



Salary Range Increase

City of Solvang

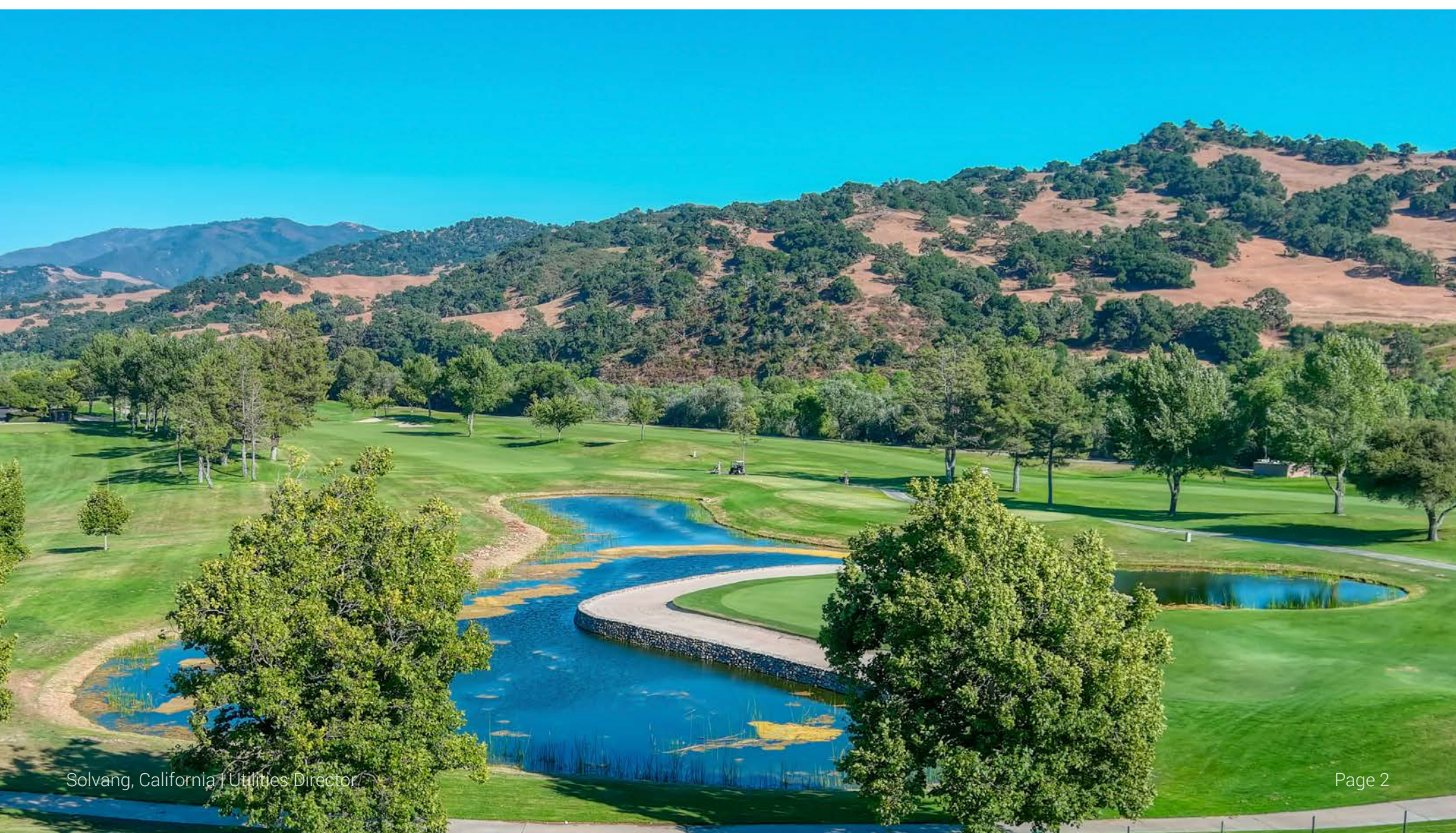
invites your in interest in the position of

Utilities Director

Recruitment Services Provided by Ralph Andersen & Associates

The Opportunity

The City of Solvang, located in the beautiful Santa Ynez Valley in Santa Barbara County, is conducting a search for an accomplished professional to serve as its next Utilities Director. The Director will have experience managing utilities for a municipality, county, or a municipal district.



