



CITY ENGINEER RECRUITMENT

A unique career opportunity combining meaningful professional work with an excellent quality of life.

In partnership with:



**Deadline: October 6, 2025
5:00 PM**



Discover Monte Sereno

Tucked against the foothills of the Santa Cruz Mountains, Monte Sereno is a 1.6-square-mile jewel of tree-lined streets, historic character, and natural beauty. Entirely residential by design, with no commercial zoning and 99% single-family homes, this serene enclave offers the best of both worlds: a quiet, close-knit community with excellent schools, just minutes from the heart of Silicon Valley.

Long celebrated as a place of inspiration, Monte Sereno has attracted artists and writers alike, including John Steinbeck, who penned *The Grapes of Wrath* here. Today, its 3,500 residents enjoy the same blend of tranquility, charm, and convenience that continues to make Monte Sereno one of the Bay Area's most desirable addresses.

City Government

The City of Monte Sereno operates under a Council–Manager form of government. As a small city, services are provided both directly by the City and through partnerships with neighboring agencies. The City provides core services including administration, finance, building permits and inspections, planning/design review, and city clerk/election services. Fire prevention and protection are provided by the County of Santa Clara, and law enforcement by the Los Gatos–Monte Sereno Police Department. This collaborative approach allows Monte Sereno to deliver high-quality services in a cost-effective manner while preserving its small-town character.

Why Join Us?

As City Engineer, you'll have the opportunity to make an impact while working at a thoughtful, measured pace. Monte Sereno values high-quality work, professional autonomy, and balance, offering meaningful projects without excessive bureaucracy or late nights. With a standard 35-hour work week, you'll also have the time to enjoy life beyond the office.

City Website:

www.montesereno.org

General Plan Update:

www.monteserenogpu.com

Monte Sereno City Hall

18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030

The Role You'll Love

The City Engineer is a key member of the City's small, collaborative leadership team. This position serves as the City's chief engineer and is responsible for managing all municipal engineering functions. Core responsibilities include:

- Overseeing planning, design, review, and implementation of capital improvement projects
- Reviewing private development applications, maps, and permits for compliance with City codes and standards
- Administering the City's engineering contracts, consultants, and project budgets
- Providing technical expertise and advice to the City Manager, City Council, and community members
- Managing public works and infrastructure maintenance with a focus on safety and sustainability

Ongoing/Upcoming Projects

As City Engineer, you will help advance initiatives that will shape Monte Sereno's infrastructure, safety, and quality of life for years to come, including:

- General Plan Update – Monte Sereno is updating its General Plan, covering land use, circulation, open space, safety (including wildfire evacuation), environmental justice, noise, and housing
- Safety Policy Framework – Focused updates on wildfire mitigation strategies and evacuation policies
- Green Stormwater Infrastructure (GSI) Project – As part of the current NPDES Permit, the City is required to complete a stormwater retention/treatment project at City Hall

Ideal Candidate

Monte Sereno is seeking a dynamic and thoughtful professional who brings:

- A California Professional Engineer (PE) license in Civil Engineering
- Broad experience in municipal engineering, including capital project delivery, development review, and public works oversight
- Strong interpersonal and communication skills to work effectively with residents, consultants, and regional partners
- A collaborative spirit, professional judgment, and a dedication to delivering results at a sustainable pace
- The ability to thrive in a small-city environment where versatility and problem-solving are valued



Employment Package

Monte Sereno offers a highly competitive salary and comprehensive benefits package designed to reward your expertise while supporting your quality of life. The City of Monte Sereno's standard work week is 35 hours. The City Engineer position is designated as salaried exempt under the Fair Labor Standards Act (FLSA).

- Salary Range: \$161,608 to \$196,440
- CalPERS retirement benefits (Classic Members 2%@55; New Members 2%@62)
- City Contribution to CalPERS medical plan:
 - Employee only: \$1,200/mo
 - mont Employee + 1: \$1,550/mo
 - Employee + family: \$1,750/mo
 - \$700 monthly cash allowance to apply toward additional benefits
- Vehicle allowance, subject to City Manager approval
- 13.5 paid holidays annually
- Vacation: 10 days per year; increases to 15 days after 5 years and 20 days after 10 years. (Vacation accrual rate can be increased by the City Manager based on experience)
- Sick leave accrual: 1 day per month
- Deferred compensation program
- Long-term disability insurance
- Participation in Social Security
- This position is covered by a collective bargaining agreement

How To Apply

To be considered for this exciting opportunity, please submit your application, including a letter of interest and resume. **All application materials must be submitted via email to Recruiter Rumi Portillo at rumiportillo@gmail.com no later than 5:00 pm on October 6, 2025.**

Recruitment Process

Selected candidates will be invited to an in-person panel interview, to take place during the week of October 20, 2025. It is expected that the finalist will receive a job offer by mid-November to start by year-end or early January 2026.

The City of Monte Sereno reserves the right to modify this recruitment process at any time. This brochure is intended to provide general information and does not constitute a contract of employment.



Equal Opportunity

The City of Monte Sereno is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive workplace for all employees. Qualified applicants will be considered without regard to race, color, ancestry, national origin, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, medical condition, genetic information, military or veteran status, or any other characteristic protected under federal, state, or local law.