CITY OF
Healdsburg, CA
INVITES YOUR
INTEREST IN
THE POSITION OF
PUBLIC WORKS &
TRANSPORTATION
DIRECTOR

communicating with internal and external stakeholders. He or she
will take a common-sense approach to addressing issues or solving
problems and exercise sound independent judgment within general
policy and procedural guidelines.

A successful candidate will possess a solid understanding of the administrative
principles and practices, including goal setting, program development and
implementation, and employee supervision; principles and practices of engineering
design and construction project management; principles and practices of public
facility construction and maintenance in a municipal setting; applicable federal,
state, and local laws and regulations; capital and operating budget development
and implementation; funding sources impacting program development; principles
of contract negotiation and administration; principles of building inspection and plan
review; and knowledge of the basic principles and terminology of water production
and distribution; basic principles and terminology of wastewater treatment and disposal;
and computer applications related to assigned functions.

Any combination of education, skills, and experience equivalent to graduation from an
accredited four-year college or university with major coursework in civil engineering,
or a closely related field, and either three (3) years of administrative or managerial engineering
experience, preferably in a municipal or similar public works setting; or five (5) years of
professional engineering or related experience, including two years in a supervisory of
administrative capacity, is qualifying. Some experience with the planning and/or building
inspection function is desirable. Candidates with a license in Civil Engineering issued by
the California State Board of Registration for Professional Engineers are preferred. Candidates
must possess a valid California driver’s license.

THE COMPENSATION
The annual salary range for the Public Works and Transportation Director is $145,533 –
$176,913 and is dependent upon qualifications. The City also offers an attractive benefits
package including:

Management Leave – Up to 100 hours per year.
Management Incentive Pay – $350 per month.
Paid Holidays – 12 days per year.
Paid Vacation – 10 days per year, with established increases for years of service.
Paid Sick Leave – 12 days per year.
Educational Development – 50% of cost.
Longevity Pay – Available after five years of service.

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

Filing Deadline: September 8, 2017
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 Healdsburg. 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
THE COMMUNITY

The City of Healdsburg is located 70 miles north of San Francisco on Highway 101 in the heart of Sonoma County wine country and nestled among three lush valleys, incorporated in 1867. Healdsburg’s 3.56 square miles is surrounded by over 60 wineries and their beautiful vineyards, including some of Northern California’s finest regional appellations. Healdsburg retains a small-town ambience in the grandeur of a European countryside while providing easy access to the amenities of a large metropolitan area.

The City’s approximately 12,000 residents enjoy a lively, appealing downtown experience centered around the Spanish-style Healdsburg Plaza—a shopping, dining, and art gallery hub for tourists and residents. The plaza represents one of the few examples of early California town planning. Historic storefronts and homes enhance the sense of Healdsburg’s rich heritage and community events throughout the year and ground the city’s family-oriented culture. The wine industry is a driving economic force providing jobs, tourist appeal, and an attractive lifestyle for the community. Numerous businesses and industries benefit including retail, restaurant, and lodging which help boost Healdsburg’s attraction as a tourist destination. Other industries including agriculture, manufacturing, healthcare and technology, round out the city’s economic base.

The region has relatively mild year-round temperatures which allows for varied outdoor recreational opportunities. Healdsburg is probably most loved by cycling enthusiasts. An active Parks and Recreation Department offers enrichment opportunities throughout the year for both children and adults, while nature lovers can enjoy picnics under the redwoods in one of the city’s many parks. Swimming, canoeing, and fishing along the nearby Russian River or taking a hot-air balloon ride over the valley are other highly desirable outdoor activities. A short drive outside the city leads to the Pacific Coast’s beaches to hike and watch for migratory whales or to the city of San Francisco for the large city shopping, art and cultural experience. The scenic beauty of the area and safe neighborhoods provide an unmatched setting for raising a family or simply settling into a more balanced way of life.

Educational opportunities in the area include a traditional and a vocational high school, Santa Rosa Junior College, and Sonoma State University, with satellite courses available from Chico State University.

THE ORGANIZATION

The City of Healdsburg operates under a Council Manager form of government. The City Council is composed of five members elected at large by the voters of Healdsburg to serve four-year terms. Each year, the Council elects, by a majority vote, one of its members to serve as Mayor for a one-year term. The Council is the governing body of the City and is responsible for setting the policy for the City and adopting an annual budget. The Council also appoints the positions of City Manager, City Attorney, and City Clerk.

The City provides municipal services through 11 departments including the City Manager’s Office, Community Development, Community Services/Parks & Recreation, Finance, Fire, Utilities, Police, and Public Works. The City has 131 full-time employees and a FY 2017-18 General Fund operating budget of $1.17 million.

