

City of Novato is recruiting for a



DEPUTY PUBLIC WORKS DIRECTOR/ CITY ENGINEER



● ● ● ● A LASTING LEGACY OF SERVICE

The City of Novato, located 25 miles north of San Francisco in Marin County, is seeking a seasoned, creative and highly experienced Deputy Public Works Director/City Engineer. With a number of key initiatives in process, including numerous capital projects and some key development opportunities, Novato is poised with potential. The ideal candidate will demonstrate solid engineering and project management experience in leading a professional engineering option and will be an innovative problem solver with an ethic of excellent customer service. The candidate will thrive on working closely with sophisticated and engaged residents who value the beauty of Marin County and Novato’s small town character. We welcome you to join our team and help advance the quality of life in the Novato community!



THE POSITION

The Deputy Public Works Director/City Engineer is responsible for the professional management and direction of the City's engineering processes in the City of Novato including over \$300 million of infrastructure and assets. This position will manage, plan, direct and supervise professional and technical engineering staff within the Public Works engineering operations including capital improvement projects, private projects, and a variety of other engineering related services and activities; coordinate assigned activities with other divisions, departments, and outside agencies; oversee Storm Water/NPDES and Flood Control/FEMA activities; develop and implement long range CIP planning; and apply and coordinate State and Federal grants and special funds to capital projects.

The Department

The Department is comprised of 55 employees spread across two divisions - Engineering and Maintenance. The Engineering Division, managed by the talented Deputy Director of Public Works/City Engineer, includes Capital Improvement Program (CIP) design and construction, private projects engineering, flood control and water quality. The City does not have responsibility for utilities, but there is regular coordination and communication with the North Marin Water District and the Novato Sanitary District.

The new Deputy Public Works Director/City Engineer will have oversight for key initiatives including:

- Hill Recreation Area Improvements (\$4.5M)
- Redwood Blvd at San Marin Improvements (\$2.5M)
- Novato Boulevard Improvements (\$14M)
- Vineyard Road Improvements (\$1M)
- Downtown SMART Station Improvements (\$2.4M)

THE COMMUNITY

One of the Bay Area's premier communities, Novato is located in Marin County 29 miles north of San Francisco. The second largest city in the County, Novato has a current population of 52,000 and covers 28 square miles. The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, vibrant downtown, and engaged community members. Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are vigorously debated and discussed.



IDEAL CANDIDATE PROFILE

The City of Novato is looking for a savvy, seasoned and innovative Deputy Public Works Director/City Engineer with deep civil engineering expertise who can lead both capital and development projects while managing the City's engineering operations and initiatives. The ideal candidate will thrive on working closely with sophisticated and engaged residents to help advance the quality of life in the Novato community.

Proven Civil Engineering Experience: The City Engineer must have demonstrated experience with the management of complex capital improvement projects, including infrastructure improvements and park facilities, and/or the review and approval of large scale private development projects.

Mentoring and assisting in staff development and overall organization development: As the manager of the Engineering division, the City Engineer will understand and embrace the importance of staff development and providing a coaching and mentoring culture. The ideal candidate is decisive, holds staff accountable, and ascribes to a culture of teamwork. This position will also be a problem solver and be able to review current processes and procedures and looking at ways to improve efficiency and effectiveness and the use of technology to improve operations.

Effective communicator and able to build relationships and trust with staff and the community: This position will need to quickly gain credibility within the organization and community through mutual respect, effective communication and listening skills. The ideal candidate will have superior interpersonal and communication skills, be an effective and articulate public speaker, and be able to competently facilitate public meetings in a non-defensive manner. A high degree of personal poise and presence is essential.

A work style that is even tempered energetic, team-oriented, and participatory: The position will need to work closely with City staff, residents, the business community and the broader community. The position requires an individual with confidence, a "people-person" and an ability to advocate on behalf of the Council and community. In Novato's fast-paced work environment, the candidate must enjoy juggling a multitude of priorities while retaining a sense of humor and personal balance. The City has major technology improvements on the horizon and the ideal candidate will have an aptitude and appetite for utilizing technology to enhance customer service and improve operations.

CORE VALUES

Team Work | Excellent Customer Service | Ethical Behavior | Honesty and Integrity | Fiscal Responsibility | Respect for All
Setting and Focusing on Priorities | Open Government | Community Involvement

THE ORGANIZATION

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected at-large, serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through 190 full-time employees in six departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

For the fiscal year 2016-2017, the City's General Fund budget is approximately \$33 million. The Public Works Department's operating budget is approximately \$6.6M with a CIP program budget of \$19M.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having several years with the organization and others who are relatively new to Novato.

Novato encourages employees to challenge themselves and particularly values self-starters. The City also looks for individuals who can work with minimal direction and who have a commitment to the public sector.

Novato approaches problem solving through an interest-based approach. The City's organizational culture is friendly, service-oriented, fast-paced, and eager for new technology.

Employees with strong customer service skills, an orientation toward interest-based problem solving, respect for the City Council and citizens, and the ability to juggle a multitude of priorities while retaining a sense of humor are traits that are also vitally important to Novato.

SELECTION PROCESS

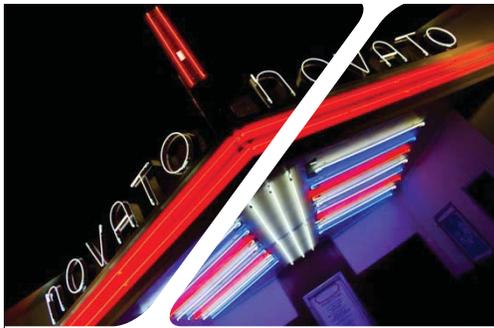
All applications, resumes and cover letters will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

APPLICATION AND RECRUITMENT SCHEDULE

To apply online for this position, please create an account at GovernmentJobs.com (registration is free). If you have already created your GovernmentJobs.com personal account, please login and continue with the online application process.

This recruitment is open until filled.



THE COMPENSATION

Monthly Salary

\$9,727-\$11,823 per month*

Monthly Contribution toward Benefits

Up to \$1,525 per month for full family coverage

CalPERS

Classic 2% at 55; **New** 2% @ 62**

Annual Vacation Accrual

Initial	80 Hours
Maximum	160 Hours

Annual Sick Leave Accrual

96 hours

Administrative Leave

90 hours



THE CITY OF
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CALIFORNIA

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HR@novato.org

MINIMUM QUALIFICATIONS

Deputy Public Works Director/City Engineer

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience:

Five years of increasingly responsible professional civil engineering experience which includes three years of management and supervisory experience of professional engineering and technical support staff.

License and Certificates:

Possession of current registration as a Professional Civil Engineer as issued by the State of California.

Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance as required by the position.

*The successful candidate will be hired within the salary range at a level commensurate with their experience.

**The City participates in the California Public Employees' Retirement System (CalPERS). Classic Employees – 2% @ 55, Employee pays 7%; New Members – 2% @ 62, Employee pays 6.25%. Average of 3 highest years (36 months) for employees hired after 9/24/11.