

# CITY OF SOUTH PASADENA, CALIFORNIA

INVITES YOUR  
INTEREST IN  
THE POSITIONS OF

PUBLIC WORKS  
DIRECTOR/CITY  
ENGINEER  
AND  
PUBLIC WORKS  
PROJECT  
MANAGER



## THE COMMUNITY

South Pasadena was incorporated on March 2, 1888 and takes pride in its history, traditions, values and neighborliness.

The City, known as “The City of Trees,” currently encompasses 3.44 square miles with a population of approximately 25,000. The South Pasadena public schools are repeatedly ranked among the best in California.

Located in the western end of the San Gabriel Valley of Los Angeles County, this treasured city is only six miles northeast of downtown Los Angeles and just minutes from Pasadena, making this quiet enclave an ideal location to live and raise a family. Canopies of century-old trees line neighborhood streets. From California Craftsman-style bungalows to modern hilltop mansions and downtown lofts, the community is famous for its arbors and architecture.

Few cities in the nation are better recognized for determination to preserve its neighborhoods and small-town atmosphere. The historic Mission Street is home to an eclectic mix of merchants, and Fair Oaks Avenue is part of the original Route 66. Here you'll find a nostalgic soda fountain right alongside trendy cafés, shops and stops. Specialty retailers and top-notch professionals know South Pasadena fills a unique need: high quality spaces in small places.

Preservation of values and tradition rank high for this community. Each year the city celebrates with a Fourth of July parade, and thanks to the efforts of the community, South Pasadena keeps a time-honored tradition alive by entering the oldest self built float in the annual New Years Day Tournament of Roses Parade. And every Thursday night, neighbors and out-of-towners congregate at the Mission West Farmers' Market. No wonder this small jewel of a city is a popular site for movie and television productions.

## THE ORGANIZATION AND PUBLIC WORKS DEPARTMENT

The City of South Pasadena is a general law City which operates under the Council-Manager form of government with a five member City Council appointing a

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City Manager to act as Chief Administrator of the City. South Pasadena is a full-service city delivering municipal services through nine departments:

- Office of the City Manager
- Office of the City Clerk
- Community Services
- Finance
- Fire
- Planning & Building
- Police
- Public Works
- Library

The Public Works Department is responsible for streets, public buildings, water, sewer systems, storm drains, street lighting and park maintenance. The Department currently has 30 FTE's and the 2007-2008 Department operating and maintenance budget is \$6.4 million with a CIP budget of approximately \$18 million.

The Public Works Administration division coordinates all activities for the Department, in addition to reviewing of plans, issuing of permits, and provides inspections for private construction projects involving street right-of-way or grading projects. Public Works is also responsible for the implementation of the City's capital improvement projects.

The Park Maintenance division of the Department maintains the City's parks and playgrounds, while also maintaining the trees in the public right-of-way and abatement of graffiti. The Facilities Maintenance division



provides routine maintenance, repairs and minor modifications of all City buildings, while also maintaining City-owned street lights and traffic signals.

The Streets & Sewer division oversees, maintains and repairs the streets, sidewalks, storm drains and sewers. The Water division is responsible for the production, treatment, and distribution of potable water to the residents and businesses of the City.



## THE IDEAL CANDIDATE – PUBLIC WORKS DIRECTOR/CITY ENGINEER

The City is seeking a new Public Works Director/City Engineer who will enjoy the myriad of challenges that a full service Public Works Department in an urban community has to offer. A knowledgeable, capable and technically experienced professional who ensures that the Department provides services in a fair and impartial manner will be valued in the organization.

The ideal candidate will form relationships within the City based on mutual trust and respect. A natural leader who understands his or her role within the wider City framework will excel. The Director must embrace an open door style of management and bring a flexible, situational approach to management. In addition, candidates should appreciate and embrace diversity both in the community and in the organization.

The City would benefit from a Director who is innovative and brings new ideas on how to spread and deliver services to the citizenry. It will be critical that the new Director feel comfortable exercising creativity to accomplish demanding operational goals with limited resources. The ideal candidate will have a strong and engaged community presence and must be responsive to the resident's concerns and needs. The Director must also maintain quality regional working relationships and strive to quickly understand the regional dynamics in place and the history of the Department and its role in the community. In addition, the Director must be an effective communicator and a hands on leader.

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A Bachelor's Degree from an accredited four-year college or university with a degree in civil engineering or a closely related field is required; a Master's Degree is preferred. Candidates must be licensed civil engineers in the State of California, and have a minimum of five (5) years of increasingly responsible supervisory or administrative experience in a public works setting, and expertise in handling personnel and labor issues is required.

## THE IDEAL CANDIDATE – PROJECT MANAGER

The Public Works Project Manager is a newly created position which oversees and/or performs a variety of technical and paraprofessional engineering work related to the planning, surveying, design/drafting, inspection, and construction of complex public improvement projects. This position supervises technical staff and works as a team member with technicians, engineers, inspectors, and service facility staff; coordinates work with other city departments; manages projects from conception to construction completion and project close-out.

The Project Manager is expected to work well independently and possess a superior work ethic. The ideal can-

didate will be able to make the tough decisions when it is necessary. A creative problem solver who is not afraid to challenge the status quo is highly desired. Candidates should have excellent communication and interpersonal skills that allow them to work constructively with a variety of people including the Director, Department staff, Commissions, businesses, residents and other public agencies. The ability to effectively work with and manage outside consultants will be crucial in this position.

Five (5) years experience in civil engineering work that includes prior supervisory experience and project management experience is required. A valid registration as a Professional Engineer in the State of California and a Bachelor's degree from an accredited College or University with major course work in Civil Engineering or a related field is also required.

## THE COMPENSATION

The salary range for the Public Works Director/City Engineer is \$85,764-\$114,924 annually. The salary range for the Project Manager is \$58,812-\$78,813. The City offers an attractive benefits package including:

**Retirement** – PERS with the 2% @ 55 Plan for single highest year. The City pays the employee's contribution.

**Health Plan** – Medical, dental and vision coverage for the employee and dependents subject to an established cap.

**Life insurance** – \$50,000 Employer paid.

**Paid Leave** – Annual vacation accrual of 4.61 hours per pay period for years 1-5; 96 hours of sick leave per year; 80 hours of Administrative Leave per year; 13 holidays.

**Other Benefits** – In cooperation with the South Pasadena Unified School District, full-time city employees may apply to the District for enrollment of their K-12<sup>th</sup> grade children in one of the city's superb schools. Retiree medical benefits.

## TO APPLY

If you are interested in one of these outstanding opportunities, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online. Following the closing date, resumes will be screened according to the qualifications outlined. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of South Pasadena. Candidates will be advised of the status of the recruitment following selection of the Public Works Director and Public Works Project Manager. If you have any questions, please do not hesitate to call Mr. Bob Murray or Ms. Jennifer Nitrio-Saleem at (916) 784-9080.

**Filing Deadline:**  
**July 11, 2008**

