

CITY OF SANTA CLARA, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

ASSISTANT DIRECTOR OF WATER & SEWER UTILITIES



THE COMMUNITY

The City of Santa Clara, with a population of 129,604, lies at the center of the Silicon Valley, just 45 miles south of San Francisco. Incorporated in 1852, it is a city rich with history. The eighth of 21 California missions is located on the grounds of Santa Clara University, the oldest institution of higher learning in California.

The community is characterized by a small-town feel, while continuing to support high-tech businesses and prosperous industry. With a strong high-tech presence in the area, many of the world's largest technology corporations are based in Santa Clara, resulting in a population that nearly doubles during the day. Intel, Applied Materials, Agilent Technologies, Marvell, and NVIDIA are just a few of the companies that have established their headquarters in Santa Clara.

The City of Santa Clara enjoys over 300 days of sunshine annually; beautiful tree-lined streets offer residents a wide array of pleasant neighborhoods. Residents have access to an abundance of cultural and recreational opportunities, including a theme park, museums, theater productions, and a summer concert series. Santa Clara amenities also include an award-winning Convention Center; numerous community and recreation centers, an International Swim Center, retail shopping, restaurants, and medical facilities. All this coupled with award-winning schools and a low crime rate help make Santa Clara a very attractive place to live and work.

Santa Clara is experiencing an unprecedented level of development. City Place, a 240-acre complex of mixed-use development across from Levi's® Stadium, is being developed by Related California/Related Companies and is one of the more exciting projects on the horizon. The largest project in the history of the Silicon Valley, City Place will consist of five parcels, which will be developed in phases. Plans call for this new urban retail and entertainment city to consist of multiple districts – each with its own unique personality and lifestyle affiliation – incorporated into one coherent community through multiple pedestrian and bike-friendly paths and beautiful, unifying landscape.

THE ORGANIZATION

Santa Clara is a full-service Charter City with a Council/Manager form of government. The City Council consists of a Mayor and six Council Members. The current City Council was elected at-large to serve a term of four-years each. The City is transitioning to Council elections based on six districts.

The Police Chief and City Clerk are also elected at-large. The City Manager, City Attorney, and City Auditor are appointed by the City Council. The City Manager is the Chief Executive Officer for the City and the Executive Director of the Stadium Authority.

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The City's operating budget for 2018-19 fiscal year is \$860.8 million and \$221.6 million in Capital Improvement Projects. The City is in the midst of an effort focused on increasing revenues, reducing expenditures, and bringing ongoing expenditures into alignment with ongoing revenues. Santa Clara's talented and committed workforce of 1,111.25 full-time equivalent employees are dedicated to meeting these challenges.

The organizational culture is characterized by ethical decision-making and leadership, innovation, and creativity. The City has adopted a Code of Ethics & Values that was designed to increase public trust and confidence in government by promoting and maintaining the highest standards of personal and professional conduct among the people who work in or represent the City. Santa Clara's use of values as guidelines for public service has received national attention and has become a model for other communities seeking to infuse a higher level of integrity into municipal government.

The mission of the Santa Clara Water and Sewer Utilities Department's 73 full-time employees is to provide its customers the following:

- A dependable supply of safe, potable water;
- Environmentally-sound wastewater collection, treatment, and disposal; and
- Recycled water, where available, for approved uses including irrigation and industrial processes.

The Department operates on a budget of \$102.1 million. Water services are provided to residents and businesses in the City of Santa Clara by the Water Utility. The water system consists of approximately 335 miles of water mains, 26 wells, and 7 storage tanks with approximately 28.8



gallons of water storage. The wells tap the underground aquifers and make up about 62% of the City's potable water supply and are supplemented by delivery from the two suppliers of imported water - San Francisco Public Utilities Commission and the Santa Clara Valley Water District. Additionally, 17% of the City's water portfolio is made up of recycled water. Numerous large projects, including Levi's® Stadium, have been retrofitted for recycled water usage as dual plumbed facilities, indicative of the City's progressive approach to the expansion of the use of this valuable resource to supplant potable water usage. Sanitary sewer flows in the City are collected and transported through more than 270 miles of sewer pipelines by way of six pumping stations to the San Jose-Santa Clara Regional Wastewater Facility, of which the City is a co-owner.



THE IDEAL CANDIDATE

The City of Santa Clara is seeking candidates who will exercise the highest level of independent judgment and discretion in guiding the Utilities so that they continue to fulfill their mission statements. The ideal candidate will have a can-do attitude and will act to make a difference through leadership and management in the department by coaching, motivating, and facilitating employees working in a team environment. The ability to develop constructive relationships by promoting and developing effective partnerships with other departments, employees, City bargaining units, citizens, businesses, and other groups is imperative. The successful candidate will establish clear goals and objectives in order to create an organization that delivers excellent customer service and an atmosphere of respect.

