



CITY OF PORT HUENEME CALIFORNIA



invites applications for the position of
PUBLIC WORKS DIRECTOR

The Community

The City of Port Hueneme, “*The Friendly City by the Sea*,” is located in Ventura County about 60 miles north of Los Angeles and 40 miles south of Santa Barbara along California’s Gold Coast. Residents and visitors alike enjoy the city-owned and maintained beach park along with the small town atmosphere, and affordable housing.

The City of Port Hueneme is 4.5 square miles with a population of approximately 22,000. It boasts a larger daytime “population” due to employees and visitors doing business at Naval Base Ventura County (“NBVC”) and the Port of Hueneme, the only commercial deep-water harbor between San Francisco and Los Angeles. Both employers are major contributors to the economy of Port Hueneme and Ventura County.

Port Hueneme’s temperate climate provides residents and visitors with year-round outdoor activities. Walking or biking the many beachfront pathways, surfing, and fishing off the pier are popular past-times. The annual Hueneme Beach Festival and Sand Sculpture contest bring thousands of visitors each summer. In the spring time, city parks are filled with Little League and softball teams. The City of Port Hueneme is primarily a residential community. Property taxes account for about \$12 million of General Fund revenues, with other sources of revenue including sales taxes and interest on investments. The economy of the city also includes tourism, manufacturing, and partnerships with NBVC, the Port of Hueneme, and neighboring agencies.



The Organization

The City incorporated in 1948, and became a charter city in 1996. The city is organized under a Council-Manager form of government consisting of five council members serving staggered two year terms. The City Council appoints the City Manager who serves as the administrative leader of the organization.

The City of Port Hueneme currently employs approximately 140 employees including part time and seasonal, and is a full service City supported by seven departments: Administration, Community Development, Finance, Housing, Police, Public Works, and

Recreation and Community Services. The City Attorney reports to the City Council with services provided under contract. Fire protection services are provided by the County. The City of Port Hueneme’s approved budget for FY 2013-2014 is \$49 million, while maintaining a healthy reserve of \$20.5 million.

Director of Public Works

The Public Works Director, utilizing a thorough understanding of budgeting, capital improvement projects, staffing and management needs, is responsible for maintaining the City's essential infrastructure. Under general direction, the Director plans, organizes, and manages approximately \$16 million in public funds and directs the activities of approximately 50 employees in the Department. This position reports to the City Manager and is an integral, participative member of the City's Executive Management team, working closely and collaboratively with the City Manager and other members of executive staff, exercising independent judgment and possessing the knowledge and initiative to establish efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager.



The Ideal Candidate

The current Director of Public Works is retiring after a long and successful career. The new Public Works Director will be hands-on, innovative, solution oriented, balanced in people skills as well as technical skills, and have a good sense of humor. The City Manager and Department Directors are looking for a strong leader who is collaborative, decisive, creative, progressive, and able to manage the day to day operations of the Department, while looking to the future to anticipate trends or activities that will have an impact on the city and operations.

The Director will be articulate, comfortable speaking in public situations, a strong presenter and have a team oriented "can do" attitude toward solving problems and looking for new improvement opportunities. The position requires depth and experience in budgeting, contract and project management, risk management, and employee development, mentoring and coaching. The ability for the new Public Works Director to establish credibility quickly and work well with the team to accomplish goals and priorities will be critical for success. Port Hueme is a "built out" city that puts an emphasis on its streetscapes, parks, and public facilities. Maintaining the aesthetics and integrity of public infrastructure will be a high priority for the new Director.

Candidates must have five years of full-time professional experience managing diverse public works operations involving administration, engineering, capital projects and programs, maintenance and operations. Working knowledge of water, sewer, storm water system infrastructure and operation; and state/regional issues is desired. Government experience preferred. A Certificate of Registration as a Civil Engineer issued by the State of California is required; licensing reciprocity with another state will be considered. Graduation from an accredited four-year college or university with major course work in Civil Engineering, Public Administration, or a closely related field is required. A Master's degree is highly desirable.



Compensation and Benefits

This is an at-will position. Salary for this position is open and dependent upon qualifications, education, and experience and will include an excellent executive benefit package. The City's current retirement plan for non-public safety employees is CalPERS 2.7% @ 55 with single highest year for "classic" employees. The City will implement legislative provisions of the Public Employees Pension Reform Act (PEPRA) passed January 1, 2013 as it pertains to the selected individual. The City of Port Hueneme participates in the Social Security System.



Salary: \$117,084-\$152,220 annually

CalPERS Retirement: City-paid employee contribution; 2.7% @ 55 for "classic" employees

Deferred Compensation: 3% employer contribution

Medical/Dental/Vision: City pays 100% of family coverage for lowest CalPERS HMO selection and cafeteria allowance for other plans

Life Insurance: \$100,000

Annual Leave: Generous accrual schedule beginning at 180 hours/year with annual cashout provisions

Admin Leave: 18 hours per year

Holidays: 11.5 holidays per year + 1 floating holiday

Automobile Allowance: \$200/month

Management Benefit: \$1,200/year, may be used pre-tax for supplemental medical expenses

Other Benefits: 9/80 Work Schedule, Retiree Health Savings plan (up to \$225/mo.), Short/Long Term Disability, Tuition Reimbursement, Employee Assistance Plan (EAP), voluntary salary deferred plans available.

The Process

Interested and qualified candidates are invited to submit a letter of interest, résumé with salary history, supplemental questionnaire (available on City website: www.cityofporthueneme.org), and five professional references by close of business on October 31, 2013. After an initial screening, top candidates will be invited to participate in a series of interviews expected to be conducted in mid-November (references will not be contacted until mutual interest is established). Appointment is expected in early January following background checks and subject to a pre-employment medical examination. The City Manager will make the final appointment of the Public Works Director.

Documents can be submitted by postal mail to:

Carmen Nichols, Assistant to the City Manager
250 N. Ventura Road, Port Hueneme 93041
(805) 986-6501

