

# CITY OF SANTA MONICA



invites applications for the position of

## DIRECTOR OF PUBLIC WORKS



Apply by September 30, 2010

Recruitment Services Provided by Ralph Andersen & Associates



*The City of Santa Monica is recruiting nationally for a highly experienced professional to manage a large full service public works department with significant capital projects and operational activities that support a dynamic and active urban community. The successful candidate will have a broad background in all aspects of public works operations with a strong track record of success in managing a multi-faceted department with a leading edge approach to environmental issues. This senior level executive will be results oriented, with well grounded ethical decision-making skills, superior interpersonal and communication skills, and outstanding public speaking abilities.*



## THE COMMUNITY

Santa Monica is home to approximately 91,000 residents within its 8.3 square miles. The community is well known for its high level of engagement in civic affairs with community priorities that emphasize active and healthy lifestyles, culture, sustainability, social services, youth services and balanced land use.

This picturesque and diverse urban community is also proud of its beautiful neighborhoods and beaches, the world famous Santa Monica Pier, fabulous restaurants, art galleries, museums and vibrant shopping districts including the Third Street Promenade and the recently renovated Santa Monica place. This formerly enclosed mall has been transformed into an outdoor urban center, an example that, once again, showcases the Santa Monica community as a leader in incorporating an urban model for responsible development.

Residents and businesses are drawn to Santa Monica, a coveted urban community by the sea, because of its desirable location, climate, diversity of lifestyles and opportunities. There are approximately 16,000 businesses in the City and 73,000 jobs. Many of the jobs are related to the entertainment, high-tech and software industries; and 60% of the employed residents work in the managerial, professional or related occupations. Several prominent companies have roots in Santa Monica including YAHOO!, HBO, MTV Networks and RAND Corporation.

Just 16 miles due west from downtown Los Angeles and 8 miles north of the Los Angeles International Airport, this sophisticated City is known as a beach town with all the amenities of a larger community. This ideal and strategic location gives residents excellent freeway access with the Santa Monica Freeway just blocks from any point in the City, providing convenient connections to surrounding communities and entertainment venues in the Los Angeles basin and other parts of Southern California.

Nearly five million tourists visit Santa Monica each year spending over \$840 million and contributing to the economic strength and stability of this City.

## CITY ORGANIZATION

Santa Monica is a charter city with a council-manager form of government. The City Manager reports to a seven-member City Council that is elected at-large and designates its own Mayor. This dynamic and robust organization includes police, fire and municipal utilities and operates its own general aviation airport, municipal bus line, refuse service and a civic auditorium.

***The City of Santa Monica is in the much coveted position of being in an overall solid fiscal position with an excellent bond rating, generous cash reserves and strong financial indicators for the future.***

## THE DEPARTMENT

The Public Works Department provides essential services to the community that includes water supply production, treatment and collection; wastewater and storm water collection; and collection and proper management of recoverable material resources including recycling of solid materials and household hazardous materials. The Department also provides plan check, permit and inspection services of public works infrastructure improvements within public right-of-way as well as engineering and architecture services, floodplain and urban water runoff management, street maintenance, fleet services, custodial services and services related to the operation and maintenance of Woodlawn Cemetery.

Additionally, the Department also oversees the design and construction of City capital projects including buildings, parks, streets, water and wastewater systems and various other public infrastructure improvements.

The Department has more than 400 staff, reflecting a recent reorganization. Staffing adjustments and the expanded scope of responsibilities for this executive level position allow for a more efficient service delivery to the public.



## THE POSITION

This position reports directly to the City Manager and is a key member of the City's Executive Leadership team. The Director is responsible for day-to-day management of the Department's operations.

Of critical importance and significance to the City Manager is the ability of the Director of Public Works to represent the Department with the highest degree of responsiveness, professionalism as well as accountability for successful outcomes. The Director is often called upon to publicly discuss policies, regulations and provide technical assistance to an active and involved community. Frequent interaction with the City Manager, City Council and other officials from various local, state and federal regulatory agencies, including representatives of local community organizations are also a major part of the Director's expansive responsibilities. Additionally, the Director, working through a large management structure, is also actively involved with ensuring open and transparent dialogue with the community at-large.

**This internationally known community, with its involved citizenry, has high expectations for customer service and a strong commitment to achieving desired outcomes within budget and on-time results.**

Working with the Department's management team and subordinate staff, the Director will have overall responsibility and provide executive leadership for:

- All aspects of the Department including daily operations;
- Planning and oversight of major capital projects;
- Financing and funding mechanisms/options/bonding;
- Overseeing the public bid process and contracting;
- Balancing competing city-wide and community priorities; and
- Ensuring best-practices in public works administration.

