

City of Novato

is recruiting for a

PUBLIC WORKS ADMINISTRATIVE MANAGER



A LASTING LEGACY ... A VISION FOR THE FUTURE

The City of Novato, population 55,000 located 25 minutes north of San Francisco, is seeking a strategic, analytical, technology-inclined manager to invest their talents in improving the internal administrative functions of the Public Works Department. This new position will help implement the Council's direction of investing in the internal organization – by realigning work flows, implementing new technology, supporting employee development, and managing change on a variety of fronts. This position also has responsibility for the City's property management function.

The ideal candidate will demonstrate solid management experience and be an innovative problem solver with an ethic of excellent customer service and communication. This position will have the opportunity to champion and manage change in many areas and work to support employees to grow and develop professionally. We welcome you to join our team!



●●●● THE POSITION

Public Works has fifty-six employees spread across two divisions -- Engineering and Maintenance. The Department's operating budget is approximately \$6.1 million and a CIP program budget of \$10 million. The Public Works Administrative Manager will plan, organize, and direct key administrative and technology functions within the Public Works Department help move the department forward to work more efficiently and effectively in the long run. While reporting directly to the Public Works Director, the Administrative Manager will work with the Deputy Director and Maintenance Superintendent to improve the department's service delivery systems. This position may also assist with special projects as assigned by the Public Works Director or the City Manager. In addition, the PW Administrative Manager will be charged with budget management and the supervision of clerical and analytical employees. Below are the key functions of this new position.

1. **Revamp Public Works Administrative Systems** –In an effort to evaluate and improve its operations, the successful candidate will work directly with the management team to realign the organization's internal systems including implementation of new budget process within the City's recently launched new finance system and other administrative processes such as records management, file management, purchasing, contracts, bidding, and utility expense monitoring.
2. **Public Works Technical Liaison** – The City has a number of technology initiatives that the PW Administrative Manager will coordinate for the Public Works Department. Some initiatives are citywide and others are for PW specifically: (1) lead efforts to improve and implement an effective public outreach program for the department, (2) manage the Public Works web presence as part of an upgrade to the city's Web site, (3) organize the department's records (paper and electronic) in preparation for a new citywide records system, (4) provide leadership on a new asset management/work order system for maintenance division, (5) review and resolve GIS needs in department, and (6) assist staff in embracing new technology changes.
3. **City's Property Management** – The City has numerous facilities some of which are leased, others are currently vacant. Over the next four years, key decisions will be made regarding vacant properties downtown and in the Hamilton area. In addition, the Novato Boulevard project has dozens of roadway properties to acquire. With the assistance of an Analyst, this position will implement best practices for the City's property management function.

●●●● 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 55,000 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, and engaged community members.

Novato 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 strategic, analytical, technologically-inclined manager who is capable of successfully implementing technology and asset management projects, and developing new administrative policies and procedures. The ideal candidate possesses excellent technical abilities and strong supervisory skills and must have a high energy level, a reasonable sense of humor and a positive outlook towards problem resolution, changing priorities and achievement of goals.

Proven Management Experience. The PW Administrative Manager must have demonstrated experience with formulating and implementing new administrative policies and procedures, managing budgets, and proven contract and lease management experience would be beneficial. Strong project management skills are essential.

Mentoring and assisting in staff development and overall organization development. The PW Administrative Manager will embrace the importance of staff development and communication, plus be able to develop an active coaching and mentoring culture in the department. The ideal candidate is decisive, holds staff accountable, and ascribes to a culture of teamwork.

Aptitude for Technology & Operations. This position will be active problem solver and be able to review current processes and procedures and look at ways to improve efficiency and effectiveness. The ideal candidate will have an appetite for utilizing technology to enhance customer service and improve operations, plus a proven record of driving projects.

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, and be able to competently facilitate 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 from all departments. The position requires an individual with confidence, a “people-person” and an ability to advocate and be persuasive. In Novato’s fast-paced work environment, the candidate must enjoy juggling a multitude of priorities while retaining personal balance.

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 a current 192 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 2017-2018, the City’s proposed General Fund budget is approximately \$38.6 million. After successfully addressing the 2009 economic downturn, The Council has been slowly adding key staff back pursuant to

an on-going commitment to the City’s long-term fiscal health.

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. At the helm is City Manager Regan Candelario, who joined Novato in 2016. 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.

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.

The City’s organizational culture is friendly, service-oriented, fast-paced, and eager for new technology.

SELECTION PROCESS

All application materials 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.

Deadline to apply: October 6, 2017



THE COMPENSATION

Monthly Salary \$8,326 - \$10,120*

Monthly Contribution toward Benefits

Exempt Management \$1,750

CalPERS

Annual Vacation Accrual

Initial 80 Hours
Maximum 160 Hours

Executive Leave

90 Hours

Leave Redemption

Yes

Annual Sick Leave Accrual

96 hours



THE CITY OF
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CALIFORNIA

CITY OF NOVATO HUMAN RESOURCES

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MINIMUM QUALIFICATIONS

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, government, accounting or a related field. Master's degree is highly desirable.

Experience:

Five years of increasingly responsible administrative work experience in budgeting, accounting, finance, public administration, or a comparable field, preferably two years of which are in assigned or related area, and two year of which must have been in a supervisory capacity. Experience in property management and contract/lease negotiations is desirable.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

*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.