



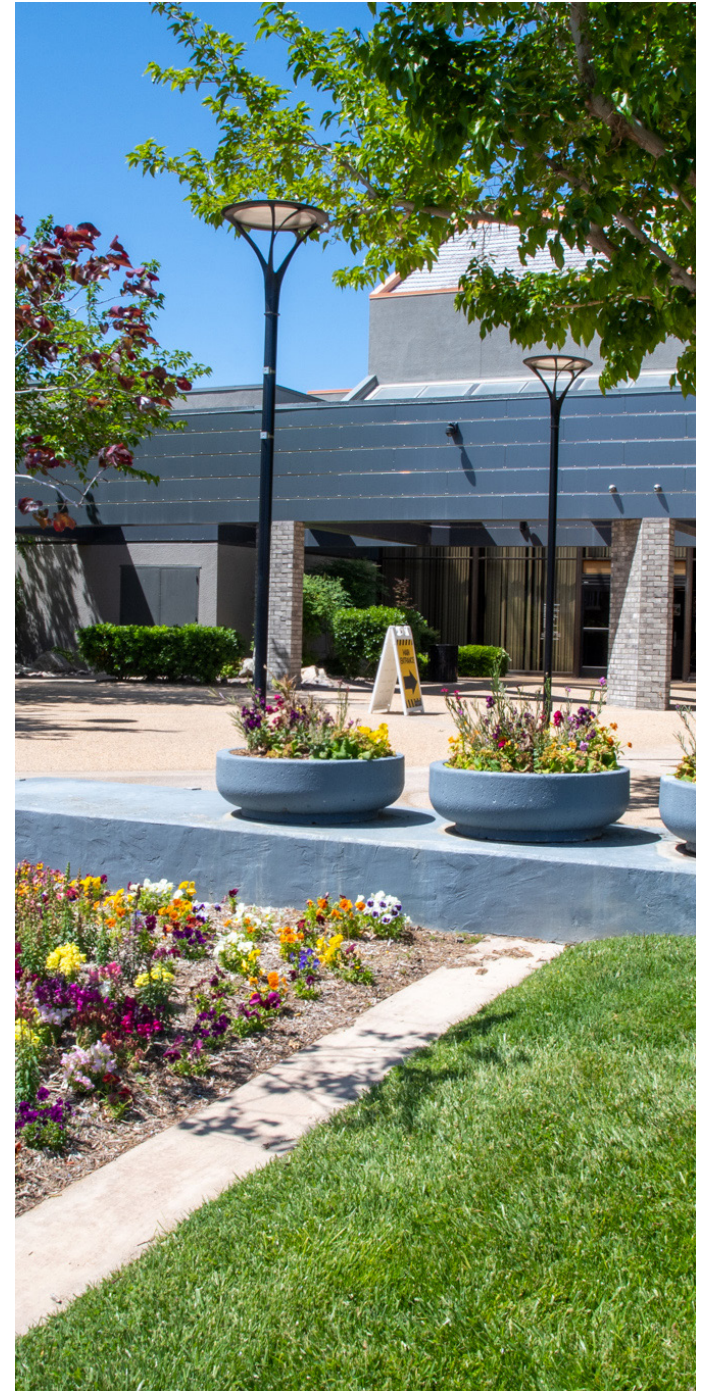
Creating
a better
tomorrow.
Together.

City of Lancaster

Assistant Director of Public Works/City Engineer

An Outstanding Opportunity

The City of Lancaster is looking for an Assistant Director of Public Works to oversee a staff of 33 (including 10 professional engineers) in three key divisions – capital improvement programs engineering, development engineering, and traffic engineering. A recent reorganization within the Public Works Department and other internal promotions have created this unique opportunity for an energetic, forward-thinking professional to lead and manage in a dynamic and collaborative environment. Importantly, the Assistant Director of Public Works also holds the title of City Engineer.



Recruitment Services Provided by Ralph Andersen & Associates

Creating a Better Tomorrow – Together

The City of Lancaster is located in the Antelope Valley at the western edge of the Mojave Desert, about 70 miles north of downtown Los Angeles. With a diverse community of approximately 157,000 residents, Lancaster has been a launchpad for innovations throughout the past century. The City's motto "creating a better tomorrow, together" expresses the community's attitude of collaboration and imaginative forward-thinking.