The Community

Nestled between the Santa Ynez and San Rafael Mountain ranges, the City of Solvang (estimated population 6,100) is located inland along the Central Coast, some 45 miles north of Santa Barbara, in the historic Santa Ynez Valley. Solvang, meaning “sunny field,” was founded in 1911 by a group of Danish pastors and educators from the Midwest who were in search of a site for a Danish-type folk school. Although Solvang has developed into one of California’s main tourist attractions, its many Danish-American residents continue to perpetuate their heritage, as seen by the old-world Northern European architectural style, Community Festivals, and delicious Danish bakeries in the downtown tourist area.

Solvang reflects a thoughtful blend of history and culture. The City’s economy largely depends on tourism, and the Danish village has much to offer. Major attractions for visitors include the City’s Danish-themed village with unique shops, inns, bakeries, European style streets and architecture, cafés, local wineries, art galleries, golf courses, equestrian and other livestock production, the Santa Ines Mission, The Wildling Museum, and the Elverhoj Museum of History and Art.

There is always something fun to do in Solvang! For wine enthusiasts, wine tasting events abound throughout the year. The City offers eighteen wine tasting rooms, along with more than 120 wineries throughout the Santa Ynez Valley. Solvang has an up-and-coming craft beer scene as well with many popular local brews. Foodies can enjoy an incredible variety of flavors and international cuisine offered in Solvang’s restaurants or take a sweet stroll along Solvang’s Sweet Treats Trail. The City also hosts annual events including the Taste of Solvang in March, Danish Days in September, and Julefest in December.

To learn more about the “Danish Capital of America,” visit the City’s website at: www.cityofsolvang.com/.



The Organization

Incorporated in 1985, Solvang transitioned from a General Law City to a Charter City in 2006 and operates under a Council-Manager form of government. Policy-making and legislative authority are vested in the City Council and is composed of five (5) members. The Mayor, who serves as an equal member of the Council, is elected to a two-year term. The Council is responsible for, among other matters, passing ordinances, adopting the City budget, appointing committees, hiring the City Manager, and contracting for the City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing the daily operations of the City, hiring employees, and otherwise managing daily operations of the City.

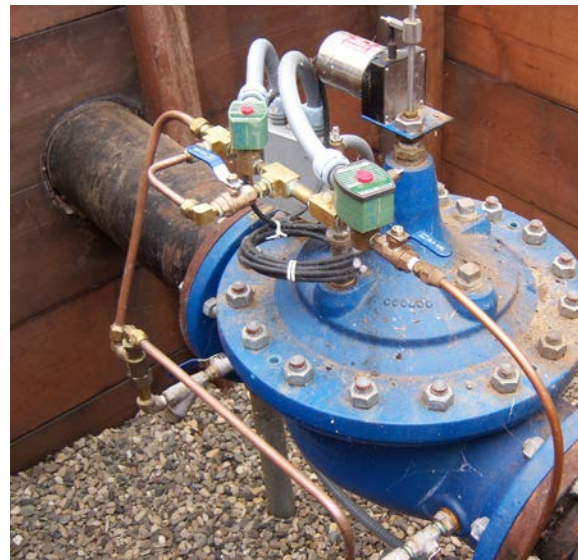
The City of Solvang provides a range of municipal services, including contracted police services, the construction and maintenance of City streets, storm drains, bridges and similar infrastructure type assets, park maintenance, and community recreation activities. Water, wastewater, and transit services are also provided by the City. Solvang is part of the Santa Barbara County Fire District. View the City's FY2023-2024 Organizational Chart [here](#).



