



CITY OF LOS ALTOS, CA  
ENGINEERING SERVICES MANAGER



## THE COMMUNITY

Located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley, the City of Los Altos (pop 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational, and business attractions.

Los Altos was founded in 1952 as the eleventh city in Santa Clara County. The City boasts 10 parks and a nature preserve within its 6.4 square miles, and the Recreation Department offers community events year-round as well as a variety of classes and activities for all ages and interest groups. The heart of Los Altos is its Civic Center complex, which houses City Hall along with the City's Youth Center, Police Station, Library, History Museum, and Community Center. The thriving apricot orchards on the complex serve as a refreshing daily reminder of the valley's rich agricultural history.

With its picturesque neighborhoods, downtown village, and highly-rated public and private schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family.

## CITY GOVERNMENT

Los Altos is a General Law City operating under a Council-Manager form of government. Five elected Councilmembers appoint the City Manager, who is responsible for the strategic direction and day-to-day operations of the City. The City Council is supported by 11 Commissions and one Committee covering a variety of subject matter. Under the City Manager, the municipality is organized across six departments: Legislative/Executive, Administrative Services, Public Safety, Community Development, and Recreation.

The City of Los Altos is committed to a responsive, responsible, accountable, and vigilant fiscal management policy. It has a total budget of approximately \$42 million (operating and capital) and a full-time staff of 130 employees.

It is the mission of the City staff, council, commissions, committees, and volunteers to foster and maintain the City of Los Altos as a great place to live and raise a family. For calendar year 2014, the City Council has identified the following five priority areas:

- Community Center Redevelopment
- Community Engagement
- Downtown Parking
- Prudent Fiscal Management
- Transportation

## PUBLIC WORKS DEPARTMENT

The Los Altos Public Works Department was created in FY 2012-13 and is comprised of the former Engineering Division and Maintenance Service Department. It maintains the City's infrastructure to the highest possible standards for the enjoyment and enrichment of community residents and visitors. The Public Works Department has a FY2013-14 budget of \$5.5 million and a full-time staff of 46. The City's five-year CIP budget is \$18 million.

The Engineering Division is responsible for capital improvement projects, provides knowledgeable counter service at City Hall, develops budget-appropriate solutions to street and facility improvement requirements, explores and pursues appropriate financial grant opportunities, and promotes City Council goals in engineering projects.

The Maintenance Division is responsible for maintaining the City's parks, streets, wastewater collection and storm drainage collection systems, building facilities, fleet and equipment. It oversees 52.5 acres of parks, 42 acres of landscape boulevards, 104 miles of City streets, 108 miles of sewer collection systems, 55 miles of storm drain mains that outfall to local creeks, 136,000 square feet of City buildings/facilities, and 71 City vehicles.

The Engineering Services Manager fulfills the critical role of City Engineer overseeing all the functions and activities within the Engineering Division including the management and implementation of the City's capital improvement program (CIP) and applies conditions to private





development when it impacts public infrastructure. This manager will have oversight over the planning, organizing and coordination of all Engineering Division activities which include: engineering design and inspection; contract administration; surveying; design and construction of streets, drainage structures, parking and other municipal facilities; review and approval of engineering plans, specifications, contract documents, and subdivision maps; and solid waste administration. The Engineering Services Manager directly supervises two Associate Civil Engineers, one Assistant Engineer, two Engineering Technicians, and other administrative personnel as assigned.

Don't let the size of this thriving city mislead you . . . Los Altos has an aggressive CIP with 46 projects currently open and active. From undergrounding utilities to street resurfacing and road safety improvements – candidates will find a broad range of exciting projects underway and on the horizon. Despite the size and built-out status of the City, private development is also booming in Los Altos. A new boutique hotel at the City's gateway is nearing completion and new urban housing is contributing to the modernization of the popular downtown area. Several other notable projects are in various stages of the planning process.