Responsibilities also include being able to:

- Communicate frequently with the City Manager's Office on issues of key importance and of a sensitive nature;
- Deal with public involvement on significant and strategic issues related to master planning for all public works and capital projects;
- Present highly technical information and concepts clearly, convincingly, and effectively both orally and in writing; and
- Enhance employee morale and productivity, and hold managers accountable for exceptional performance.

## CAPITAL PROJECT PROGRAM

Overseeing a robust capital project program in today's economic climate will be an exciting opportunity for the selected individual that joins the City of Santa Monica. Working with a talented management team, the Director will have ultimate responsibility for the Department's success. Approved CIP Budget is \$152M to \$600M through 2013. A sample of current projects includes:

### **Civic Center Expansion**

Design and construction of a museum/cultural center, an early childhood education center, and necessary parking in the Civic Center.

*Budget: \$60,000,000*

### **Santa Monica High Joint Use**

Creation of shared space between the Civic Center and the Santa Monica High School campus.

*Budget: \$57,000,000*

### **Civic Auditorium Renovation**

Seismic retrofit, American with Disabilities Act (ADA) upgrades and general renovation of the Civic Auditorium.

*Budget: \$25,000,000*

### **Santa Monica Resource Recovery Center**

Design and construction of an integrated Materials Recycling Facility, Recycling Buy Back Center and Self-Haul drop off complex.

*Budget: \$28,000,000*

### **Expo Light Rail Coordination**

Development and integration of green space, streetscapes, pathways and station enhancements in conjunction with the Expo Rail Line construction.

*Budget: \$32,000,000*

### **Palisades Garden Walk and Town Square**

The transformation of 7 acres of open space into two parks that will provide a formal link between the Civic Center, Palisades Park, the pier and downtown Santa Monica.

*Budget: \$28,000,000*

### **California Incline Bridge Replacement**

Demolition of the existing (circa 1930) bridge and construction of a new concrete bridge on the California Incline between Ocean Avenue and Pacific Coast Highway.

*Budget: \$12,000,000*



## THE IDEAL CANDIDATE

The ideal candidate for the Director of Public Works will have a high level of technical expertise complemented by strong interpersonal skills – both vital in order to successfully implement the City's vision for the Department and the infrastructure needs of the community. Personal characteristics and attributes of the ideal candidate will also include:

- Excellent leadership skills;
- Collaborative management style;
- Strategic thinker, able to motivate others and engage in a team-spirited work environment to contribute to the Department and the City's overall success;
- Trusted steward of public funds;
- Being a proven negotiator with financial and business acumen and expertise;
- Ability to incorporate best practices in a dynamic and robust environment;
- Politically astute and skilled at spearheading and implementing major public works projects through an organizational structure of significant magnitude that is fast-paced and demanding;
- Open, accessible and professionally assertive with a proactive and solution-oriented approach to delivering highly successful outcomes; and
- Being skillful in ensuring accountability at all levels of the Public Works Department.

In summary, this senior level executive will be results oriented, with well grounded ethical decision-making, superior interpersonal and communication skills and have outstanding public speaking abilities. As a skilled leader in the public sector, the Director will be instrumental in delivering top caliber public works projects as well as overseeing the operational and supporting functions for a large multi-service department.

## QUALIFYING EDUCATION AND EXPERIENCE

**Education:** This position requires a Bachelor's degree in a related field of study. An advanced degree is highly desired.

**Experience:** Career experience must be at the senior level of an organization with substantial experience managing staff, projects and budgets. Candidates must have a verifiable track record of success and a stable work history for further consideration. Due to the City's size, scope and complexities, broad management skills and a sophisticated approach to organizational issues are essential.

**Professional License:** Registration and license as a professional engineer in the State of California is a plus although not required.

**Final Selection and Appointment:** The City Manager will select the most highly qualified candidates for consideration based on a combination of education, career experience and accomplishments that best fit the needs of the City of Santa Monica.

## COMPENSATION AND BENEFITS

Base salary is up to \$198,798 plus management incentive pay. This position is also eligible for an annual performance bonus of up to 10% of base salary. Placement will be made within the range dependent on qualifying experience including overall career accomplishments and salary history. Additionally, the City of Santa Monica offers an executive benefits package including CalPERS (2.7%@55) retirement, retiree medical, a compressed work week schedule (9/80) and an array of other excellent benefits. Further details of this outstanding compensation package are available through Ralph Andersen & Associates or may be viewed at [www.ralphandersen.com](http://www.ralphandersen.com).

## TO APPLY

Resume filing deadline and the detailed review of resumes will begin Thursday, September 30, 2010. Candidates are required to submit cover letter, resume, salary history and six (6) professional references to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

On-site panel interviews will take place in late October. Follow-up interviews with the City Manager for top candidates will be scheduled shortly after this date. The newly selected Director of Public Works is ideally expected to join the City of Santa Monica in November or December.

If you have questions or would like to discuss this opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.

***The City of Santa Monica is an Equal Opportunity Employer.***