



PUBLIC WORKS DIRECTOR / TOWN ENGINEER

TOWN OF TIBURON, CA

SALARY: \$151,716 - \$189,636 DOE



FIRST REVIEW OF APPLICATIONS:

NOVEMBER 22, 2019

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED
CANDIDATES ARE ENCOURAGED TO APPLY EARLY
VISIT WWW.TOWNOFTIBURON.ORG/JOBS TO APPLY

THE TOWN OF TIBURON

Tiburon is located just a few miles north of the Golden Gate Bridge in southern Marin County. The exceptional views of Angel Island, Mount Tamalpais, the Golden Gate Bridge, San Francisco and its bay, high quality of schools, serene lifestyle, low crime levels, and high level of public services are among the predominate reasons why 9,100 residents call Tiburon home. Tiburon is one of the most desirable places to live within Marin County, which itself is one of the most desired locales in the nation.

The Golden Gate Ferry and Blue & Gold Fleet Ferry provide daily commute service to San Francisco and points beyond. The ferries also bring visitors to Tiburon to take advantage of its restaurants, recreational amenities, unique shopping, and annual events. Tiburon is the launching point for Angel Island, a California State Park, which is located within the town limits.

There are over 3,500 parcels in Tiburon with some growth opportunities in the unincorporated pockets found along the peninsula. There are approximately 33 total lane miles of roadway within the Town limits. Tiburon Boulevard (State Highway 131) is the main thoroughfare connecting downtown Tiburon to Highway 101. The scenic Paradise Drive route provides a beautiful alternative for commuting along the peninsula.

THE ORGANIZATION

Tiburon is a general law town and operates under the council-manager form of government. The Town Council appoints the Town Manager, who serves as chief executive. Town staff works with the Town Council through ad-hoc committees created as needed for various projects.

The Town of Tiburon is in very good financial condition, with substantial General Fund reserves. In FY 2019-20, the Town has a total budget of \$17.02 million (\$12.6 million operating budget), and a staff of 41 employees. Employees are spread over four service departments: Administrative Services, Community Development, Public Works, and Police. Fire services are provided by two independent fire districts. Sanitary sewer services are also provided by two independent sanitary districts, and water is provided by the Marin Municipal Water District.





THE PUBLIC WORKS DEPARTMENT

The Public Works Director/Town Engineer directly supervises the work of eight employees engaged in engineering and public works maintenance as well as consultants and contractors working on Town projects. He/she serves as the staff liaison to the Town's Parks, Open Space, and Trails Commission, which meets every other month. The Public Works Director is expected to attend Town Council meetings, which are held on the first and third Wednesday evenings of the month.

The Public Works Director/Town Engineer plans, organizes, manages and implements public works and engineering activities including: project engineering and inspections, budget administration, capital improvements, site development and encroachment permits, drainage management, street maintenance, Federal and State regional programs, and coordination with utility agencies. The Director also serves on the Town's traffic committee which investigates and makes recommendations for changes in the Town's roadway and circulation system.

The combined operating budget for the functions that constitute the Public Works Department total just under \$2.21 million. The new Director will also oversee or otherwise play a major role in the administration of a \$2.8 million capital improvement program.

The Director works with a number of community organizations and developers with varied priorities. It is important to balance good customer service while maintaining the priorities set by Town Council.

CURRENT ISSUES AND PRIORITIES

Tiburon has two main roads leading to and from the community; neither of which are under the Town's jurisdiction; one is a state highway, the other is a county road. Traffic congestion on State Highway 131 during the school year is a constant priority that involves working with Caltrans, County of Marin and other stakeholders.

The majority of the Town's drainage and stormwater infrastructure is nearing the end of its useful life. Determining how improvements can be financed and the associated logistics are a priority for the community.

The road repair and preventive maintenance program has gradually and economically increased PCI over a number of years from 64 in 2006 to 78 in 2018. The new Director will be expected to continue that trend.

The Town is currently designing a large neighborhood undergrounding project. This project has a number of complexities including, work in the Caltrans right-of-way, PG&E real property issues that will require CPUC approval, archeological monitoring, and the need for private easements. The project is currently scheduled to go to bid in January or February of 2020 with construction beginning in the spring of 2020.

Additionally, the pre-design phase has started for a new Corporation Yard, an exciting project on the horizon for the new Director.



PUBLIC WORKS DIRECTOR/TOWN ENGINEER

IDEAL CANDIDATE

Tiburon's Town Manager embraces a team approach to managing the organization. He expects the new Public Works Director/Town Engineer to be a team player who will enthusiastically work in an open and collaborative manner, and who will strive to provide superior customer service to the town's residents.

Desirable requirements for the Public Works/Town Engineer include a Bachelor's degree in Civil Engineering or a closely related field and California registration as a Civil Engineer. A Master's degree is highly desirable. A minimum of five years of increasingly responsible civil engineering experience, including administrative and/or lead supervisory responsibility, is preferred.

COMPENSATION & BENEFITS

The salary range for this position is **\$151,716-\$189,636 annually**, DOE.

- **Retirement:** Either 2% at 55 using the single highest year calculation for classic members or 2% at 62 using the average three highest years for new members to CalPERS. Town employees pay the employee's portion of retirement costs.
- **Cafeteria Benefits Plan:** The Town will provide a monthly allowance towards medical, dental, life insurance, and long-term disability insurance. If the full amount of is not used, any remaining portion up to \$400 per month will be deposited into the Town's Deferred Compensation Plan. If the cost of benefits exceeds the allowance, the difference is paid by employee through payroll deductions. The cafeteria benefit for calendar year 2019 is \$1,686.79.
- **Vacation & Sick Leave:** Fifteen days vacation leave, increasing after 5 years. Twelve days sick leave.
- **Administrative Leave:** Up to 10 administrative leave days per year.
- **Holidays:** The Town observes 12 holidays per year and typically closes Town Hall between Christmas Eve and New Years Day.

APPLICATION & SELECTION PROCESS

The final filing date for the position is November 22, 2019. To be considered, please submit a Town of Tiburon employment application, professional resume and cover letter online at:

WWW.TOWNOFTIBURON.ORG/JOBS



QUESTIONS

Contact Suzanne Sweitzer
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(415) 435-7359