For more information on the Public Works Department and capital projects, visit [www.losaltosca.gov](http://www.losaltosca.gov).

## THE IDEAL CANDIDATE

In addition to demonstrating superior engineering technical knowledge and experience, the ideal Engineering Services Manager will exhibit the ability to serve as a strong second-in-command to the Director of Public Works. Engineering professionals who display continued interest in developing as leaders and have histories of mentoring and enhancing the knowledge and skill set of others are strongly encouraged to consider this opportunity.

The ideal candidate will be a skilled manager of people who takes personal ownership in the success and development of his/her subordinates. A team-oriented manager, he/she will have a track record of being an effective supervisor who others aspire to work with.

Uncompromising integrity and the proven ability to work collaboratively with team members as well as other city departments is also necessary to succeed in Los Altos.

In addition to being an effective and versatile communicator, the ideal candidate must display exceptional interpersonal skills. Strong mediation and conflict resolution skills will be helpful to the individual selected. The ability to accurately address the diverse information needs and expectations of various audiences with adeptness and sensitivity is highly desirable. To that end, the ability to communicate complex engineering terminology in layperson's terms is necessary to be effective in the capacity of this management role.

The ideal candidate will display a high regard for the public process and be comfortable interacting directly with constituents. A history of good judgment and well-developed political acumen will be important factors in the selection of the new manager. Previous experience working with various stakeholders such as developers, contractors, consultants, and community members, as well as elected and appointed officials will help to ensure a smooth transition into the position.

The proven ability to balance a number of projects and priorities simultaneously will be expected. The ideal candidate will be a creative problem solver who is energized rather than intimidated by situations that demand non-traditional thinking. A solution oriented and empowering manager known for getting things done, he/she will also have a reputation for developing problem solving capacity in subordinates.

The ideal candidate will bring impressive administrative skills to the Public Works Department. Extensive experience in successfully managing project budgets within scope, selecting and managing consultants, and negotiating and overseeing contracts will be considered favorably. A history of being a responsible steward of public resources will be expected. In addition, the ability to represent the City's best interests in a variety of circumstances will be carefully evaluated.

Five (5) years of increasingly responsible experience in a comparable setting is required. A minimum of three (3) years of supervisory experience is preferred. A combination of public and private sector experience will





be considered favorably. Ideal candidates will also bring a sophisticated understanding of the California Subdivision Map act and extensive experience interpreting this legislation into practical application.

A Bachelor's degree in Civil Engineering, Urban Planning, Public or Business Administration, or related discipline and registration as a Civil Engineer in California are required. A Master's degree in a relevant field is also desirable.

Candidates who meet the majority of characteristics and qualifications described in the Ideal Candidate profile are encouraged to apply.

## COMPENSATION & BENEFITS

The salary range for this position is established at \$115,200 - \$140,388 and is supplemented by a generous benefits package which includes but is not limited to:

**Retirement:** California Public Employees Retirement System (CalPERS) – 2% @ 60 formula with 7% employee contribution for current members or those with less than a 6 month break in service; 2% @ 62 formula with 6% employee contribution applies to new members. The City does not participate in Social Security.

**Health Plans:** Choice of HMO or PPO plans through CalPERS Health. City also offers Dental Reimbursement Plan.

**Flexible Spending Plan:** Dependent care and health care reimbursement plan available.

**Deferred Compensation:** 457 Deferred Compensation Plans are available.

**Vacation Leave:** 10 days annually at start; credit for prior years of service in government will be considered.

**Holidays:** 10 annual holidays plus 2 floating holidays.

**Sick Leave:** Allowance of 12 days per year.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight** on Sunday, **July 13, 2014**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview in Los Altos in August. A smaller group of candidates will be invited back to meet with the City Manager and Public Works Director at a mutually convenient time shortly thereafter. A selection is anticipated by later summer following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

*The City of Los Altos is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, color, sex, sexual orientation, gender, national origin or disability.*

