

City of Los Altos, California

# PUBLIC WORKS DIRECTOR







## 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. Los Altos 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 Department, Library, History Museum, and Community Center. The thriving apricot orchard within the complex serve as a refreshing daily reminder of the valley's rich agricultural roots.

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, Public Works and Recreation & Community Services.

The City of Los Altos is committed to a responsive, responsible, accountable, and vigilant fiscal management policy. It has a total budget of approximately \$43.86 million (operating and capital) and a full-time staff of 131 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 three Divisions: Engineering, Transportation and Maintenance Services. 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 FY2014-15 General Fund operating budget of \$5.7 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 Engineering Division is also responsible for activities funded by the Sewer and Solid Waste enterprises.

The Transportation Services Division oversees operations and maintenance of 108 miles of local streets, 15 signalize intersections and other traffic safety improvements.

The Maintenance Services 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, City streets, 140 miles of sewer collection systems, 55 miles of storm drain mains that outfall to four regional creeks, 136,000 square feet of City buildings/facilities, and 71 City vehicles.





Don't let the size of this thriving city mislead you . . . Los Altos has an aggressive CIP with 37 projects currently open and active. From undergrounding utilities to park projects 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 redevelopment 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 the CIP projects, visit [www.losaltosca.gov](http://www.losaltosca.gov).

## THE IDEAL CANDIDATE

The ideal candidate will be a high energy leader with a history of working effectively within a small collaborative environment. An enthusiastic and engaged working manager, he/she will be knowledgeable regarding all aspects of public works. Reporting to the City Manager, the Public Works Director leads the largest department in the City of Los Altos.

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.

The ideal candidate will be a results-oriented role model who is driven by a desire to deliver value to the community. An exceptional manager of people with a demonstrated success in creating positive work environments that support thriving highly productive teams, he/she will also be an innovative problem solver who embraces challenges and opportunities with confidence and healthy curiosity. The professional selected must have a reputation for working favorably with colleagues and exercising a genuine interest in the success of an entire organization. He/she will also be an articulate and credible communicator who displays a balanced perspective as well as a sense of humor.

The ideal candidate will have a reputation for embracing new ideas and encouraging creativity and critical thinking in others. A track record of anticipating challenges and generating opportunities that support the goals of policymakers will be expected. He/she will be familiar with technology currently utilized in the industry and be open to tech-related tools that contribute to departmental efficiency and capacity. Previous experience implementing contemporary project and performance management strategies is strongly preferred.

The professional chosen for this rare opportunity will be an experienced administrator known for sound fiscal management and accountability. He/she will be accustomed to overseeing large budgets and projects that frequently entail multiple funding sources. A resourceful professional, he/she will have a history of identifying and securing external sources of funding as well as partnering with others when mutually beneficial opportunities arise. 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, Urban Planning, Public or Business Administration, or related discipline is required. A Master's degree in a relevant field is also desirable. Registration as a Civil Engineer is strongly preferred.







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

## COMPENSATION & BENEFITS

**S**alary range from approximately \$140,000 to \$182,700. Placement within the range will be fiscally responsible and DOQE. Salary 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.

**Management Leave:** 40 hours per year

**Auto Allowance:** \$300 per month

**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, November 16, 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 December. A smaller group of candidates will be invited back to meet with the City Manager at a mutually convenient time shortly thereafter. A selection is anticipated before the end of the year 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.*

