

City of Coronado

Director of Public Services & Engineering



Recruitment Services Provided By Ralph Andersen & Associates





The City of Coronado is seeking qualified applicants to serve as Director of Public Services & Engineering for this beautiful and historic beachside community in San Diego County.

The Community of Coronado

Rich in history, natural beauty, and with a charming ocean village atmosphere, Coronado is most deserving of its royal “nickname” – the Crown City.

Surrounded by the Pacific Ocean, Glorietta Bay, and San Diego Bay, this picturesque seaside resort destination is linked to the Southern California coastline and the City of San Diego by the graceful and stately Coronado Bridge, and to the south by a narrow strip of land known as the Silver Strand.

This uniquely enchanting city, which measures 13.5 square miles, is home to one of the world’s most pristine beaches named the best beach in the United States by travel magazines and beach expert “Dr. Beach,” 18 public parks, an 18-hole municipal golf course, tennis center, marina, public swimming pools, and numerous other recreation facilities and dedicated bicycle paths. Quiet tree lined streets and friendly neighborhoods offer a variety of architectural home styles. The downtown businesses include quaint shops and active Chamber of Commerce and Main Street organizations. The award-winning school system offers a high caliber of educational standards. Coronado residents enjoy and cherish their high quality of life.

This vibrant, thriving community welcomes more than 2 million visitors annually to soak up the sun and sand while enjoying the lush surroundings and village appeal of Coronado. With 15 hotels, including three world class resorts, with over 1,900 hotel rooms, and many highly acclaimed restaurants, this island community has a resident and Navy population of approximately 23,000 as well as a flourishing tourist population. Coronado is home to Naval Air Station North Island, Coronado (NASNI); Naval Amphibious Base Coronado (NAB); and Silver Strand Training Complex Coronado, supported by nearly 20,000 military and civilian personnel.

Mission Statement

Leading our community in a partnership for excellence

Coronado is a unique, well cared for, financially sound “small town” with an involved citizenry and a strong sense of community pride. We see a partnership between the community and City government which protects the environment, preserves traditions and fosters innovation. We see a community that places trust and confidence in its elected officials who lead a motivated professional City staff dedicated to customer service and continuous quality improvement. We see a protection of our quality of life through strong leadership and open communication.

City Organization

Coronado, incorporated on December 11, 1890, as a general law city, has a Council-Manager form of government. The City is governed by a Mayor and four council members who serve staggered four-year terms. The City employs 234 full-time employees and a seasonal/temporary workforce that ranges between 100 and 200 throughout the year. The City has a General Fund revenue of \$60 million, a total operating budget of approximately \$93 million, and an underlying AAA rating from Moody’s. It is a full-service City organized into 10 departments: City Manager, City Attorney, City Clerk, Administrative Services (Finance, Human Resources, and Information Technology), Community Development, Police Services, Fire Services and Beach Lifeguards, Public Services and Engineering, Library Services, and Golf and Recreation Services.

The Department

The mission of the Public Services & Engineering Department is to maintain the City's physical infrastructure and provide the highest level of cost-effective maintenance for the City's beaches, facilities, streets and sidewalks, fleet assets, parks, sanitary sewer and storm drain systems, and rights-of-way, while protecting the public's health and safety. The Department also provides engineering management, including planning, design, construction, and repair of the City's buildings, parks, streets, and utility systems.

Departmental Goals:

- ◆ Maintain the City's beach and park areas, open space, and physical infrastructure at a high service level at the most efficient cost.
- ◆ Provide a prompt and courteous response to all service and information requests.
- ◆ Extend the service life of the City's vehicles, equipment and facilities.
- ◆ Investigate and implement cost and energy saving measures for the City's facilities, vehicles, and equipment.
- ◆ Ensure a high level of contract service and resident participation in the City's Solid Waste and Recycling Program.
- ◆ Ensure compliance with all Federal, State, and local laws governing activities managed by the Public Services & Engineering Department.
- ◆ Provide staff support on regional infrastructure issues and community-wide special events.

The FY 21-22 staffing level for the Department is for approximately 55 FTEs and an operating budget of \$11,000,000.

