

**Outstanding Career
Opportunity for the
Position of**

Director of Public Works

**with the City of
Healdsburg**



The Community

The City of Healdsburg embodies all the best qualities of a charming small town while maintaining access to the broader amenities of city life only 65 miles away in San Francisco. As a tourism center, Healdsburg is known for its outstanding restaurants, wine tasting, inns, and B&Bs. Nestled between three valleys and surrounded by over 60 wineries, Healdsburg is in the heart of Wine Country. The City enjoys a mild, fair seasonal climate. Annual average rainfall is about 40 inches. Summers are dry with daytime temperatures ranging between 70 and 90 degrees with cooler evenings, and from December through February temperatures average between 28 and 60 degrees.

The Russian River, which flows through town, is a major summer recreational amenity. The City maintains a nine-hole golf course, aquatic center, conference center, a skate park, a civic plaza, playing fields, and a variety of activities for its citizens. There is also a local theater group and the Healdsburg Museum dedicated to the history of Healdsburg. In association with the Chamber of Commerce and others, the City facilitates and sponsors many performance activities at the town plaza – which has become a focal point for business and restaurants, adding to the charm of Healdsburg.

Healdsburg is a “full service” city, providing electrical, water, and sewer services to its residents as well as police and fire departments. Healdsburg has a traditional and vocational high school plus one junior high and three elementary schools, all operating on a semester calendar. There are also a parochial school (pre-school through 8th grade), a Christian academy (9-12), pre –schools, and day-care centers. Santa Rosa Junior College, located 15 miles south, offers a number of courses at Healdsburg High School. Sonoma State University is located 22 miles south in Rohnert Park.

The City Organization

The City of Healdsburg is governed by a five-member City Council elected at-large by the citizens of Healdsburg. Each year, the Council elects a Mayor and a Vice Mayor. The Council sets policy for the City and adopts an annual budget. The Council appoints the positions of City Manager, City Attorney, and City Clerk. Municipal elections are held on even number years. Healdsburg has a 2006-2007 adopted budget of \$55 million, of which \$31 million is its operational budget. The City is in excellent financial shape with significant reserves established in most areas.

The City Manager’s office is responsible for implementing the policy decisions of the City Council and for the management and coordination of the day-to-day operations of the City. The City Manager, since 1995, is Chet J. Wystepek. The City departments include Administration, Community Services, Electric Utility, Finance, Fire, Personnel, Planning & Building, Police, and Public Works.

The Department

The Public Works Department is responsible for construction, operation, and maintenance of most of the City’s infrastructure. Specific areas of responsibility include public streets (including sidewalks, street and traffic signals, and signs and pavement markings), the wa-



ter system (including production, treatment, storage, and distribution), the sewer system (including collection, pumping, treatment, and disposal/reclamation of wastewater), the storm drainage system (including maintenance of storm drain pipes, creeks, and storm water detention basins), and the City’s vehicle fleet, public buildings, and warehouse. The Public Works Department also provides engineering review and inspection of public improvements in new development projects and in public capital and replacement projects

The Position

The Director of Public Works is a member of the senior management team and directs a staff of 40, negotiates and administers a budget of \$7.5 million, and assists the City Manager by providing essential expertise in public works projects and services. The Director will provide leadership in fulfilling the Department’s major goals for FY 2007 including:

- Complete construction of the Wastewater Treatment Plant Upgrades Project.
- Complete Letter of Map Revision with FEMA for Foss Creek Drainage to reduce flood insurance premiums paid by property owners.
- Formulate and implement programs, policies, and procedures to comply with the City’s new phase II storm water NPDES permit.
- Complete the installation of the second phase of the Foss Creek Trail project.
- Complete comprehensive plan to identify segments, timing, and cost estimates for future phases of the Foss Creek Trail.

The Department’s future objectives will focus on the following projects:

- Investigate ways to fully fund the City’s transportation infrastructure maintenance needs.
- Make the City’ GIS and automated mapping system available to the public through the Internet.
- Develop a plan to solve drainage problems in the Ward/Palm area and along Piper Street.

The Ideal Candidate

The ideal candidate will demonstrate a combination of skills, characteristics, intelligence, curiosity, and experience indicating the strong potential to excel in the unique live, work, and play environment of Healdsburg. The successful candidate will be an experienced public works administrator with an energetic and open style that promotes the programs and services offered by the City while continually striving for their improvement. The ideal candidate will be an excellent communicator and will possess strong administrative abilities to manage and lead.

