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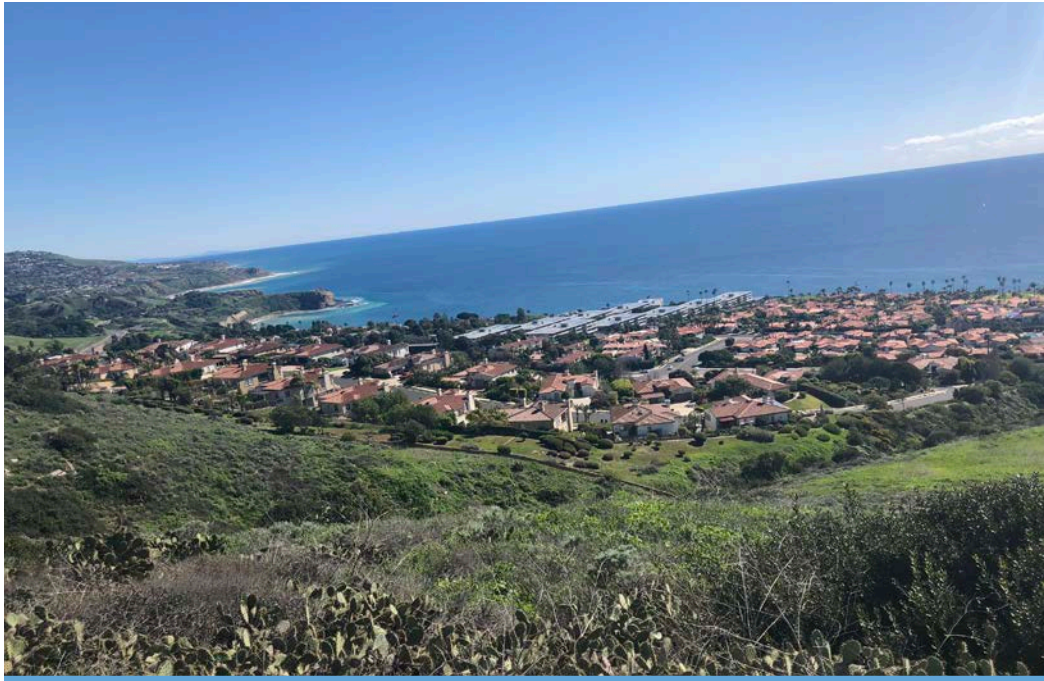
RANCHO PALOS VERDES

invites your interest in the position of

DEPUTY DIRECTOR OF PUBLIC WORKS

Recruitment Services Provided by Ralph Andersen & Associates

THE OPPORTUNITY



Are you an outgoing, innovative, and creative public works professional that thrives on being challenged with exciting and unique projects? Do you want the stability and benefits of a government job but dread the thought of sitting in an office pushing paper and administering bureaucratic policies? Do you want to work in a beautiful and serene environment with a high performing and customer service-oriented organization?

If so, read on, because the City of Rancho Palos Verdes is excited to announce a recruitment for the position of Deputy Director of Public Works.

This position is second-in-command to the Public Works Director and will be in charge of the City's Capital Improvement Program, which is a significant part of the Department.

This is a great opportunity to build a career with fascinating keystone projects like the design and construction of a new Civic Center featuring City Hall and working with a team of consulting engineers on developing a remediation plan to slow down the Portuguese Bend Landslide, the largest continuously moving landslide in North America. You won't be bored because of keystone projects such as Western Avenue Traffic Flow and Beautification Improvements, where you will have the opportunity to re-brand the City's commercial corridor. Variety is abundant with dozens of projects in the Capital Improvement Program, a supportive and engaged community, and much more.

Come join us and make your mark on the community!

THE COMMUNITY

Situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County, the City of Rancho Palos Verdes is a contract city that has maintained its low-tax, low density, semi-rural environment. The City enjoys expansive views of the Pacific Ocean, Catalina Island, and Los Angeles basin. The community, also known as “paradise” or a “place set apart,” enjoys 7.5 miles of Pacific coastline, the 1,400-acre Palos Verdes Nature Preserve, approximately 31 miles of trails, two beaches, and hundreds more acres of open space. Within the City’s 13.6 square miles are historic landmarks and points of interest, including Wayfarers Chapel, Point Vicente Interpretive Center, Terranea Resort, Trump National Golf Club, and the Point Vicente Lighthouse.