The Department

The Utilities Department is composed of the following divisions, which encompass a total staff of 11 full-time as follows:

- ❖ Water Division operates and maintains the City's water supply and distribution facilities and provides potable water to the residents and businesses of Solvang. The facilities operated and maintained by the Water Division include 3 water storage tanks/reservoirs, 6 production water wells, 3 pump stations, chlorination and ammonia facilities, a hydro-pneumatic tank, and over 41 miles of waterline throughout the City of Solvang.
- ❖ Wastewater Division is responsible for operating and maintaining the City's sewer collection system and Wastewater Treatment Plant.
- ❖ The sewer collection system consists of over 20 miles of sewer pipelines. The City operates the sewer collection system under a Permit issued by the Regional Water Quality Control Board.
- ❖ Wastewater Treatment Plant (WWTP) has a design capacity of 1.5 million gallons per day (MGD) and receives and treats wastewater from the City of Solvang and the Santa Ynez Community Services District (SYCSD) which serves the town of Santa Ynez. The SYCSD owns 0.30 MGD capacity in the Solvang WWTP. The Plant provides full secondary treatment of the wastewater received.



Overview of Position and Key Responsibilities

The Utilities Director is an exempt at-will position reporting to and receiving general direction from the City Manager. The Utilities Director is responsible for planning and monitoring all daily operations, maintenance, repair, and construction of the pipeline system and structures and has responsibility for the overall management of the water system, the Wastewater system and development, implementation, and interpretation of public policy.

Specific responsibilities include:

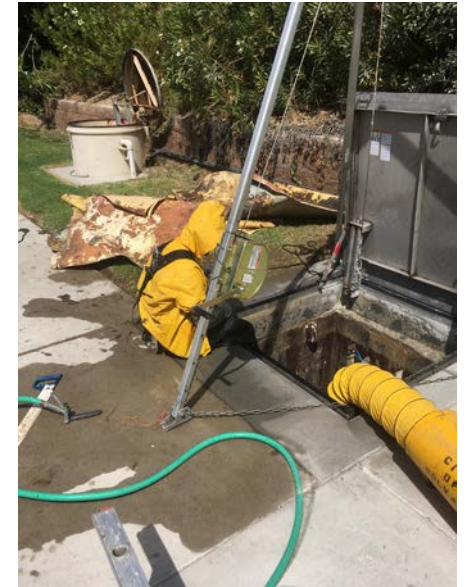
- ❖ Respond to all water quality and environmental inquiries and issues; participate in inspections; and interact with applicable federal, state, and local agencies.
- ❖ Ensure all water distribution and supply facilities and operations and maintenance programs comply with applicable federal, state, and local ordinances and regulations.
- ❖ Responsible for management of the Wastewater Treatment Plant upgrade; work closely with the Finance Director on the development of financing strategies to fund the upgrade.
- ❖ Ensure certified distribution operators or treatment operators are properly trained to make decisions that affect water quality and quantity using manual or supervisory control and data acquisition (SCADA).
- ❖ Supervise and oversee all aspects of employee management in order to prioritize work assignments and ensure staff are well trained and performing at the highest level.
- ❖ Responsible for overall risk assessment of operations and incorporating changes as needed for optimal performance and regulatory compliance; incorporate best practices on an on-going basis.
- ❖ Review and coordinate with the appropriate personnel, the implementation of local, state, and federal laws and regulations regarding water and recycled water production, treatment, storage, transmission, and distribution.
- ❖ Public presentations to elected officials, appointed officials, external agencies, and the general public at public hearings and formal/informal meetings.
- ❖ Participate in the development of project specifications, costs, and contract documents.
- ❖ Develop and administer engineering services and construction contracts, which include negotiating agreements; preparing contracts; and developing fees and monitoring contracts for compliance.
- ❖ Participate in the formulation and preparation of the budget which includes developing, researching, and recommending capital improvement projects; preparing and reviewing budget reports; monitoring revenues and expenditures; approving requisitions; researching and preparing capital outlay budgets; and performing other related activities.

