



**PUBLIC
WORKS
DIRECTOR**



THE COMMUNITY

Nestled in the heart of San Mateo County, the City of Belmont, CA, is known for its tight-knit community and picturesque surroundings. Positioned midway between the bustling cities of San Francisco and San Jose, Belmont is home to approximately 27,000 residents. With its serene, wooded hills, sweeping views of the San Francisco Bay, and abundant open spaces, Belmont offers a peaceful residential haven amidst the vibrant cultural and technological landscape of the Bay Area.

Embracing a strong sense of community and a charming small-town atmosphere, Belmont is a highly sought-after residential destination. The city is conveniently located just a short drive from the Pacific coast, offering stunning vistas of the Bay. As part of San Mateo County, Belmont benefits from its proximity to three major airports, ensuring easy access to domestic and international travel.

With San Francisco and Silicon Valley within easy reach, Belmont enjoys a diverse, multicultural environment, adding to its cosmopolitan allure. Whether admiring the tranquil beauty of its surroundings or embracing the vibrant energy of neighboring urban centers, Belmont epitomizes the ideal blend of suburban tranquility and metropolitan convenience.

Belmont's residents prioritize family, education, and community values, actively working to maintain their quality of life. Belmont has a longstanding tradition of supporting the arts, with various artist studios and the acclaimed Twin Pines Art Center contributing to its cultural vibrancy.

THE ORGANIZATION

The City of Belmont was incorporated as a General Law city in 1926 and continues to operate as a Council-Manager form of government. Under this form of government, the five-member City Council provides legislative direction and sets City policy. The City Council is comprised of the Mayor, Vice Mayor, and three Council Members. In addition to the City Manager, the City Council appoints a City Attorney.

The organization is broken into six (6) departments including Administrative Services, Community Development, Finance, Parks & Recreation, Police, and Public Works.

Fire services are provided through a JPA with the cities of San Mateo and Foster City. Belmont is fiscally stable with a FY 2025-26 total operating budget of \$80.8 million and a Capital Improvement budget of \$13.5 million. The City Council's Strategic Plan focuses on Infrastructure and Mobility, Economic Development & Housing, Fiscal & Organizational Sustainability, Public Safety and Quality of Life.

To learn more about the City and the Strategic Plan please visit:

<https://www.belmont.gov/home>

Strategic Plan | City of Belmont



THE DEPARTMENT

The Belmont Public Works Department oversees various critical functions within the City, including management of the Sewer and Storm Drain system, Solid Waste Management, Fleet Management, Streets and Traffic, Development Review, Infrastructure, mobility and Engineering services. With a commitment to upholding the highest standards, the department ensures the maintenance of the city's infrastructure for the benefit of residents and visitors alike.

Operating with an operating budget of \$13.2 million for Fiscal Year 2025-26 and a dedicated staff of 33 full-time employees, the department also manages a Capital Improvement Program (CIP) for FY 2025-26 totaling \$13.5 million and continues to provide significant funding towards improvements relating to streets, sewer system, storm drainage system, facilities, and parks and open space. Within the Engineering Division, responsibilities include spearheading capital improvement projects, offering expert service at City Hall, devising cost-effective solutions for transportation, mobility, street, and facility enhancements, pursuing relevant financial grants, regulatory compliance, and aligning with City Council objectives in infrastructure, development, and quality of life initiatives. Moreover, the Engineering Division oversees major programs, services, and operations funded by the Sewer and Solid Waste enterprises.

Meanwhile, the Field Operations Division oversees the upkeep and management of 70 miles of local streets and alleys, 15 signalized intersections, and various traffic safety enhancements. Additionally, the Division is tasked with maintaining the city's streets, environmental services including wastewater collection, water pollution prevention and storm drainage systems, as well as the fleet and equipment. This division oversees 85 miles of sewer collection systems, 8,278 sewer service connections, 27 miles of storm drains, and a fleet of 71 city vehicles.

Development and Capital Improvement projects serve as key drivers for the City's growth and enhancement.



These endeavors encompass a range of projects such as annexation efforts, the integration of a sewer district, and upgrades to the JPA sewer treatment facilities (operated by external agencies). Additionally, the City is engaged in the development and implementation of impact fees, reviewing rate studies, executing a new citywide Sewer Master Plan, and Stormwater and Drainage Plan. The City is committed to delivering \$20 million worth of Capital Improvement projects. Significant and exciting projects on the horizon include:

- Annual pavement maintenance projects funded by a dedicated sales tax measure
- Implementing Storm drain and Sewer system master plans and a new Sewer Lateral Policy
- Completion of a multijurisdictional Stormwater Detention & Creek Restoration design in Twin Pines Park
- Strategy for a long-term Stormwater funding mechanism
- Development of a 10-year CIP Plan
- A citywide Transportation Masterplan
- Completion of the design and identification of funding for the Alameda de las Pulgas corridor improvement, and Ralston Ave Phase IV projects

The Public Works Department has cultivated a dynamic city-wide environment focused on continuous improvement, workplace safety, emergency preparedness, and organizational enhancement. The Department has recently received accreditation with the American Public Works Association.

Integral to the success of community development projects, the Public Works Department actively supports the "One Belmont" philosophy, fostering a culture of interdepartmental cooperation. Under the umbrella of "Team Belmont," the department is actively engaged in numerous initiatives, including the development of over 500 units of housing, 500 units of multi-family housing, and the establishment of two life science campuses. Additionally, they are involved in the master planning efforts for the Harbor Industrial Area and the University of California (JUC)/Notre Dame de Namur University campus.