Home to families, innovative businesses large and small, and even astronauts and rocket scientists, Lancaster is leading the U.S. with ingenuity. The City embraces being leaders on important issues. Lancaster is the first zero-energy city in America – with power from solar fields, an all-electric fleet of city vehicles, and plans to become the first hydrogen-powered city.

Lancaster's bold spirit is also reflected in the striking beauty of its desert landscapes. The hillsides are famous around the world, since each spring they explode into sweeping fields of wildflowers including the signature orange California poppy. The Antelope Valley Poppy Reserve, a protected area of more than 1,700 acres devoted to protecting wildflowers, welcomes visitors from around the U.S. and the globe.

Lancaster is a wonderful place to work and call home. In addition to the spectacular nature that surrounds the City, it boasts 450 acres of beautifully manicured parks and a thriving downtown where residents can check out local eateries, explore a wide variety of shopping options, enjoy the Lancaster Museum of Art & History, or take in a show at the Lancaster Performing Arts Center. Each year, the community enjoys a number of City-hosted events, including a summer concert series, a Fourth of July Fireworks Extravaganza, the California Poppy Festival, and more.

The City of Lancaster is dedicated to continuing to improve services to residents and to building together into the future. As Lancaster recovers from the COVID-19 pandemic, the City is investing in its local businesses through its Stand Strong Business program to keep them operating and successful. The City is also continuously investing in the infrastructure needed for a connected, healthy community. On March 24, 2022, the City celebrated the ribbon-cutting of a new, state-of-the-art community center for residents and visitors alike to congregate. The City is also looking ahead to developing Lancaster Medical Main Street – a master-planned district around the current Antelope Valley Hospital campus, which will feature a mix of medical facilities and other health, wellness, and active lifestyle developments.

City Government

Lancaster is a Charter City and functions under the Council-Manager form of government, with a Mayor elected at-large for a four-year term, and four Council Members elected at-large for four-year staggered terms.

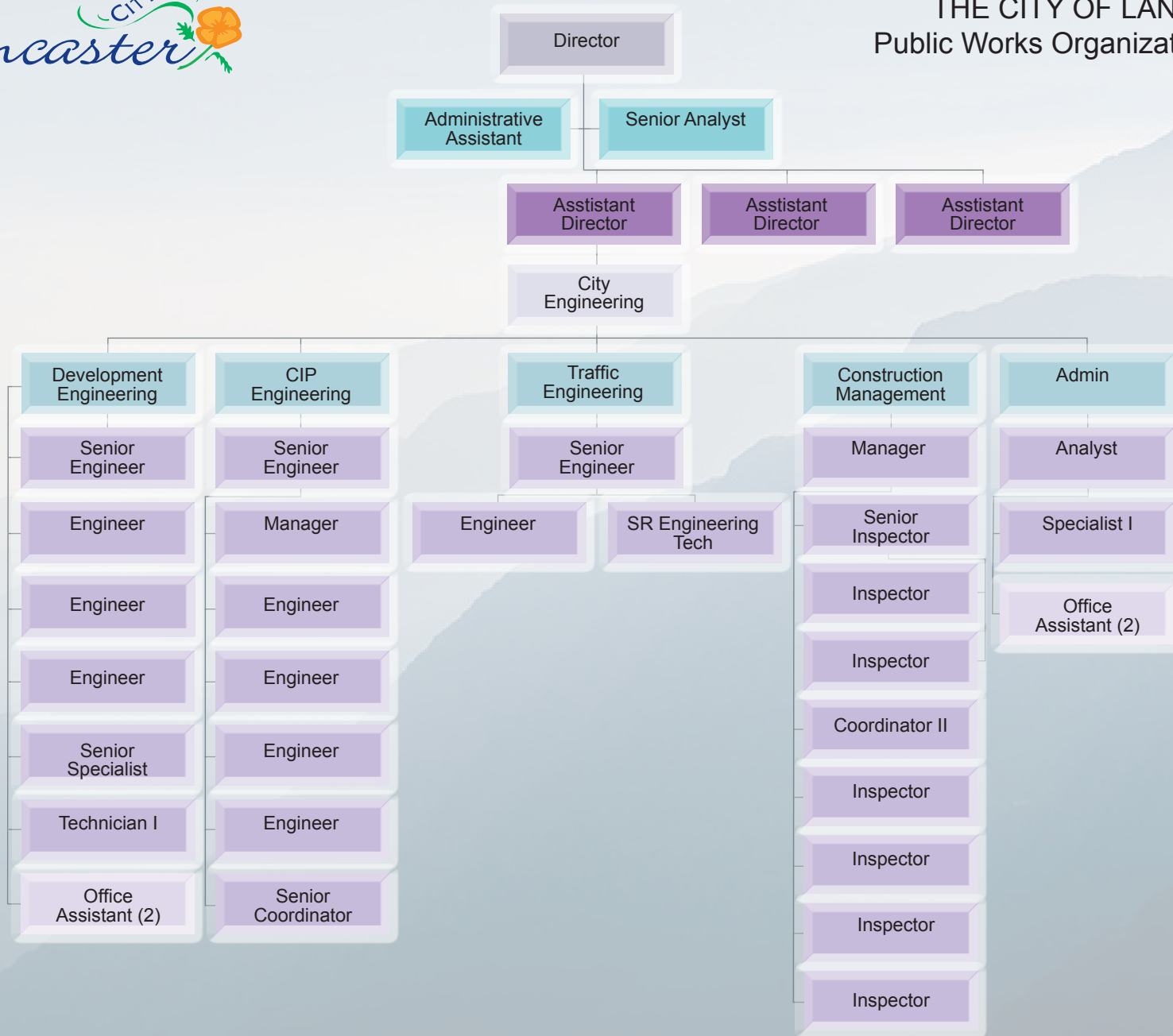
The Council appoints the City Manager and the City Attorney. The City Manager serves as the Chief Executive Officer and is responsible for appointment, development, and management of all Department Directors across six city departments: City Manager's Office; Development Services (includes Economic Development, Community Development, Public Works, and Capital Programs); Finance; Human Resources & Risk Management; Parks, Arts, Recreation, & Community Services; and Public Safety. Fire services are provided by the County of Los Angeles Fire Department and law enforcement services are provided under contract by the County of Los Angeles Sheriff's Department.