The ideal candidate will be recognized as having the ability to provide the City with the following experience, qualities, and attributes:

- ✦ A demonstrated successful history of administering comprehensive public works programs;
- ✦ Exceptional leadership skills;
- ✦ The ability to cultivate and foster innovative ideas and represent the City as a showcase for contemporary public works best practices;
- ✦ The ability to inspire staff to serve the citizens of Healdsburg;
- ✦ The ability to build positive and cooperative relationships with City departments and with local and regional public and private sector partners; and
- ✦ Exceptional personnel and leadership skills to develop, coach, and inspire staff; and the ability to establish and maintain effective relationships.

A proven, effective communicator

- ✦ Proactive, open, honest, and forthright in all communications;
- ✦ Proven ability to write clearly and persuasively;
- ✦ Proven ability to make powerful presentations and effective verbal arguments as needed; and
- ✦ Proven ability to translate complex concepts and terminology into language readily accessible and understood by the lay public.

Exceptional managerial skills:

- ✦ Ability and proven track record of identifying and evaluating specific community needs and the resources with which to address them;
- ✦ Proven ability to manage capital projects and deliver results on time and within budget;
- ✦ The ability to motivate and empower employees to achieve their highest potential, setting the tone with their own performance and record of outstanding achievement;
- ✦ Exceptional contract negotiation and oversight skills;
- ✦ An exceptional understanding of and skill in financial management, public finance, budgeting, and grant development;
- ✦ Effective decision-making, strong delegation, and consistent monitoring skills; and
- ✦ A dedication to learning and continued participation in related professional associations.



Education and Experience

A Bachelor's degree from an accredited college/university is required. A graduate degree in engineering and California Registration as a Professional Engineer are highly desired. A minimum of five years of progressively responsible public works or equivalent experience is required.

Candidates will be chosen upon the basis of knowledge, experience, education, and demonstrated administrative abilities. The City Manager will work with Ralph Andersen & Associates during all phases of the search effort and reserves the right to give additional consideration to candidates with an advanced degree or any combination of education and professional experience that best fits the needs of the City.



The Compensation

The maximum salary for the Public Works Director position is \$126,576 per year. Placement within the salary range will be based upon a candidate's salary history and review of education, experience, and other qualifications. In addition, the following benefit package is provided:

- ✦ **Retirement:** Membership in the Public Employees Retirement System (PERS) – (2.5% at 55) with enhancement (PERS EPMC and Single Highest Year formula). City pays employees contribution.
- ✦ **Vehicle Allowance:** \$350 per month Management Incentive Pay is “PERSable”.
- ✦ **Longevity Pay:** 2%-6% additional compensation granted for 5 to 25 years of service based on satisfactory performance evaluation.
- ✦ **Administrative Leave:** 80 hours per year.
- ✦ **Vacation Leave:** 10 vacation days per year, increasing with service. (Previous years of service may be considered for purposes of vacation accrual.)
- ✦ **Holidays:** 12 paid holidays per year.
- ✦ **Sick Leave:** 12 sick days per year.
- ✦ **Medical Insurance:** Medical, dental, and vision care insurance premiums for both employee and dependents paid by City. Employee may choose from Kaiser or Blue Cross coverage.
- ✦ **Life Insurance:** \$100,000 life insurance policy.
- ✦ **Long Term Disability:** Covered under Long Term Disability Insurance.
- ✦ **EAP:** Employee Assistance Program for employee and dependents.
- ✦ **Additional Benefits:** VantageCare Employee Health Savings Plan; ICMA deferred compensation/401(A) and 457 plan memberships available.
- ✦ **Relocation:** Reasonable relocation expenses will be reimbursed.

To Be Considered

Interested candidates can apply on-line at www.ralphandersen.com using the Resume Submittal™ feature. Submit a cover letter detailing your interest in the position and why you believe you would succeed in it; a resume outlining your work history and accomplishments; current salary; and six work-related references (two supervisors, two peers, and two direct reports) to:

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
Fax: 916/630-4911
Email: apply@ralphandersen.com

Closes on March 9, 2007. References will not be contacted until mutual interest has been established.

Ralph Andersen & Associates will conduct initial screening of candidates and review the entire candidate pool with the City Manager to determine candidates who will be invited to continue on in the process. Preliminary interviews with Ralph Andersen & Associates will begin in early March. Selected candidates will be invited to participate in an on-site panel interview and subsequent interview with the City Manager in April. Ideally, the Public Works Director will join the staff of the City of Healdsburg in May 2007.

If you have questions or would like to discuss this opportunity further, please call Tom Bacchetti at (916) 630-4900. For more information about the City of Healdsburg please visit their website at www.ci.healdsburg.ca.us.