City Hall is situated on a site that enjoys year-round unobstructed views of the Pacific Ocean and Catalina Island and is surrounded by over 75 acres of open space with multiple trails. It is an easy walk to the Golden Cove Shopping Center, where a plethora of restaurants serve lunch overlooking the Pacific Ocean and Catalina Island.

THE ORGANIZATION

Rancho Palos Verdes is a California General Law City and has operated under a Council/City Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis, including the City Council designated Mayor and Mayor Pro Tem. Council members are elected to four-year staggered terms with two or three Council members elected every two years. The City is also a contract city that retains fire and law enforcement services from Los Angeles County.

The City has a long tradition of being fiscally sound with healthy annual budgets and reserves that are twice the recommended level for municipalities. Furthermore, the City’s fund balance is actually twice the reserve amount, meaning that the City has a fund balance equal to one full year of a typical general fund operating budget. Beyond that, the Capital Improvement Program has a total reserve balance of approximately \$20 million. When other local government agencies are forced to reduce their workforce during difficult budget times, Rancho Palos Verdes stands strong on its decades of sound fiscal policy and continues working!

The City Council recognizes the role that Staff play in maintaining its strong fiscal position and accordingly rewards employees, having instituted a program whereby the City Manager may issue merit awards of up to 5% of an employee’s annual salary.

THE PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for a wide variety of activities related to the City's infrastructure, including planning, developing, operating, and maintaining the City's transportation network, facilities and associated parks, storm sewer system, and the Abalone Cove Sanitary Sewer. Programs such as solid waste, fuel modification, public street beautification/landscaping, and environmental sustainability are also provided through Public Works. The Department coordinates with third-party utility providers including gas, electricity, water, and sanitary sewer collection exclusive of Abalone Cove.

The typical annual operating budget is approximately \$10 million, and the typical annual Capital Improvement Program budget is also approximately \$10 million.

The Department is committed to providing exceptional customer service and relies on partnerships with City Council-appointed citizen committees as well as other stakeholder groups.

The Department delivers core services and programs/projects primarily through consultants and contractors; with approximately 20 in-house staff positions overseeing and administering the work.



THE DEPUTY PUBLIC WORKS DIRECTOR POSITION

The incumbent will often be the public face of the Public Works Department, working with elected officials, Council-appointed advisory committees, regulatory agencies, leaders in other departments, and the general public.

The Deputy Director is responsible for overseeing the City's Capital Improvement Program. The work includes an annual update of the 5-year CIP as well as overseeing design and construction of the various projects. Examples of key projects include the following:

- ▶ Remediation of the Portuguese Bend Landslide, which is the largest continuously moving landslide in North America.
- ▶ Master planning, design, and construction of a New Civic Center featuring a New City Hall.
- ▶ Rehabilitation of arterial and local streets including re-paving, sealing, repairing sidewalk, installing curb ramps, and updating signs and pavement markings.
- ▶ Installation of new traffic signals and traffic signal modifications.
- ▶ Rehabilitation, major maintenance, and tenant improvements to various City buildings.
- ▶ Drainage improvement projects in City right of ways to reduce the likelihood of flooding.
- ▶ Stormwater capture and treatment projects to meet stormwater quality regulatory requirements.
- ▶ Upgrade and rehabilitation of sanitary sewer lift stations and collection systems.



THE IDEAL CANDIDATE

The City of Rancho Palos Verdes is seeking a hands-on, team-oriented professional with high energy and focus, as well as the ability to make decisions independently while keeping the Director of Public Works informed. The incumbent will be hyper-focused on responding to resident issues with first-class customer service. Other attributes vital to success in the position are exceptional written and oral communication skills, analytical decision-making, excellent organization skills, and attention to detail.