To learn more about the City of Lancaster, please visit: www.cityoflancasterca.org/.





THE CITY OF LANCASTER Public Works Organization Chart



The Public Works Department

The Position

Under the supervision of the Director of Public Works, the Assistant Director of Public Works), plans, supervises, and manages the activities and operations of the City Engineering Division, which include Development Engineering, Capital Improvement Program Engineering, Traffic and/or other Engineering functions; Construction & Inspections; Mapping and Right of Way; and performs the full range of duties as the City Engineer.

Key responsibilities include:

- ❖ Plan and supervise City engineering activities, including surveying, construction management, and public works inspections;
- ❖ Long-range infrastructure planning including master plan development and update;
- ❖ Assist and advise the Department's technical and professional staff on problems related to the design and construction of public works systems;
- ❖ Interpretation and enforcement of construction specifications, plan check and mapping, and the design and operation of traffic systems;
- ❖ Interpretation and application of relevant codes, ordinances, rules, and regulations;
- ❖ Prepare and review engineering reports, budget estimates, and proposed ordinances;
- ❖ Supervise and participate in the formulation, preparation, and maintenance of long-range and current engineering plans for public works activities;
- ❖ Supervise and participate in the entitlement process;
- ❖ Determine the scope of engineering projects, and review plans for private contractors;
- ❖ Act as technical advisor on public works, traffic, engineering, land development, and capital improvement matters;
- ❖ Serve as liaison in engineering activities between other municipalities, county, state, and federal agencies;
- ❖ Make technical engineering decisions, and establish technical criteria and standards;
- ❖ Prepare comprehensive engineering reports;

The Position *continued*

- ❖ Participate in preparing annual budget;
- ❖ Establish infrastructure design standards for the City and enforce their implementation;
- ❖ Mentor, guide, assign duties and evaluate the work performance of staff; and
- ❖ Build and maintain effective and strong working relationships on a city-wide basis including with the development community, local and regional government entities as well as with members of the public.



