finalist Interview Process – June 8, 2022**

## APPLY AT [MONTEREY.ORG/HR](https://monterey.org/hr)

Please do not hesitate to contact the Human Resources at (831) 646-3765 if you have any questions regarding this position or the recruitment process.



*Measure P and S Fixing Streets*



*Franklin Storm Drain Extension Project*



*Waterfront Lot Improvements*



*Wharf Trash Compactor Project*

*This announcement is provided for informational purposes only and does not constitute a contractual obligation or supersede rules, regulations, resolutions, and ordinances of the City of Monterey.*

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