

DEPUTY PUBLIC WORKS DIRECTOR



CITY OF NOVATO
CALIFORNIA





THE COMMUNITY

Spanning 28 scenic square miles and home to a population of approximately 53,000, the City of Novato is the northernmost city in Marin County. Novato offers a rare rural California atmosphere with comparatively low population density and an extensive amount of open space and parks in and around the city.

Located between San Francisco and Sonoma wine country, its mild Mediterranean climate is perfect for both adventurous and leisurely outdoor activities. Living and working in Novato means belonging to a community that really does have something for everyone. The city is safe and prides itself on its unmistakably family-friendly feel.

Novato's historic and inviting downtown features tasting rooms, a diverse selection of restaurants, a variety of shopping boutiques and is home to City Hall, which also serves as a popular location for numerous community events including the seasonal Farmers' Market.

The City's quality-of-life standards are a top priority and focus for city leaders and community stakeholders. An increasing desire among Bay Area residents to live in northern Marin County has generated a consistent demand for Novato housing with nearly 70% of homes being owner-occupied. With award-winning schools, proximity to San Francisco, and dedicated open space, the city is a haven for families and retirees alike.

The local business community is thriving with biotech companies and other important business partners choosing to have a strong presence in Novato. In addition, an array of non-profits and the Buck Institute for Research on Aging, the first independent research facility in the U.S. to focus solely on aging and age-related conditions, contribute to the City's economic vitality and potential.

CITY GOVERNMENT

The City of Novato is a general law city and operates under a council-manager form of government. The City is supported by a FY24-25 all funds budget of \$83.8 million with \$6.9 million in new funding designated for capital projects. The City Council consists of five members, elected by district, who serve four-year terms. The mayor is selected for a one-year term from among the members of the City Council. The City Council appoints the City Manager and the City Attorney.

Services are delivered through the contributions of 198 full-time employees organized across six departments (City Manager, Administrative Services, Community Development, Parks/Recreation/Community Services, Police, and Public Works). Independent special districts provide fire, water and sanitary services. Library services are provided via a joint powers authority within Marin County.

The City Council is focused on creating a fiscally sustainable City and recently unanimously placed a $\frac{3}{4}$ cent local sales tax measure, Measure M, on the November 2024 ballot. These funds will strengthen the City's fiscal health and provide new funding to maintain streets, roads and other infrastructure; complete necessary improvements to City parks and facilities as identified in the Parks Master Plan; and undertake other major capital projects focused on bicycle, pedestrian and traffic safety.

Mission

The City of Novato is dedicated to quality services, financial strength, and sustainability that enriches and supports the quality of life for everyone within our community.

In accordance with Novato's current strategic plan, the city is committed to five overarching objectives:

- Living well together
- Great places
- Environmental stewardship
- A City that works
- Economic vitality

PUBLIC WORKS DEPARTMENT

The City of Novato Public Works Department manages the planning, environmental documentation, design, construction, maintenance and operations of all city rights-of-way, properties, and facilities. The Department has a FY24-25 operating budget of \$12.7 million with 45 positions organized across three divisions including Administration, Maintenance, and Engineering.

The department is responsible for full-service maintenance for facilities, fleet, parks, landscape, and streets; and five landscape assessment/community facility districts. The Department is also responsible for development and implementation of the City's \$42.7 million Five Year Capital Improvement Program including bridge replacement, storm drain enhancements, annual pavement rehabilitation and major, multi-year thoroughfare improvements. Current capital projects include construction of Hoog Park Playground Improvements, Grant Avenue Bridge Widening, Novato Boulevard Improvements, Annual Street Rehabilitation, Olive Avenue Widening and Improvement, ADA improvements and updating encroachment permit and license agreements tracking software and processes.

The Deputy Public Works Director oversees the Engineering Division with responsibility for managing the City's Capital Improvement Program (CIP), including utility infrastructure, civic, and transportation projects. They will also lead the review of design and improvement plans for private development projects and provide guidance and direction to subdividers, engineers, and architects in order to ensure compliance with City standards and conditions of approval. The Deputy Public Works Director leads a mighty team of four (4) staff members who are responsible for developing plans and specifications, ensuring specifications meet design standards, managing outside contracts and reviewing daily inspection reports and change order requests. The Deputy Public Works Director also represents and serves as the Public Works Director in their absence.