Current Projects Underway

- ❖ Antelope Valley Fair Event Center (in partnership with the Antelope Valley Fair Board)
- ❖ Complete Streets Project
- ❖ Highway 14 Freeway Project in cooperation with CalTrans involving numerous on and off ramps
- ❖ Rehabilitation of Existing Structure to accommodate future Police Department Headquarters



The Ideal Candidate

The Assistant Director will be a leader with a strategic approach to managing a robust and vibrant engineering division. This top professional will have outstanding project management skills and be able convey this same level of effective organizational to other members of the engineering division. This is of particular importance as the Public Works Department addresses all the typical public works related issues as well as emphasizing proactive and aggressive problem solving in a dynamic and robust environment.

The Department has traditionally had a strong customer service orientation and the selected candidate will continue to enhance this culture through frequent and effective communication. The Assistant Director will have a leadership style that is both empowering, respectful, and is rooted in genuine concern for others. The Assistant Director will also appreciate the varied skills and contributions of the broad spectrum of individuals in the organization. Importantly, the top candidate that rises above the competition will have a spirit of innovation and inspire the creativity of others.

The new Assistant Director will be adept at managing in a fast-paced and dynamic environment. Both diplomatic and decisive, the successful candidate will work with a sense of urgency and timeliness, keep focused on progress and continued improvement.

Importantly, combine all of this with a positive, “get-it-done” attitude to ensure ultimate success for the new City Engineer / Assistant Director in this leadership role.

The Ideal Candidate will have Core Competencies that include:

- ❖ Learning Agility – Seeking learning opportunities and applying the lessons to work;
- ❖ Professional & Technical Expertise – Applying technical subject matter to the job;
- ❖ Attention to Detail – Focusing on the details of work content, work steps, and final work products;
- ❖ Professional Integrity & Ethics – Displaying honesty, adherence to principles, and personal accountability;
- ❖ Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards;
- ❖ Customer Focus – Attending to the needs and expectations of customers;
- ❖ Teamwork – Collaborating with others to achieve a shared goal;
- ❖ Valuing Diversity – Appreciating the benefits of varied backgrounds and cultures in the workplace; and
- ❖ Allocating Resources – Prioritizing the use of fiscal and material resources to maximize organizational effectiveness.

The Ideal Candidate *continued*



The Ideal Candidate will also embrace the Guiding Principles of:

- ❖ Put people first and also be:
- ❖ Visionary;
- ❖ Ambassador for the City;
- ❖ Fiscally Responsible;
- ❖ Creative;
- ❖ Always improving; and
- ❖ Adaptable and resilient.





Desired Qualifications

Education: A Bachelor's degree in civil engineering from an accredited college of university. A Master's degree is highly desirable.

Experience: Well-qualified candidates will have a minimum of seven (7) years of experience in professional engineering and administrative experience in the field of public works, including supervisory experience in the engineering field.

Certification: Possession of a Certificate of Registration in California as a professional Civil Engineer is required.

Compensation and Benefits

The salary range for this position is \$153,907 to \$196,428 annually plus a \$10,000 signing bonus (\$5,000 after completion of first 6 months and the remaining \$5,000 after successful completion of yearly evaluation). The City also offers an excellent executive benefits package including CalPERS retirement (Classic – 2%@60; New Member – 2%@62; with 5% Employee Share), 5% contribution to Deferred Compensation and \$175 per month + an additional 2% contribution of base pay to Retiree Health Savings. Candidates should be aware that the City *does not* participate in Social Security except for the mandatory Medicare contribution of 1.45%. Further details on compensation may be obtained through Ralph Andersen & Associates.

www.cityoflancafterca.org

To Be Considered

This is a confidential process and will be handled accordingly through all phases of the outreach and selection process. An electronic version of all submittals is required. Interested candidates should **apply by Monday, January 8, 2024**, by sending a comprehensive resume with a compelling cover letter of interest to apply@ralphandersen.com. Top contenders will also submit a supplemental listing of key capital improvement projects for review. References are not required at time of submittal and no contact will be made with references or current employer until mutual interest has been established in order to provide the utmost in confidentiality.

This is a statewide search effort and all highly qualified individuals with engineering experience are encouraged to submit qualifications for consideration. This position may close at any time highly qualified candidates are identified. The initial interview (Round #1) may be done using video technology followed by an on-site interview (Round #2) upon submittal of a requested items.

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Ms. Heather Renschler at (916) 630-4900 or by submitting an email to heather@ralphandersen.com. Alternatively, a confidential discussion can be scheduled by emailing scheduling@ralphandersen.com.

The City of Lancaster is an Equal Opportunity Employer.

