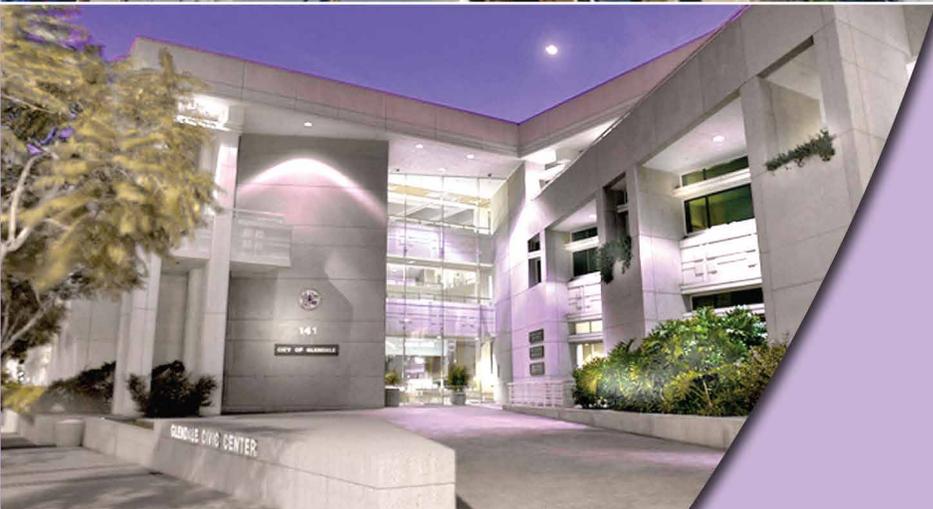




CITY OF GLENDALE, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

DIRECTOR OF PUBLIC WORKS



THE COMMUNITY

With a population of over 200,000, Glendale is the fourth largest city in Los Angeles County. The City is located northeast of Los Angeles in the foothills of the San Gabriel Mountains and is traversed by the Golden State (5), Glendale (2), Ventura (134), and Foothill (210) freeways; the Hollywood Burbank Airport is minutes away.

Glendale is noted for its excellent residential areas, schools, shopping facilities, libraries, parks, hospitals, and business environment. The City enjoys a mild climate with an average high temperature of 77 degrees and average rainfall of almost 18 inches per year.

Glendale is one of the most livable cities in Southern California, with beautiful well-established suburbs, a walkable downtown residential district, a top-rated school system, and numerous parks and recreational facilities located all within the 31.5 square miles of the City. The Americana at Brand is a one-of-a-kind community gathering place and dynamic shopping, dining, residential, and entertainment district. The Glendale Galleria, the Exchange and Marketplace, and entertainment centers provide a good complement creating a vibrant and thriving downtown. The Montrose Shopping district, Adams Square, Kenneth Village, the South Brand Boulevard auto dealerships, and a variety of other banking, financial, and business institutions push Glendale's daytime population to well over 250,000.

The City is home to the Brand Library and Art Center, the Alex Theatre, the Museum of Neon Art, the Glendale Centre Theatre and future home of the Armenian-American Museum. Area attractions include Universal Studios, the Hollywood Bowl, the Los Angeles Zoo, Descanso Gardens, the Autry Museum of Western Heritage, the Norton Simon Museum, the Huntington Library & Gardens, Forest Lawn Art Collections, Dodger Stadium, Staples Center, and the Rose Bowl.

Glendale experiences the benefits of a culturally diverse community. Approximately 65 different languages are spoken in the City's schools. Caucasians make up the largest ethnic portion of the community, with other large groups including middle-Easterners, Latinos and Asians. Glendale has the largest Armenian population per capita of any city in the United States. The City has strong neighborhood identification, with a total of 20 active neighborhood associations. Glendale has diverse and affordable housing choices, featuring an eclectic mix of styles and types.

Public school education is available through the Glendale Unified School District, the fifth largest school district in Los Angeles County, with an average daily attendance of 29,000 students. There are 20 elementary schools, four middle schools and three comprehensive high schools. The School District also operates one magnet high school, one continuation high school, and a development center for disabled students. Students are also served by 15 parochial and private schools. In addition to Glendale Community College, area colleges and universities include Pasadena City College; Occidental College; California State University, Los Angeles; California State University, Northridge; University of California, Los Angeles; and the University of Southern California.