The Position

The Director of Public Services & Engineering is an at-will position appointed by and works under the general direction of the City Manager. Serving as a key member of the Executive Team, the Director will plan, oversee, and direct the work of the City Engineer/Director of Engineering and the activities and operations of the Public Services & Engineering Department. The Department is focused on maintenance of City streets, parks, beaches, fleet and facilities, and administration of solid waste and recycling programs, operation of the stormwater and wastewater utility, and capital improvement projects. The Director will provide highly responsible and complex support to the City Manager.

The Ideal Candidate

The City of Coronado is seeking a well-rounded, skilled leader to serve as its Director of Public Services & Engineering. The candidate should be a self-motivated, dedicated, strategic manager who is committed to organizational effectiveness and dedicated to serving the community. He/she will be expected to actively participate in the City's Executive Team and in matters of broad organizational concern.

Additionally, the ideal candidate will be an individual who has the ability to:

- ◆ Assume full management responsibility for all Department services.
- ◆ Coordinate, review, and approve the work of the City Engineer and a wide variety of independent service providers.
- ◆ Manage complex capital improvement projects.
- ◆ Identify and respond to sensitive community and organizational issues, concerns and needs.

- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- ◆ Research, analyze, and evaluate new service delivery methods and techniques.
- ◆ Negotiate and administer service contracts.
- ◆ Prepare clear and concise administrative and financial reports.
- ◆ Prepare and administer large and complex budgets.
- ◆ Interpret and apply applicable Federal, State and local policies, laws and regulations.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Manage a diverse workforce.
- ◆ Support the labor relations process.
- ◆ Implement effective procurement processes.

Education and Experience

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field. A Master's degree is desirable.



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Experience: At least six years of increasingly responsible experience directing and managing engineering, public works maintenance, construction, and repair projects including three years of management and administrative responsibility.

Licenses and Certificates: Possession of a valid Class C California Driver's License with a safe driving record. Possession of a California Professional Civil Engineer's License is desirable.

Knowledge of: Operations, services and activities of a comprehensive public services maintenance and repair program including streets, parks, fleet, beach, stormwater and wastewater, solid waste and recycling operations and related capital improvement programs. Principles, practices, and applications of public administration. Principles and practices of project management. Engineering principles, methods, and techniques.

Compensation

The City of Coronado offers a competitive compensation package. Salary is open depending on qualifications and experience. The current Public Services & Engineering Director's salary is **\$14,868.56 - \$17,684.58 Monthly**.

The City offers an excellent benefits package including:

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). Participants enrolled in CalPERS after 1/1/13 are eligible for the 2% @ 62 benefit formula. Participants enrolled in CalPERS prior to 1/1/13 are eligible for the 3% @ 60 benefit formula. The City participates in Social Security and Medicare.

Health Benefits: The City currently provides a Cafeteria Benefit Plan with an allotment for Executive employees of \$1,772 per month that can be used to help cover the cost of medical, dental, vision, supplemental life insurance, and ancillary benefits. Any remaining balance from the Cafeteria Benefit Plan can be designated to a health reimbursement account (HRA) for reimbursement of eligible health care expenses and/or deposited into a dependent care flexible spending account (FSA) for eligible dependent care expenses.

Leave Benefits: New employees accrue 144 hours of annual leave (combined vacation and sick leave) per year.

Administrative Leave: The City provides Executive employees with 80 hours of administrative leave per fiscal year.

Life Insurance: The City provides one times salary Term Life plus \$25,000 Term Life and \$25,000 Accidental Death & Dismemberment (AD&D).

Short- and Long-Term Disability: The City provides short- and long-term disability insurance equal to 66 2/3% of income. Employees that earn over the maximum benefit of \$5,000/month available under the long-term disability plan, have the option to purchase enhanced long-term disability insurance.

Tuition Reimbursement: The City provides up to \$1,000 per fiscal year for reimbursement of directly related cost of tuition, school fees, books, and required materials for approved courses.

To Be Considered

This is a **confidential recruitment** 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. Candidates are encouraged to **apply immediately, with the first review of resumes to begin following the application deadline of August 30, 2021**. Electronic submittals are strongly preferred to Ralph Andersen & Associates at apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five professional references.

Only the most highly qualified candidates will be invited for an on-site interview anticipated to be in late-September 2021. The selection process may also involve a supplemental questionnaire. The desired starting date for the newly selected PS&E Director is early November 2021.

Confidential inquiries are welcomed to David Morgan at (916) 630-4900.



The City of Coronado is an Equal Opportunity Employer

