

# CITY OF GILROY IS HIRING

## PUBLIC WORKS DIRECTOR

**\$153,516 - \$206,160 Annually\*, Plus Excellent Benefits**

The City of Gilroy is an equal opportunity employer and supports workforce diversity

### ABOUT THE POSITION

The City of Gilroy is recruiting to fill the position of Public Works Director. As a key member of the City's Senior Executive Team, the Public Works Director will work closely with the City Administrator, elected officials, peer department heads and will provide quality, cost efficient services to the community. Public Works priorities include timely completion of a wide array of capital projects, traffic control and mitigation efforts, and providing quality landscape and maintenance services.

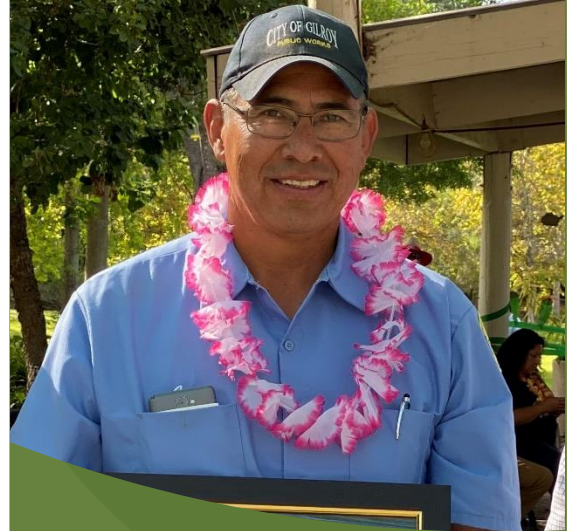
Under general direction of the City Administrator, organizes and administers the operations of the Public Works Department; directs the activities of the Engineering Division (capital improvement, development, environmental, traffic/transportation) and Operations Division (parks & landscape; water; streets/wastewater/trees). The Department also oversees the capital budget and operation of the South County Regional Wastewater Authority (SCRWA). SCRWA treats wastewater for the Cities of Gilroy and Morgan Hill and produces recycled water for South Santa Clara County.

### THE IDEAL CANDIDATE WILL:

- Have exceptional management, interpersonal and communication skills with a hands-on and proactive approach to addressing a broad range of public works and development related issues.
- Be a progressive and active leader, an excellent administrator with a strong budget background, and a collaborative partner that works effectively with all constituencies.
- Have a leadership style that is action oriented and focused on positive results and accountability.
- Be customer service focused to ensure the department is providing responsive, helpful, and informative services to both internal and external customers.
- Have strong problem solving and organizational skills with the ability to adapt to changing priorities.
- Have well-developed management and supervisory skills with the ability to create a motivating work environment while at the same time hold staff accountable for work commitments.
- Have the ability to assess current operations and identify opportunities to incorporate technology and industry best practices.
- Have strong skills in managing timelines, budgets, contracts and is conscientious and ethical in dealing with vendors.
- Make concise, thorough, and accurate written reports and verbal presentations to the City Council, City Administrator and others with the ability to make recommendations, take direction, and implement Council initiatives and plans accordingly.

### \*Temporary Pay Reduction in Exchange for Additional Time Off

Due to temporary budget reductions, during fiscal years 2021 and 2022, the pay rate for each employee will be reduced by 9.23076%. In recognition of this pay rate reduction, each employee will accrue and use 16 hours of additional paid leave each month.



### APPLICATION DEADLINE

**December 17, 2020 AT 5:00 p.m.**

### APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- City of Gilroy employment application including supplemental question responses
- A detailed resume that highlights your related skills and experience
- A detailed cover letter expressing your interest in this position with the City of Gilroy

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

**Apply Online:** Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process.

## EXAMPLES OF FIRST YEAR PROJECTS

- Implementation of recently adopted Capital Improvement Program.
- Develop and administer Public Works biennial budget for FY 22 and 23.
- Implementation of Cityworks application.
- Develop ongoing implementation and tracking plan for City's storm water/clean water program.
- SCRWA plant expansion – Technical Advisory Committee (TAC).
- Develop Sustainable Streets Program.
- Develop strategy to address long-term infrastructure needs both within the organization and the community.

## QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in civil engineering or a related field of study. A master's degree in civil engineering or public administration desired, but not required.
- Ten (10) years of professional-level experience in municipal public works-related engineering or maintenance with at least five years of experience that has included management and supervision of professional, technical, and support staff.
- Possession of a valid Certificate of Registration as a professional civil engineer issued by the CA Board of Registration for Civil and Professional Engineers desired, but not required. *(Revised requirement pending Personnel Commission approval in December 2020.)*
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- Pass a detailed background check for employment, including, but not limited to a Department of Justice criminal record check for employment and credit check.
- Pass a post-offer medical evaluation and drug screen.
- Prefer non-tobacco user.



## COMPENSATION & BENEFITS

### Health Allowance

Depending upon the number of dependents the health allowance ranges from \$852.03 to \$2,250.05 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

### Other Benefits

The City currently offers the PERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction in lieu of social security; "new" members shall pay 50% of the total normal cost as set by CalPERS. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan

benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.

### Leave Time

Annual vacation ranges from two to four weeks per year, based on years of service with the City of Gilroy. Employees accrue eight hours of sick leave each month. Exempt employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

### Medicare/Social Security

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security, FICA or SDI.

### Payroll

All City employees are paid monthly, on the first business day of each month, via direct deposit.

### Representation

The Public Works Director is an unrepresented, at-will position serving on the Senior Executive Team.