Health care services available within the immediate area are provided by three outstanding institutions: Dignity Health Glendale Memorial Hospital and Health Center), USC Verdugo Hills Hospital, and Glendale Adventist Medical Center.

To learn more about this dynamic city, visit the City's website at:

www.glendaleca.gov

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THE ORGANIZATION

Glendale was incorporated in 1906 and is a charter city operating under a Council-Manager form of government. The City Council is comprised of five (5) members who are elected at large to serve four-year, staggered terms. The Mayor is a member of the Council, is selected from among its own members, and serves a one-year term. Other elected officials are the City Clerk and the City Treasurer. The City Manager and the City Attorney are appointed by the City Council.

Glendale is a full-service city and prides itself on the quality of services it provides to the community. City services are provided through the collaborative efforts of approximately 1,585 full-time staff and 15 departments that include: City Attorney; City Clerk; City Treasurer; Community Development; Community Services & Parks; Finance; Fire; Glendale Water & Power; Human Resources; Information Services; Innovation, Performance and Audit; Library, Arts & Culture; Management Services; Police; and Public Works. The total City budget for FY 2018-19—including all general government services, enterprise operations, and a water & power utility—is approximately \$887 million (\$227 million – General Fund only).

The City has identified eight Strategic Goals and Objectives and each year, as part of the budget, departments develop their key performance indicators for contributing to these goals. They include: Arts and Culture; Community Services and Facilities; Economic Vibrancy and Fiscal Responsibility; Balanced, Quality Housing; Safe and Healthy Community; Infrastructure and Mobility; Informed and Engaged Community; and Sustainability.

THE DEPARTMENT

Glendale's Public Works Department stands at the forefront of providing the highest quality services to the community and other City departments in maintaining a clean, beautiful, and safe environment. The Department strives to maintain a cost-effective operation and to provide these essential infrastructure services in a responsible and efficient manner, utilizing technology, innovation, teamwork, and coordination with other service providers in the City.

The Public Works Department is comprised of nearly 300 employees and seven divisions: Administration, Fleet Services, Integrated Waste



Management, Transit, Maintenance Services, Facilities Management, and Engineering.

The Department is responsible for maintaining 350 miles of streets, 360 miles of sewer mains, 47,000 parkway trees, 3,827 storm water catch basins, 30 miles of alleys, 1,870 single space parking meters and 50 multi-space parking meters, 40,000 signs, 235 traffic signals and 37 flashing beacons, as well as 600 linear miles of curb in the City of Glendale.

Just in the past year, Glendale Public Works repaired about 9,000 square feet of potholes, planted about 400 trees, and collected over 43,000 tons of residential refuse - creating a peaceful and aesthetically pleasing environment. To build better streets and promote public safety, the Public Works Department also installed and repaired over 1,100 traffic signs, resurfaced over 4 lane miles of streets, and replaced over 47,000 square feet of sidewalks. The City of Glendale pavement condition is at an average of 74 - much higher than that of the average of all California Cities.

The Department has received numerous awards including two League of California Cities Outstanding Local Streets and Roads Projects; American Public Works Association's (APWA) Project of the Year; the American Society of Civil Engineers Outstanding Roadway & Highway Project of the Year; and named the Department of the Year by APWA.

Every day, the Public Works Department makes improvements to streets, sidewalks, and to Glendale as a whole. They are the recognized steward of the community's physical assets and the provider of superior services for a sustainable future.

THE POSITION

With an outstanding operation in place, the City is seeking a bold and innovative leader to serve as its Director of Public Works; to be a proactive ambassador to the community on all quality of life matters; and to continue the great strides that have been achieved.

Reporting to the City Manager, this executive position directs the activities of the Public Works Department. This position involves responsibility for planning and administering the City's Engineering (including Traffic), Project Management, Integrated Waste Management, Fleet Services and Facilities Management, Maintenance Services, Parking, and Transit Services functions.

The essential functions of the Director of Public Works may include, but are not limited to, the following:

- Directs, plans, organizes, and administers the operation of the Public Works Department. Establishes Departmental goals and objectives using short- and long-term planning.
- Directs preparation and administration of the Public Works Department budget. Directs and reviews the preparation of staff reports, studies, and analyses.
- Selects, develops, and supervises principal subordinates and directs the selection, placement, training, and supervision of other employees. Reviews and evaluates employees' job performance and recommends appropriate personnel action.