The ideal candidate has a track record of demonstrated leadership, proven accomplishments, and superior performance in a public agency, public utility, municipal organization, or a closely related organization with an emphasis on water utility management, including operations, maintenance, and capital projects delivery. Candidates are expected to have knowledge of principles, practices, and methods of planning, design, construction, operations, and maintenance of municipal water, wastewater, recycled water, and solar energy systems; pertinent Federal, State, and local laws, codes, and ordinances; principles and practices of human resources, public administration, municipal labor relations, effective leadership, organization, management, supervision, training, and performance evaluation; preparation and

THE POSITION

Under administrative direction of the Director of Water and Sewer Utilities, the Assistant Director oversees/supervises one or more of the divisions in the City's Water, Wastewater, Recycled Water, and Solar Utilities. Responsibilities include, but are not limited to, planning, organizing, and managing utility projects from the preliminary design stage to the completion of construction and installation; coordinating departmental activities with other City departments, governmental entities, contractors, developers, water suppliers, wastewater treatment facilities, joint powers authorities, and the department's customers; working with departmental and other City staff in planning utility improvements, deploying staff and resources, solving organizational and human resources challenges, setting rates, securing financing for projects, administering revenue bonds and other debt arrangements, ensuring regulatory compliance, preparing reports on departmental activities, and reviewing and recommending positions on Federal and State legislation; preparing, submitting, and managing the annual Capital and Operating budgets for the Water & Sewer Divisions within the guidelines provided; planning, preparing, and administering Capital Budget projects; preparing, awarding, and administering contracts and agreements as required; preparing complete and comprehensive reports and making recommendations on department issues; conferring with and assisting the Director of Water & Sewer Utilities in the development of departmental long-range plans, goals, and objectives; and other related duties as assigned.

The ideal candidate will provide leadership and management in the department through coaching, motivating, and facilitating employees working in a team environment.

administration of contracts and fiscal planning; and principles and practices of budgeting, communications, information technology, project management, performance standards, records management, and the use of resources to achieve outcomes and expectations.

At a minimum, candidates must possess the equivalent to possession of a Bachelor's Degree from an accredited four-year college or university in engineering or an approved related field, and have four (4) years of increasingly responsible experience in the water, wastewater, recycled water, and/or solar utility industries, which shall have included management and supervision of professional and paraprofessional staff. Possession of a Water Distribution Operator's Certificate D4 issued by the California Department of Public Health is required. Desirable qualifications include a Master's Degree in Engineering, Management, Business, or Public Administration; possession of a Water Distribution Operator's Certificate D5 (may be required within two years of appointment); possession of a Grade 3 Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association; and Registration as a Civil Engineer by the California State Board of Registration for Professional Engineers.

THE COMPENSATION

The annual salary range for the Assistant Director of Water and Sewer Utilities is \$171,108-\$221,448; placement within this range is dependent upon qualifications. The City offers an attractive benefits package including:

Retirement – PERS 2.7% at 55, single highest year, for "Classic" CalPERS members. (Employees who have never been a member of CalPERS or a reciprocal agency or who have had a break in service of 6 months or more from a CalPERS/reciprocal agency will have 2% at 62, highest three-year average final compensation in accordance with PEPR legislation).

Social Security and Medicare (FICA) – Employee pays 6.20% (Social Security) and 1.45% (Medicare) of gross pay.

Health Insurance – Choice of health insurance plans provided through PERS Health Insurance Program, with a health allocation of up to \$982.43 per month (reimbursement provided if allocation is not used to pay for health or LTD premiums). Employee pays for additional premiums above the health allocation.

Dental and Vision Insurance – City pays employee-only lowest cost plan.

Vacation – Based on years of service, starting with 80 hours per year after six months of service.

Sick Leave – Accrual equivalent to 12 days (96 hours) per calendar year.

Vacation Cash Out – Employee may convert up to 80 hours per calendar year under MOU provisions.

Management Leave – 120 hours per calendar year - if hired after July 1, 60 hours in first year.

Holidays – Thirteen (13) paid eight-hour holidays per calendar year.

Auto Allowance – alternative to mileage reimbursement or use of a City vehicle - \$200 per month.

Mobile Phone Allowance – \$80 per month in lieu of carrying a City-issued cell phone.

COLA – Effective December 16, 2018, the salary range for this position will increase 4%.

457 Deferred Compensation Plan

TO APPLY

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

**Open Until Filled with first
review of resumes on
January 15, 2019**

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 Santa Clara. 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 Ms. Valerie Phillips at:

(916) 784-9080