Key responsibilities will be the following:

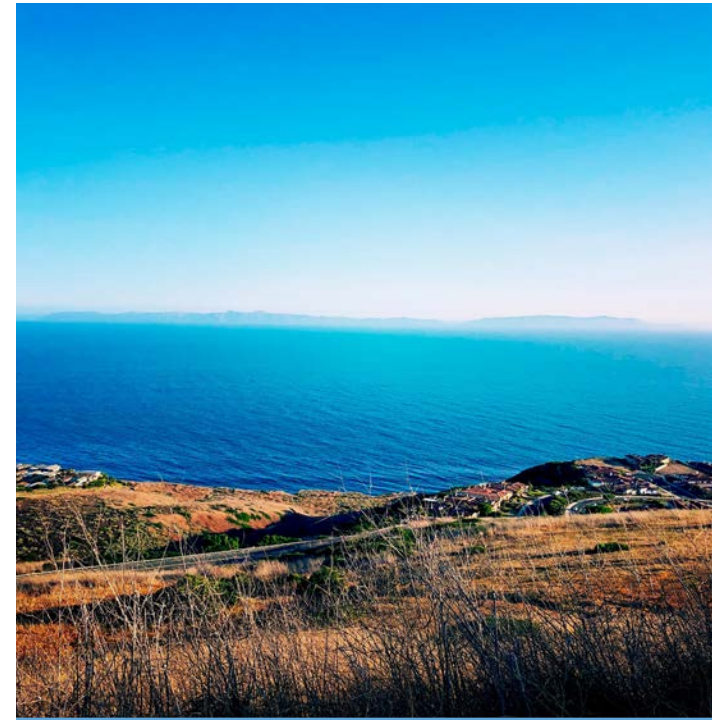
Personnel Management: Developing, coaching, and mentoring staff so they improve their skills and qualifications while evaluating their performance candidly and holding them accountable to meeting expectations.

Process Management: Approaching the work with the mindset of continuously finding a more efficient way of conducting business so that less time and effort is needed to produce the same result.

Portfolio Management: Prioritizing and planning the workload of staff and consultants/contractors, monitoring the status of a portfolio of various projects/initiatives, identifying potential risks to project scopes, schedules, or budgets, and directing early intervention to assure projects are completed on-time and under budget.

Technical Quality Assurance: Reviewing the work of staff and consultants/contractors to assure that it is based on sound technical principles, meets industry standards and best practices, applies professional judgement appropriately, and reaches well-founded conclusions.

Communication Skills: Interpreting complex technical information, developing summary reports, delivering presentations that can be easily understood by lay persons, listening to concerns, and responding with complete information.



EXPERIENCE AND EDUCATION

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

Education and Experience: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, construction technology or management, business or public administration, or a related field, and four (4) years of management and/or administrative experience in civil engineering, municipal public works maintenance, or related field.

Licenses and Certifications:

- ▶ Not required, but desirable is possession of a valid registration as a Professional Engineer in the State of California.
- ▶ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.



COMPENSATION AND BENEFITS

The salary for the Deputy Director of Public Works is up to \$190,208, with a **salary range of \$112,337 to \$190,208**. The City is committed to recruiting and retaining an exceptional workforce; therefore, placement in the salary range will be dependent upon qualifications. The City of Rancho Palos Verdes is currently conducting a comprehensive classification and compensation study which may result in an adjustment to the salary range.

The City of Rancho Palos Verdes is offering a \$15,000 recruitment incentive paid in three increments (25% payable on the first paycheck; 25% upon successful completion of 12 months of employment; and final 50% paid upon completion of 24 months of employment).

In addition to the salary, the City offers a generous comprehensive benefits package including:

- ▶ **RETIREMENT:** The City participates in the California Public Employees' Retirement System (PERS) to provide retirement benefits. Pension contribution percentages, benefit formulas, and maximum reportable compensation limit amounts are subject to change by PERS on an annual basis.
 - ▶ **"Classic" members** – 2% @ 60 – Employees that became members of PERS on or before 12/31/2012 and have not had a break in service of 6 months or more, may retire at 60 with 5 years of service credit and receive a benefit equal to the number of years of employment x 2% x highest reportable compensation over a three-year period. Employees contribute 7.75% of their annual salary on a pre-tax basis for the 2023-2024 fiscal year. The maximum reportable compensation for 2023 is \$330,000.
 - ▶ **"New" members** – 2% @ 62 – Employees that became part of California PERS on 01/01/2013 or later may retire at 62 with 5 years of service credit and receive a benefit equal to the number of years of employment x 2% x highest reportable compensation over a three-year period. Employees contribute 6.75% of their annual salary on a pre-tax basis for the 2023-2024 fiscal year. The maximum reportable compensation for 2023 is \$175,250.
- ▶ **DEFERRED COMPENSATION:** Offered through Mission Square (formerly ICMA) 457 program. The City contributes a 3% match of 457 employee contributions to a 401(a) defined contribution plan.
- ▶ **MEDICAL INSURANCE:** The City has five (5) medical plans available to employees (3 HMO's, 1 traditional PPO, and a high deductible PPO). The City currently pays the entire premium for the employee and 50% of the dependent care premium. The City's annual contribution to an employee's HSA plan is \$3,850 for single coverage or \$7,750 for employee and dependent coverage for employees enrolled in the Blue Shield Silver Plan.
- ▶ **DENTAL AND VISION PLANS:** The City has two dental plans and one vision plan available to employees.
- ▶ **VACATION:** Accrual is based on total years of work experience in the industry as follows:
 - ▶ Beginning of 6th year through 15th year = 10 hours per month; max accrual of 240 hours.
 - ▶ Beginning of 16th year through 17th, 18th, 19th, and 20th year = 10.67, 11.33, 12.00, 12.67, 13.33 hours per month; max accrual of 256, 272, 288, 304, 320 hours.
 - ▶ Up to 50% of vacation accrual can be cashed out annually.

COMPENSATION AND BENEFITS CONTINUED

- ▶ **ANNUAL LEAVES:** 96 hours of sick leave per year with no maximum accrual, 62 hours of administrative leave per fiscal year, 11 holidays, 2 floating holidays.
- ▶ **EMPLOYEE ASSISTANCE PROGRAM (EAP):** City paid confidential well-being resource program for employee and immediate family members. Includes 8 sessions per individual per issue per year.
- ▶ **LIFE INSURANCE AND AD&D:** City paid term life insurance policy with a value of twice the annual salary (up to \$350,000). The City also provides group term life and AD&D benefits for spouses (\$5,000) and children (\$2,000). Option for additional supplemental coverage for employee and dependents.
- ▶ **LONG-TERM DISABILITY:** City paid premium with benefit set at 66.7% of monthly earnings to a max benefit of \$5,000 per month, after a 90-day waiting period.
- ▶ **SHORT-TERM DISABILITY:** Participation in the State Disability Insurance Program. Annual premium is determined by the State and based on gross annual pay. Premium paid by the employee.
- ▶ **EMPLOYEE INCENTIVE PROGRAM:** Employees are eligible to receive monetary awards up to 5% of gross annual pay in recognition of exemplary performance, subject to approval of the Department Head and City Manager.
- ▶ **OPTIONAL BENEFITS:** ScholarShare 529 College Savings Plan, Nationwide Pet Insurance, AFLAC plans, Credit Union membership, Legal Access plan, Flexible Spending Account.
- ▶ **TUITION REIMBURSEMENT:** The City will reimburse an employee up to the max amount of \$500 per fiscal year for tuition, fees, and books for job-related coursework.

WORK SCHEDULE: Full-time employees work 80 hours in 9 days (9/80) and receive every other Friday off. City Hall hours are Monday – Thursday, 7:30 a.m. to 5:30 p.m. and Friday, 7:30 a.m. to 4:30 p.m. A flex schedule via telework is possible with the Public Works Director's approval.

TO APPLY

If you are looking to join a team committed to developing individuals with a talent to achieve their highest potential while providing the very best in public service, we invite you to apply for the Deputy Director of Public Works position with the City of Rancho Palos Verdes. This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. This recruitment closes on **Monday, October 9, 2023**. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials. **Electronic submittals are strongly preferred** to apply@ralphandersen.com and should include the following:

- ▶ Compelling cover letter;
- ▶ Comprehensive resume; and
- ▶ Five professional references.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries are welcomed to Fred Wilson at (916) 630-4900.

The City of Rancho Palos Verdes is an Equal Opportunity Employer