- Initiates and supervises research on special public works projects.
- Conducts presentations to the City Council, Transportation & Parking Commission, and other City boards and commissions on public works related matters. Make presentations to and interact with homeowner associations, business groups, and other community stakeholders.
- Reports to the City Manager on the Department's activities.
- Confers with department directors, representatives of other governmental units, utility company representatives, and other interested parties affected by existing or proposed public works operations or regulations.
- Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.
- Drives on City business as necessary.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned or as the situation requires.

THE IDEAL CANDIDATE

The incoming Director of Public Works will be a team player who is willing to roll up his or her sleeves to help the Department accomplish its goals.

The City of Glendale seeks a strategic thinking, solution-oriented Director of Public Works with a balance of technical skills and personal attributes to provide effective leadership and coordinate the activities of a large and diverse municipal public works department.

The new Director of Public Works will have a "big-picture" perspective and be willing and capable of working in a collaborative manner with a highly motivated, experienced, and talented Executive Team, as well as a connected and engaged City Council. Strong oral and written communication skills and the ability to engage and communicate with people at all levels within the organization and community are essential to success in this assignment; business and political acumen and varied experience in multiple divisions are also essential. The selected individual will lead by example through a shared vision with

the City Manager and staff, and exemplify strong tenants of proactive leadership, project management, customer service, and fiscal discipline.

The incoming Director of Public Works will be a team player who is willing to roll up his or her sleeves to help the Department accomplish its goals—someone who gets out in the field, builds relationships with internal and external stakeholders, and seeks mutually beneficial projects in support of the organization, as well as the Glendale community. He or she will be someone that can build trust with staff at all levels by taking down existing silos, creating a teamwork environment where feedback is valued and supported, and maintaining an open-door policy.

The successful candidate will have knowledge of applicable safety rules, practices, and procedures affecting the operation of a public works department; laws and ordinances relevant to the operation of a public works department; principles of organization, administration, and supervision.

The minimum requirements for this position are a Bachelor's degree in Business Administration, Public Administration, Civil Engineering, or a related and applicable field, and ten (10) years of responsible managerial experience in public works administration, or a related field. A Master's degree in a related and applicable field is desirable. An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements. Candidates must possess a valid California Class C Driver's License.

THE COMPENSATION

The monthly salary range for the incoming Director of Public Works is \$13,312.58 – \$18,425.58; placement within this range is dependent upon qualifications. The City also offers an attractive benefits package, including:

Retirement – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 55 retirement formula for PERS "classic" member employees. New PERS members are under the PEPRAs formula of 2% @ 62. The employee pays the entire PERS employee contribution of 7% ("classic" members) or 5.75% (new PEPRAs members), plus 4% of the employer's contribution.

Medical Insurance – City provides a choice of four (4) plans, including a very rich PPO plan through Anthem Blue Cross, as well as an Anthem California Care HMO and Kaiser plans.

Executive Medical Reimbursement Plan – City Executives who enroll in the Anthem Blue Cross PPO plan participate in the Executive Medical Reimbursement Plan (EMRP), which reimburses the employee for all out-of-pocket medical expenses incurred up to a maximum of \$10,000 per year.

Dental Insurance – City offers a choice of three (3) plans.

Vision – City provides a vision benefit plan.

Life Insurance – City provides life insurance equal to 1.33 times annual earnings to a maximum of \$250,000. Voluntary life insurance, including spouse and child coverage, available.

Vacation – Up to 160 hours per year, with carry-over and cash-out provisions.

Holidays – 106 hours per year.

Sick Leave – 96 hours per year.

Executive Leave – Up to 100 hours per year.

Auto Allowance – \$490 per month. Free parking and compensation for car-pooling and van-pooling are also provided.

Other Benefits – PERS level four survivor benefit; PERS pre-retirement option 2W death benefit; retiree health savings plan (RHSP); voluntary 457 deferred compensation program; voluntary 401(a) defined contribution plan; long term disability (LTD) insurance; credit union; employee assistance program (EAP); tuition reimbursement; management physical fitness/professional development; flexible savings account (FSA) for dependent care.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline: Open Until Filled

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Glendale. Finalists will be subject to an oral board examination conducted by the City of Glendale with a weight of 100%, broken into Professional, Community and Internal Organizational interview panels, each worth 33.33%. 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.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