The Ideal Candidate

The ideal candidate for this position will have significant experience in a public (preferred) or private sector organization with outstanding leadership, mentoring, and team building skills. The Utilities Director will also be forward-thinking and have a vision for the development of strategies that will continue to improve the effectiveness and efficiency of the Department. The top choice for this position will have personal integrity and a commitment to assist in leading and managing a first-class organization.

Complementing the requisite experience, the ideal candidate will be an exceptional listener and communicator with the ability to manage in a fast-paced and dynamic environment. Both diplomatic and decisive, the successful candidate will also work with a sense of urgency and timeliness. In addition to an approachable personal style, this top candidate will be eager to engage in a collaborative, team-spirited work environment contributing to the Department's overall success.

In summary, the Utilities Director will have a strong desire to be part of a team that places a high value on honesty, integrity, and teamwork with a passion for incorporating best practices into daily operations.



Qualifying Experience and Education

Education: A Bachelor's Degree in Public or Business Administration, Water Technology, Engineering, or a related field is required plus five (5) years of increasingly responsible experience in the operation of domestic water supply, treatment, and distribution facilities including at least two (2) years in a supervisory capacity, OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Direct working experience in at least one of the two major areas of responsibility; water or wastewater is required.



Compensation

The annual salary for the Utilities Director has increased to \$143,976 to \$174,990 with an additional 4% increase on July 1, 2024. Additionally, the City offers the following comprehensive benefits:

- ❖ **Retirement:** City participates in the California Public Employees' Retirement System (PERS) under a 2.5% @ 55 formula for Classic members; Employee pays 8% of the Employer share and Employer pays 8% of the Employee Share. New PEPRA/Non-Classic members are under a 2% @ 62 formula; Employee pays 8.25% and Employer pays 8%. The City participates in Social Security.
- ❖ **Medical, Dental, and Vision Insurance:** The City offers both PPO and HMO medical plans, in addition to dental and vision benefits. The City provides Section 125 Cafeteria plan which provides \$1,100 per month for Employee only coverage; 75% of the premium for employees enrolled in Employee + 1; 75% of the premium for employees enrolled in Employee + Family. The City provides a Cafeteria amount of \$900 per month for employees who opt-out and purchase medical insurance elsewhere.
- ❖ **Life Insurance:** Life Insurance is provided for up to 1x the employee's annual salary, with a minimum amount of \$50,000.
- ❖ **Long-Term Disability:** The City provides a long-term disability benefit at no cost to the employee.
- ❖ **Holidays:** 12 days per year, plus 2 floating holidays.
- ❖ **Sick Leave:** 12 days per year with unlimited accumulation.
- ❖ **Vacation Time:** 12 days per year, increasing to 15 days after 5 years of service, 20 days after 10 years of service, and 25 days after 15 years of service.
- ❖ **Administrative Leave:** Management employees receive 80 hours per year.
- ❖ **Longevity Pay:** Based on years of service.
- ❖ **Deferred Compensation:** The City offers deferred compensation plans for employees to set aside a portion of their salary on a pre-tax or after-tax basis to supplement retirement.
- ❖ **Flexible Benefit Program:** A Flexible Spending plan is available which allows employees to set aside pre-taxed dollars for reimbursement of out-of-pocket health care expenses and childcare costs.
- ❖ **Housing Allowance:** \$750 per month.
- ❖ **Cell Phone:** Either City cell phone provided to the City Manager or eligible for \$50 per month cell phone allowance.

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**. Electronic submittals are strongly preferred via email to apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five professional references. Ralph Andersen & Associates will work in concert with the City to 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 Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Solvang is an Equal Opportunity Employer



www.cityofsolvang.com