



# ASSISTANT PUBLIC WORKS DIRECTOR ENGINEERING



## The Community

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to approximately 32,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a diverse range of backgrounds and interests who tend to be well-educated and actively engaged in community life. Excellent public and private schools serve its many young families, while residents of all ages enjoy the City's numerous parks and recreational facilities. The city's close proximity to Stanford University and Menlo College provides a multitude of academic, cultural and athletic event opportunities. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by. These and many other amenities contribute to Menlo Park's outstanding quality of life.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops, restaurants, and entertainment, including the Guild Theatre. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park hosts many venture capital firms and is well situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. Additionally, the city is host to numerous technology and healthcare related companies, including such major employers as Meta (formerly Facebook), SRI International, Pacific Biosciences, Exponent, Grail, and Personalis.

## City Government and the Public Works Department

Menlo Park was founded November 23, 1927, as a general law city under the State of California and operates under the council-manager form of government. The City Council directly appoints the City Manager and City Attorney, as well as members of a variety of commissions and committees. City departments that report to the City Manager include Administrative Services, the City Manager's Office, Community Development, Library and Community Services, Police, and Public Works. Fire protection and sanitary services are provided by separate special districts.



The City is supported by approximately 293 full-time equivalent employees, has a \$76.1 million General Fund budget, \$100 million Capital Improvement budget, and an all-funds budget of approximately \$231.6 million. As evidence of the City's sound fiscal stewardship and solid financial standing, Menlo Park is one of the few cities in California that consistently maintains an AAA bond rating.

The Public Works department consists of approximately 72 full time employees and is responsible for maintaining and improving the city's streets, parks, water and stormwater systems, traffic signals, trees, fleet and public buildings.

The Engineering Division is responsible for managing the City's capital improvement program and for the review of development projects for compliance with city standards, ordinances, permits, regulations, and statutes.

Public Works is responsible for building and maintaining the City's infrastructure and facilities, and for providing many of the basic services affecting the daily lives of everyone living, working, visiting, and commuting within the City, including:

- ◆ 26 City-owned buildings/facilities and their grounds
- ◆ A fleet of over 250 vehicles and pieces of equipment
- ◆ 97 miles of streets
- ◆ Drinking water delivery for 16,000 customers

- ◆ Flood protection and stormwater management programs particularly along the San Francisco Bay, San Francisquito Creek and Atherton Channel
- ◆ 14 parks, 2 open spaces, 14 playgrounds, 2 dog parks, 9 sports fields, and 14 tennis/pickleball courts
- ◆ Efforts to preserve and expand the urban canopy, including 20,000 public trees
- ◆ Multimodal transportation services including 42 traffic signals, safe routes to schools and citywide shuttle programs.

The department has 72 full-time equivalent staff members and a nearly \$40 million operating budget supported by over 25 different special/dedicated funding sources for the varied programs and services provided to the community. In addition, the City has an approximately \$100 million capital program, in part due to a successful track record in pursuing grants from a variety of local, state and federal sources. Some of the exciting efforts on the horizon include efforts to protect the San Francisco Bay shoreline and adjacent community from sea level rise; efforts to eliminate the City's reliance on fossil fuels through building and fleet electrification; making investments in transportation safety through strategic quick-build projects and large infrastructure changes like a pedestrian/bicycle undercrossing at Caltrain; and ensuring the equitable delivery of services throughout the entire city in alignment with the goals and programs developed as part of the city's first environmental justice element underway.

### **The Position and Ideal Candidate**

The Assistant Public Works Director – Engineering is one of three Assistant Director classifications in the Public Works Department and reports directly to the Public Works Director. This position has oversight of the Engineering Division, which includes overseeing the division's staff and operations. This role will direct and participate in major activities and programs of the Division's functions including but not limited to civil engineering, capital improvement projects, land development engineering, as well as manage related management-level classifications that may also oversee these functional areas such as the City Engineer/Engineering Services Manager.

In managing and coordinating division service for large and complex capital projects, the incumbent will provide oversight and input into conceptual design while meeting with stakeholders to interpret and explain plan review as well as permitting and inspection processes. The person in this role will review plans and documents, providing comments for development projects associated with permits and environmental review requirements. They will also interpret municipal code related to right-of-way permitting and federal, state, and local regulations for utilities including storm water and water quality.