In collaboration with the Parks and Recreation Department, the Public Works Department plays a crucial role in enhancing parks, introducing new sports facilities, and developing recreational facilities. Embracing a regional perspective of their role within the county and city, the department maintains collaborative partnerships with valued stakeholders throughout the community. Moreover, staff members maintain close working relationships with state, county, and neighboring jurisdictions, ensuring effective coordination and cooperation on regional initiatives. For more information, visit the Major Development Projects page on the City of Belmont's website:

<https://www.belmont.gov/our-city/city-projects>



THE IDEAL CANDIDATE

The City is seeking a dynamic and forward-thinking Public Works Director who brings strong leadership, mentoring skills, and a collaborative spirit to guide a talented team through a period of growth and transformation. This is a hands-on role for a strategic thinker and conscientious bridge-builder – someone who can inspire staff, foster accountability, and advance high-priority capital projects, infrastructure initiatives, and long-range planning efforts. The ideal candidate will be an innovative problem solver who thrives in a high-touch, engaged community, and who can navigate regional partnerships with skill and credibility. A proven ability to think creatively, build consensus, and deliver quality outcomes in a complex, service-oriented environment is essential.

Directly reporting to the City Manager, the Public Works Director assumes leadership of one of the city's multi-faceted departments.

The individual selected will have extensive experience interacting with elected and appointed officials and be accustomed to serving constituents with very high standards and expectations. He/she will exhibit superior verbal and written communication skills which are strengthened by outstanding interpersonal abilities. In addition to being outgoing and approachable, this Director must be comfortable in front of a wide variety of audiences and enjoy interacting with stakeholders. Accustomed to operating in a demanding yet rewarding environment, the ideal candidate will have the proven ability to balance a multitude of high-profile priorities simultaneously. He/she will enjoy managing a substantial portfolio of responsibilities and be adept at keeping his/ her fingers on the pulse of all activities within a dynamic department and team. A consistent pattern of good judgment and sophisticated political acumen



are important attributes of the Public Works Director.

Leadership Skills: They should have a proven track record of effective leadership, able to inspire and motivate teams to achieve departmental goals.

Strategic Thinker: An ideal candidate should have the ability to think strategically and develop long-term plans to address the city's needs while staying ahead of industry trends and technological advancements.

Innovative Mindset: Given the city's leading-edge nature, the candidate should be forward-thinking and open to adopting new technologies, processes, and methodologies to improve efficiency and effectiveness.

Strong Communication Skills: Effective communication is crucial for collaborating with other departments, stakeholders, and the public. They should be able to articulate complex ideas clearly and concisely.

Technical Expertise: A solid understanding of public works principles, regulations, and best practices is essential. This includes knowledge of infrastructure systems, construction, maintenance, and environmental compliance.

Financial Management: The ability to develop and manage budgets efficiently is vital. They should be adept at securing funding, allocating resources effectively, and ensuring financial accountability.

Problem-Solving Skills: Public works projects often encounter challenges and obstacles. The ideal candidate should be adept at identifying issues, analyzing alternatives, and implementing effective solutions.

Collaborative Approach: They should be skilled at building partnerships with other agencies, local governments, contractors, and community organizations to achieve common goals and leverage resources.

Adaptability: In a rapidly changing environment, the candidate should be flexible and adaptable, capable of adjusting strategies and priorities as needed to respond to emerging issues and opportunities.

Commitment to Service: Above all, the ideal candidate should be dedicated to serving the community and improving the quality of life for residents through the effective management of public works projects and services.

Previous experience with strategic planning is also highly desirable. Seven (7) years of increasingly responsible experience in a comparable setting is required. A minimum of five (5) years of supervisory/management and administrative experience is preferred. A combination of public and private sector experience will be considered favorably. A Bachelor's degree in Civil Engineering, or related discipline is required. A Master's degree in a relevant field is also desirable. Registration as a Civil Engineer is required.

COMPENSATION

The monthly salary range for the Public Works Director position is \$17,798 - \$22,760 placement within this range is dependent upon experience and qualifications. The City also provides an excellent array of benefits that include:

- CalPERS classic/legacy employees will have a retirement formula of 2% at 55.
- New members (PEPRA) will have a retirement formula of 2% at 62.
- City paid life insurance policy for \$350,000.
- Twelve (12) paid holidays per year.
- Administrative leave per year of up to eighty (80) hours.
- Up to two (2) floating holidays per year.
- General leave (sick and vacation) accrual based on years of service. Years 1-4 accrue 22 days per year.
- Auto Allowance ranging from \$200-\$350 per month.

- City contribution of \$350 per month to a Deferred Compensation Plan (457).
- City contributes the equivalent of the monthly premium for Kaiser Employee and Two + coverage towards Flexible Benefits Plan (IRS Code 125).
- City contribution of full cost of dental coverage on behalf of employee.
- City contribution to Retirement Health Savings Account of \$150-\$300 per month based on years of service.
- City contribution of full cost of vision coverage for employee and dependents.
- View the **City's full Compensation and Benefits Program**.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
Open Until Filled**

**First Review of Applications:
July 28, 2025**

**Final Interview with City Manager:
Week of August 26, 2025***

****projected date***

Resumes will be reviewed on an ongoing basis. Qualified resumes will be sent forward to the City for review. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Belmont. Candidates will be advised of the status of the recruitment following selection of the Public Works Director.

If you have any questions, please do not hesitate to call Ms. Adele Frese at:

(916) 784-9080



**BOB MURRAY
& ASSOCIATES**

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