An outdoor-centric base of interests will not only help the selected candidate succeed, but will also allow for a great quality of life since the lifestyle in Big Bear is rugged and outdoor-focused.

An authentic leader who is confident, but down to earth, will quickly gain traction and acceptance by the community and the staff.

Experience with snow removal operations would be an asset but not having this experience would by no means be a handicap to an otherwise ideal candidate.

**Qualifications**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** A Bachelor’s degree in civil engineering or a closely related field from an accredited college or university.

**Experience:** Six years progressively responsible experience in public works, public utility, or city engineering, including three years in a supervisory capacity.

**License/Certificate:** Certificate of Registration as a Professional Civil Engineer in the State of California or the ability to obtained within one year of appointment is desired.

**Compensation and Benefits**

The City of Big Bear Lake offers a highly attractive salary and benefits package for the position of Public Works Director/City Engineer. The annual salary range is $135,000 to $160,500.

Placement within the salary range will be competitive and dependent upon career experience and qualifications. The City of Big Bear Lake will enter into an employment agreement with the selected candidate.

The City of Big Bear Lake offers an excellent benefits package including the following:

- **Retirement:** The City is a member of the San Bernardino County Employees Retirement Association (SBCERA), a well-funded system that offers reciprocity to other plans including CalPERS. The City currently offers a formula of 2% @ 55 with prior qualifying public service or effective January 1, 2013 a formula of 2.5% @ 67 for new participants.

- **Insurance:** The City provides excellent cafeteria insurance plans for employees including health and dental coverage. Additionally, life insurance and family vision coverage is provided.

- **Leave:** The selected candidate will receive negotiated amounts of annual leave, administrative leave, personal days, and sick leave. In addition, the City operates on a 9/80 work schedule.

Interested candidates are encouraged to contact Ralph Andersen & Associates for further details regarding the compensation and benefit package of this executive position.

**Recruitment Process**

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

All interested candidates should apply **no later than June 9, 2017** to Ralph Andersen & Associates by sending a compelling cover letter, comprehensive resume, and three years of salary history to apply@ralphandersen.com. Preliminary Skype screening interviews will be followed by a comprehensive interview process tentatively set for late June 2017. Additionally, a supplemental questionnaire may be required with responses to specific questions.

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcomed.
The Opportunity

An outstanding executive career opportunity awaits a talented Public Works/Engineering professional in one of the nation’s premiere resort communities. Professionally, the selected candidate will lead a very cohesive and talented staff in a region known for powerful intergovernmental relationships. Personally, the opportunity awaits to enjoy incredible year-round recreational activities amidst the full bounty of natural beauty.

The City of Big Bear Lake

The City of Big Bear Lake is a four-season resort community nestled in the heart of the San Bernardino National Forest. Located a short distance from the Los Angeles Metropolitan area, it attracts a large number of visitors from Southern California and beyond. Serving a full-time population of just over 5,000 residents, the City covers an area of approximately 6.95 square miles on Big Bear Lake’s south shore. As a premiere resort community, the City of Big Bear Lake is organized to provide services for many, many more than its permanent population. As such, it has a much larger budget, staff, and capacity than cities of comparable size.

City Government

The City of Big Bear Lake is a Charter City operating under the Council-Manager form of government. Five Council Members are elected at large for four-year overlapping terms. The Mayor is chosen on an annual basis by the members of City Council. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. Reporting directly to the City Manager is a Chief Operations Officer. The Public Works Director/City Engineer reports directly to the Chief Operations Officer, as do the Administrative Services Director, Community Services Director, Planning Director, and Community Development Director. Public safety functions are contracted.

Public Works Department

The Public Works Department has a FY 2017 annual operating budget of $3.2 million and approximately $2 million budgeted for capital improvements. The Department is staffed with 28 permanent staff members supplemented by up to 10 seasonal laborers during peak seasons. The Public Works Director/City Engineer has 6 direct reports.

The Public Works Department delivers its services through three divisions:

- **The Public Works Division** is responsible for the construction, maintenance, and operation of the City’s infrastructure that includes City streets and roads, parking lots, parks, trails, and facilities. The Division is also responsible for snow removal, street lighting, maintenance of the Village District, and upkeep of all City vehicles and equipment.

- **The Engineering Division** manages the City’s capital improvement program throughout all phases of the project including planning, budgeting, design, and construction. Typical projects include street and drainage improvements, parks, and public facilities. In planning for public improvements, the Engineering Division must identify potential funding sources and has been instrumental in securing grant funding to help supplement local revenue sources. In addition to capital improvements, this Division reviews new development applications and performs public works inspections to ensure compliance with City and State engineering requirements.

- **The Sanitation Division** services about 10,500 properties (13,200 Equivalent Dwelling Units) via a sewer system consisting of over 200 miles of sewer line, 13 lift stations, and over 6,000 manholes. The City’s sewer system collects and transports wastewater from residential and commercial properties within the City limits. Wastewater collected by the system is transported to the Big Bear Area Regional Wastewater Agency (BBARWA) treatment plant for treatment.

Interested candidates are encouraged to visit raa.careers/bigbearlake-pwd for additional information including budget, organizational structure, and important initiatives for the City of Big Bear Lake.

Challenges and Opportunities

The next Public Works Director/City Engineer will be presented with a number of known challenges and opportunities in which to excel including:

- As the Big Bear Valley continues to thrive and draw an increasing number of visitors, demands on infrastructure and traffic congestion increase. The Public Works Department must continually innovate and take the lead executing solutions.

- The new Public Works Director/City Engineer will lead a Department of well trained and dedicated employees who are highly cross-trained and versatile. However, the upcoming vacancy of a key position will allow the opportunity to evaluate the structure of the Department.

- The City of Big Bear Lake plays a tremendous leadership role in the Big Bear Valley in driving initiatives for the overall benefit of all agencies involved. The Public Works Director/City Engineer plays a pivotal leadership role in securing and coordinating resources for the benefit of all Big Bear stakeholders.

- Just over 5,000 permanent, full-time residents become approximately 35,000 on weekends, and up to 100,000 during peak times—oftentimes due to Big Bear Lake’s sponsorship or involvement in numerous special events. The impacts upon the Public Works Department are clearly intensive, but have resulted in a very capable staff that is both adaptive and resourceful.

- A great deal of success for the City of Big Bear Lake relies on the ability of the Public Works and Engineering Departments to be successful in obtaining grants. Revenue from grants typically exceed the annual General Fund budget for the Public Works Department.

- One of the grant-funded projects, the Big Bear Valley Pedestrian, Bicycle, and Equestrian Master Plan, is currently being implemented as funding allows.

The Ideal Candidate

In addition to being ethical, well-qualified, and experienced, the next Public Works Director/City Engineer must possess certain traits that will be essential for success:

- The ideal candidate will be an exceptional leader with a strong sense of community and cooperation. So much of the success of the Big Bear Valley relies on the cooperation of regional agencies and the City of Big Bear Lake Public Works Director/City Engineer plays a pivotal role.

- Experience with traffic engineering will be an asset, as improvements in traffic flow may be helpful to accommodate the increasing amount of traffic on City streets. Not only is vehicular traffic increasing, but pedestrian and bicycle traffic also—especially considering the City’s successful efforts in attracting these interests.

- The ideal candidate will have a successful track record in soliciting and receiving grants from federal, state, local, and non-profit sources. In aggregate, this grant funding has been critical to the City of Big Bear Lake’s success.

- The new Public Works Director/City Engineer must be willing to embed into the community and develop meaningful relationships with community stakeholders. As such, participation in local events is a community expectation.

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