THE DEPARTMENT

The Public Works Department is responsible for development and maintenance of the city’s infrastructure. Responsibilities include design and construction of public streets (including sidewalks, street and traffic signs, and pavement markings), water system distribution, sewer collection, and storm drain systems. The Department also provides engineering review and inspection of public improvements for new development projects and for public capital improvement and replacement projects.

The engineering staff deals with public concerns including the administration of construction contracts, traffic safety and encroachment permits, and maintains and provides information to the public about infrastructure improvements. The maintenance crews are responsible for the street maintenance, as well as maintenance of the water distribution and sewer collection systems.

The Public Works Department provides services through the collaborative efforts of 23 full-time employees and a budget of $5,088,355.

THE POSITION

Under administrative direction of the City Manager, the Public Works and Transportation Director plans, organizes, directs, and performs professional level work in support of all City public works activities including engineering design, public works construction and inspection, and the repair and maintenance of City infrastructure.

Essential job functions may include, but are not limited to, the following:

- Develops, recommends, and implements goals, objectives, policies, operating procedures, and controls for engineering design and review, capital construction, inspection, and infrastructure and equipment maintenance, and related functions.
- Manages, assigns, directs, reviews, and evaluates the work of staff; selects personnel and provides for their training and development; interprets City policies to employees.
- Serves as City Engineer; oversees and coordinates the work of City engineering staff and contract professional experts providing technical services to the City; negotiates and administers consultant contracts.
- Identifies long- and short-range street projects and maintenance requirements and develops and directs the development of long-range plans to meet these requirements.
- Prepares and administers capital improvement budgets and projects; ensures that such projects are completed within plans, specifications, and budgets, and in a timely manner; directs and coordinates public works inspection activities.
- Directs and coordinates the work of staff involved in the maintenance and repair of City streets, storm water distribution and sanitary sewers; recommends and oversees contract maintenance and repair services as appropriate.
- Serves as staff liaison and works closely with the City’s Transportation Advisory Commission to review projects and recommend policy.
- Develops and implements work standards, reporting procedures, and related internal controls to support effective management of assigned functions.
- Monitors legislation and developments related to planning, building, and public works-related matters; evaluates their impact upon City activities; recommends and implements improved policies and procedures.
- Manages City’s garbage franchise services; resolves citizen complaints related to franchise providers and/or other City services.
- Personally conducts and directs the conduct of various studies; prepares and reviews reports of findings, alternatives, and recommendations.
- Uses standard office equipment in the course of work; drives a City or personal vehicle to attend meetings and inspect facilities and work.
- Performs related work as assigned.

THE IDEAL CANDIDATE

The City of Healdsburg is seeking a smart, service-minded professional with excellent organizational skills to be its next Public Works and Transportation Director. The desired candidate will bring proven leadership experience, clear and effective communication skills, and solid interpersonal skills. The ideal candidate will build and maintain cooperative working relationships with governmental and regulatory agencies, business and professional groups and the general public, developers and contractors, as well as City staff.

The City is seeking a Director with the ability to prioritize and align the work of the Department with the goals and priorities of the City. The incoming Director will be someone with excellent diplomacy who is capable of exercising discretion, confidentiality, and tact when dealing with sensitive matters or
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- Coordinates and directs the work of staff involved in the maintenance and repair of City streets, storm water distribution and sanitary sewers; recommends and oversees contract maintenance and repair services as appropriate.
- Serves as staff liaison and works closely with the City’s Transportation Advisory Commission to review projects and recommend policy.
- Develops and implements work standards, reporting procedures, and related internal controls to support effective management of assigned functions.
- Develops, recommends, and implements goals, objectives, policies, operating procedures, and work standards for the design of bicycle and pedestrian infrastructure; directs and coordinates the work of staff involved in identifying funding sources for bicycle and pedestrian projects; oversees the preparation of grant request and the work of consultants preparing plans and specifications; is responsible for updates to the Bicycle and Pedestrian Master Plan.
- Attends meetings and makes oral presentations before the City Council, commissions, committees, community groups, boards, and other governmental agencies.

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Retirement – Membership in the CalPERS 2%@60 plan for classic/legacy members and 2%@62 for new members. Employees pay the employee contribution on a pre-tax basis. The City does not participate in Social Security.

Insurance – Dental and vision care insurance premiums for employee and dependents paid by City. Employees may choose from Kaiser, Sutter Health Plus or Anthem Blue Cross for medical coverage. Employees pay a portion of their medical premium on a pre-tax basis. $477 monthly payment in lieu of medical coverage. Employee Assistance Program, $100,000 life insurance and long-term disability insurance.

Retiring from Healdsburg, CA can be a wise financial decision.