THE IDEAL CANDIDATE

The ideal candidate will be an experienced capital projects manager with a flexible management style who enjoys working in a fast-paced environment managing multiple projects and priorities simultaneously. With exceptional project management and budget skills, they will be able to successfully oversee a diversity of infrastructure projects and interact effectively with a variety of internal and external stakeholders, including neighborhood groups and businesses. This experienced professional will be a collaborative manager with a supportive and engaged style. Being accessible to employees and building a cohesive and responsive team will be important to succeed in this role.

The future Deputy Director will also have a strong customer orientation and bring a process improvement mindset, understanding what it takes to successfully lead change, streamline processes, and work collaboratively with colleagues across the organization to achieve citywide goals. Knowledge and experience working with technology that supports effective project management and improved communication on project status to internal and external customers will also be important.

Key Attributes and Characteristics

- Strong customer orientation able to effectively work with colleagues in other divisions and departments and community members addressing citywide priorities.
- Collaborative spirit and excellent interpersonal skills needed to build positive working relationships with City staff, community members and developers.
- Outstanding communication skills with the ability to communicate clearly both orally and in writing with diverse stakeholders from City officials and management to homeowners and developers.
- Hands-on working manager who can lean in where needed to ensure the Division's success.
- Proven success supporting a strong team environment and ability to train, develop and mentor a diverse workforce at different points in their career.
- Credible and trusted partner with a deep knowledge of capital project management and infrastructure maintenance.
- Innovative and forward thinker with an understanding of how technology can enhance project management and communication with city staff, the community and other key stakeholders.

- Solution oriented problem-solver who can effectively address challenging issues and serve as a supportive member of a high performing, talented team in a complex organization.

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical way would be to have a Bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, construction management or related field and increasingly responsible professional civil engineering experience, including three years of management and/or supervisory experience. California registration as a Professional Engineer (PE) is highly desirable.



COMPENSATION & BENEFITS

The annual salary range for this position goes up to \$177,275. Appointment within the range will be DOQE. The City of Novato provides a comprehensive and competitive compensation and benefits package that includes but is not limited to:

CalPERS Retirement: "Classic" members: 2% at 55 and "New" members: 2% at 62. Classic members are required to pay 9.5% towards the cost of retirement. New members are required to pay 50% of the total normal cost. The City does not participate in Social Security but assesses the Medicare contribution of 1.45%.

Deferred Compensation: City matches employee contributions up to \$2,000 annually, subject to IRS limits.

Flexible Work Schedule: generous flexibility is offered including a 9/80 schedule and consideration for telecommuting.

Vacation Leave: Earned at the rate of 80 hours for the first year of service; increasing to 120 hours after two years, and 160 hours after five years of service. Credit for prior years of service in local government will be considered. Annual cash out of up to 80 hours available. Accrued vacation in excess of 320 hours paid off annually.

Executive Leave: Up to 90 hours per fiscal year with an additional 90 hours per fiscal year awarded at the discretion of the City Manager. Accrued executive leave in excess of 270 hours paid off annually.

Paid Holidays: 14 days per year.

Sick Leave: 12 days per year.

Medical Insurance: The City contribution to medical premiums depends on enrollment (e.g., employee only, employee plus one dependent, or employee plus two or more dependents). The City contributes \$2,655.67 per month or the amount of the Kaiser Region 1 Family premium, whichever is greater if the employee and two or more dependents are enrolled. Employees enrolled in medical insurance through the City of Novato do not receive cash back. Employees who waive medical insurance will receive \$250 per month cash back.

Life Insurance: \$100,000 benefit.

Transportation and Technology Stipend: \$250 per month.

Other Benefits Available: Including dental and vision insurance, pre-tax flexible spending accounts for out-of-pocket health and dependent care costs, an Employee Assistance Program, bi-lingual pay, longevity pay, and up to 8 weeks of paid parental leave.

Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, October 20, 2024**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at **www.tbcrecruiting.com**. This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB&CO.

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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

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 one of the recruiters. Additional interviews will be scheduled as needed. A timely selection is anticipated shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.



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