



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

CAPITAL IMPROVEMENT PROGRAM (CIP) MANAGER

#2586

SALARY:

\$11,422 - \$13,702 monthly

Closing 12/14/18 at 5:00pm

*or upon receipt of the first 100
applications*

(Opened 11/16/18)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Oral Board Interviews
tentatively scheduled for

February 1, 2019

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 86,000 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The City of Redwood City's Administrative Services Department invites you to apply for the newly established position, **Capital Improvement Program (CIP) Manager**.

Under general direction of the Assistant City Manager / Administrative Services Director, the Capital Improvement Program (CIP) Manager provides fiscal oversight and analysis of capital projects; serves as the lead for information and activity related to the citywide Capital Improvement Program (CIP) and individual capital projects; oversees development and production of the Five-Year CIP budget document; leads the CIP decision-making process and collaborates with department heads and staff regarding capital project prioritization; works with Finance staff on debt issuance for capital projects; and provides highly complex and responsible support to the Assistant City Manager in areas of expertise, and performs related work as required.

The Administrative Services Department is comprised of four divisions, Finance, Human Resources, Revenue Services, and Information Technology. Working together, these divisions manage much of the City's organizational infrastructure – its financial processes and system, its technology, and its people, ensuring that the City's employees have the tools and environment they need to provide the community the best possible service.

Typical duties include:

- In collaboration with department heads and related staff, leads the development and production of the annual Five-Year CIP budget document.
- Performs annual review and assessment of the Five-year CIP document and makes recommendations for improvements or changes.
- Facilitates the effective flow of communication among the City Manager's Office, Community Development Department, Finance Division, Public Works Services Department, and individual operating departments during the annual CIP budget preparation.
- Leads and coordinates CIP-related meetings.



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2%@60 for classic members, 2%@62 for PEPRAs members.
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,705/month
- 401(a) Deferred Compensation plan with City-paid 2% contribution
- Auto allowance of \$200/month
- Dental & vision insurance
- Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- 14 paid holidays per year
- Fitness center access at City facilities
- Commuter program available (6 minute walk from Caltrain)

CITY VALUES

Our Core Purpose:
Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

- Tracks Utility Users Tax (UUT) revenue and remains informed of UUT trends and how much will be available for the CIP including UUT related revenue enhancements; collaborates with the Revenue Services Manager on UUT fiscal developments, and coordinates with departments regarding grant-funded projects.
- Monitors SB1 funding allocations and developments at the state level ensuring the annual maintenance of effort (MOE) reporting is completed accurately and timely and advising department heads if required levels of MOE activities are not met and implications for funding received/to be received.
- Serves as a lead manager on the project team for debt issuance for capital projects.
- As related to the CIP, plans, directs, implements, and evaluates the preparation and distribution of periodic financial statements, budgets, forecasts and trend analyses, revenue and expenditure projections, cash management and cash flow analyses, and other financial activities in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State, and Local laws and policies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the areas of assignment; researches emerging products and enhancements and their applicability to City needs.

THE IDEAL CANDIDATE

The ideal candidate is expected to have substantial project management and budgetary experience, having worked on complex projects that required critical analysis and the use of independent judgement and initiative. This is a new position for the City, and as a result, the person selected has an exciting opportunity to work collaboratively with colleagues across the organization and develop new citywide processes and procedures. The position will be expected to offer creative solutions to challenges, and will implement a new citywide CIP selection process and Five-Year CIP document. The ideal candidate has excellent oral and written communication skills and is approachable and flexible. The position also requires someone who is very organized, detail-oriented, and has strong financial acumen. Ideally, this person will have worked on departmental budgets or project budgets.

A good balance of technical and relational skills is necessary. The candidate will work closely with Finance division staff, as well as staff in the City Manager’s Office, Community Development Department, and the Public Works Services Department. This position, therefore, requires a candidate with excellent interpersonal skills who is focused on building successful and collaborative relationships with department heads and departmental staff.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible professional-level experience in one or more aspects of financial administration, preferably in local government, which includes at least two years of experience working in project management in a municipal or similar setting.

Education

Graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, political science, engineering, construction, or a related field.



Licenses & Certificates

- The incumbent may be required to travel between various locations during their scheduled work shift.
- Possession of a valid California Driver License with a satisfactory driving record is required.

Knowledge of:

- Applicable Federal, State, County and local laws, regulatory codes, ordinances, and organizational policies and procedures relevant to the assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Project and/or program management, analytical processes, and report preparation techniques for construction projects.
- Basic principles and practices of cost benefit analysis, public agency business writing and budget development, and administration for construction projects.
- Capital project terminology, principles and practices.
- Budget management and construction economics.
- General principles of municipal planning, facility development and project administration.
- Relationships among federal, state and local planning programs.
- Public administration and management principles.
- Environmental regulations, laws and restrictions.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Recordkeeping and reporting principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Interpret, apply, explain, and ensure compliance with Federal, State, and Local policies, procedures, laws, and regulations pertinent to the assigned areas of responsibility.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Perform accurate and complex mathematical calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate clearly, concisely and persuasively both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contracted in the course of work.



Physical Demands:

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

A City application including a supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- Credit Check
- Fingerprinting

**SUPPLEMENTAL QUESTIONNAIRE
CAPITAL IMPROVEMENT PROGRAM (CIP) MANAGER #2586
CITY OF REDWOOD CITY**

Please answer the following questions.

1. Please describe a project you managed that you are the most proud of. What was the project, your role, the process you employed, and the outcome?
2. Please describe your experience managing, analyzing, or administering departmental budgets or project budgets.
3. Please describe your experience influencing others who do not directly report to you.

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*

BUILD A GREAT COMMUNITY TOGETHER