The ideal candidate will be a strategic, big picture thinker and creative problem solver, as well as a highly trained and detail-oriented technical specialist with the proven ability to deliver excellent and innovative results to an organization and a community with high service expectations. The person in this role is expected to have an excellent rapport with the general public, with the ability to respond to, and resolve, difficult and sensitive citizen inquiries and complaints. Internally, the Assistant Public Works Director will lead by example, creating a value-driven organization emphasizing communication and collaboration. In addition, this position will respond to emergency situations as necessary within one hour of initial call, including natural disasters, such as flooding, storms, and earthquakes.

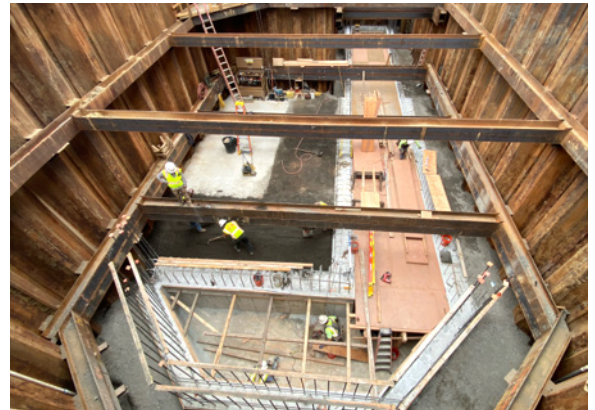
A typical way to obtain the required qualifications for this position would be a bachelor's degree from an accredited college or university in civil engineering, construction management, public administration or policy, or a related field and at least five (5) or more years of increasingly responsible and varied professional experience in civil engineering, including two (2) years in a management role. A master's degree in engineering, business administration, or a related field is highly desirable. Possession of, or ability to obtain, a valid registration as a Professional Civil Engineer in the State of California is required for the Assistant Director – Engineering assignment.



## Compensation and Benefits

The salary range for this position is \$153,562 to \$198,651 annually, DOQ. The City offers a competitive benefits program for unrepresented management positions, which includes the following:

- ◆ Retirement – California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. “Classic” tier II employees new to the City of Menlo Park receive a 2% @ 60 formula. “PEPRA” employees (those new to CalPERS since 2013 and who do not belong to a reciprocal agency of CalPERS), will receive the tier III formula of 2% @ 62.
- ◆ Health Insurance – The City pays 100% of health premium costs for medical, dental (through Delta Dental), and vision (basic plan premiums through Vision Service Plan).
- ◆ Holidays – Eleven (11) paid holidays per year.
- ◆ General Leave – 338 hours of leave accrual each year and ability to cash out up to 120 hours annually.
- ◆ Management Leave – 80 hours of leave granted every October, prorated based on hire date.
- ◆ Deferred Compensation – City provides 457(b) plans and matches employee contribution up to 4% of salary or the IRS maximum, whichever is less, for “Classic” tier II and all “PEPRA” members.
- ◆ Management Bonus – The City Manager may award employees a bonus of up to \$20,000 each fiscal year, subject to annual budget appropriations.
- ◆ Auto Allowance – \$6,838 per year (adjusted annually by CPI).
- ◆ Health Reimbursement Account – \$2,500 per year City contribution.
- ◆ Life Insurance – The City pays 100% of premiums for coverage of 150% of annual earnings up to a maximum benefit of \$350,000.
- ◆ Long Term Disability and AD&D Insurance – 100% City-paid premiums.
- ◆ Education Reimbursement – Reimbursement up to \$3,600 per year for tuition expenses and/or assistance with student loan payments incurred in pursuit of post-secondary education during or prior to employee’s service to the City.
- ◆ Additional benefits include a City-paid Caltrain Go Pass/Bay Pass for unlimited transportation rides around the Bay Area, Employee Assistance Program (EAP), Retiree Health Benefits, Flexible Spending Accounts, and an on-site gym.



**For more information on the City of Menlo Park, visit its website at [www.menlopark.gov](http://www.menlopark.gov).**

## The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date is Tuesday, May 21, 2024. Avery Associates is expecting to conduct preliminary interviews with qualified applicants in late May. It is anticipated that recommended candidates will interview with the City of Menlo Park the week of June 10 with an appointment expected in late June.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or by email: [bill@averyassoc.net](mailto:bill@averyassoc.net) or Kristi Ward at 408.507.9378 or by email: [kristiw@averyassoc.net](mailto:kristiw@averyassoc.net).