

*Peckham & McKenney
"All about fit"*



Deputy Director of Public Works

CITY OF HAYWARD - HEART OF THE BAY



THE COMMUNITY

Strategically located on the thriving eastern shore of the San Francisco Bay, the City of Hayward (pop. 153,689) has steadily grown, developed, and continued to reinvent itself since its beginnings in the 1800s.

The Bay Area is a hive of technological innovation, and Hayward is in the center of it all: 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose, and connected directly to Silicon Valley by the seven-mile Hayward/San Mateo Bridge and a short leg of I-880. With three international airports within 25 minutes, its own executive airport, two BART stops and a central Amtrak station, Hayward is perhaps the most connected city in the region.

Today, Hayward is on the cusp of yet another evolution, leveraging its unparalleled location, relative affordability, and a wide range of quality of life benefits to catch the eye of everyone from Fortune 500 companies to young professionals, families, tech startups, and major developers.

Routinely billed as the second-most diverse city in the state of California, Hayward boasts a vibrant mix of cultures and customs. A wide range of community-wide events supported by volunteers and civic organizations provide countless opportunities to unify residents in a celebration of community spirit. Hayward is also rich in cultural facilities and prominent heritage sites. Museums, theatres, galleries and displays of public art are plentiful, highlighted by the city's Japanese Garden, the Douglas Morrison Theatre, the Hayward Area Center for History and Culture, and numerous art galleries. The city is rich with public art as well, headlined by its nationally recognized mural arts program. These elements form a rich tapestry in Hayward's historic downtown, a resurgent food and entertainment hub with excellent transit connectivity.

With many other attractive qualities – California State University, East Bay; a modern City Hall adjacent to BART; historic downtown buildings; a PGA-stop championship golf course; an ideal climate; the new \$60 million 21st Century Library and Heritage Plaza project under construction; and easy access to the rest of the Bay Area – makes joining the City of Hayward's team a unique opportunity within the public sector: a chance to exercise innovative leadership and an opportunity to continue the tremendous forward momentum of one of the Bay Area's most dynamic cities.

THE ORGANIZATION

The City of Hayward was incorporated in 1876 as a Charter City. Operating under the Council/Manager form of government, the Mayor is directly elected and six Council Members are elected for alternating, four-year terms. In keeping with its status as an established but growing community, the Hayward City Council has focused its priorities on maintaining and enhancing neighborhoods, quality of life, and on preparing the community for the future.

The Mayor and Council appoint the City Manager, City Clerk, and City Attorney. The City Council and management staff place a premium on a team management approach, quality customer service, innovation, accountability, and cost-effective service delivery in meeting the needs of each neighborhood and the community.

Recently named an All-America City in 2016, Hayward counts itself amongst an elite group of cities nationwide recognized for the strides made by community groups and local governments to tackle key issues such as hunger, homelessness and health care

access. City departments include Public Works – Engineering and Transportation, Utilities and Environmental Services, Library and Community Services, Information Technology, Development Services, Finance, Human Resources, Maintenance Services, Fire, Police, and the offices of the City Clerk, City Attorney, and City Manager (which includes Economic Development). In addition, the City operates and maintains an award winning water pollution control facility for water distribution and water treatment; a bustling executive airport; and franchise agreements for garbage collection and disposal and recycling.

Hayward's General Fund operating budget for FY 2016-2017 is \$285.5 million with the main sources of revenue from property tax (31.8%), sales tax (22.5%) and utility user's tax (11.4%). The capital budget is \$195 million. Assisted by the recovering economy, and the voters' support as evidenced by the recent passing of Measure D, which renewed the utility user's tax through 2039, Hayward is committed to providing quality services and investing in the City's future. Hayward maintains a workforce of approximately 874 FTEs and has long prided itself in being a lean, efficient, and nimble organization.

To learn more about the City go to: www.hayward-ca.gov

THE PUBLIC WORKS: ENGINEERING AND TRANSPORTATION DEPARTMENT

MISSION STATEMENT – The Public Works – Engineering and Transportation Department strives to improve, develop, and maintain public infrastructure essential to the safety, mobility, and quality of life for the Hayward community within the available budget and established timelines.

DEPARTMENT OVERVIEW – The Department is organized into six divisions: Administration, Design/Development Services, Construction Services, Transportation, Survey, and the Executive Airport. The Department is responsible for providing engineering and transportation support to City operating departments and divisions and for implementation of the City's Capital Improvement Program. The Department is also charged with providing oversight to and support of daily Airport operations.

DIVISION/PROGRAM SUMMARIES

ADMINISTRATION

The Director of Public Works provides direction, sets priorities, and coordinates the Department's activities and programs. This Division has specific responsibilities for Department administration, clerical support, and staff support required for the preparation of the Capital Improvement Program budget.

DESIGN/DEVELOPMENT SERVICES

Design/Development Services consists of two major groups. Design is responsible for implementing and processing the majority of the projects identified in the Capital Improvement Program, as well as preparing and administering grant applications. In addition, Design accomplishes in-house project designs, consultant selection, and administration of design services contracts, the administration of the pavement management program, and serves as the primary construction liaison. Development Services is responsible for the reviewing of grading plans, subdivision maps, improvement plans, and soils and geological reports for private development projects.

CONSTRUCTION SERVICES

Construction Services is responsible for the construction inspection of City public works projects and private subdivision development improvement projects.

TRANSPORTATION

Transportation comprises both Traffic Operations and Transportation Planning. The primary function

of the Traffic Operations section is to reduce traffic delays and enhance traffic safety to pedestrians, bicyclists, and motorists through the appropriate use and maintenance of traffic control devices such as traffic signals, speed bumps, signing, and striping. The Transportation Planning section is responsible for the development and coordination of all transportation planning activities, and review and analysis for all major City Transportation studies and environmental impact reports. Responsibilities include circulation and parking studies as well as the transportation impacts of development, including street improvements.

SURVEY

Survey maintains a library of recorded maps, improvement plans, and monumentation data, which consists of known points used to determine the horizontal or vertical location of objects on, above, or below the ground. This section is also responsible for all mapping, surveying, and printing services.

HAYWARD EXECUTIVE AIRPORT

The Hayward Executive Airport is a self-supporting, general aviation reliever airport encompassing 521 acres. The primary function of the Airport is to relieve air carrier airports of general aviation traffic in the San Francisco Bay Area. Airport staff members interact with the community and airport users through various committees, such as the Council's Airport Committee. In addition, Airport staff work to promote aviation safety, provide courteous and efficient service to the flying public, attract businesses that provide a full range of aviation services, physically develop the Airport to reach its ultimate operational capacity, and create a compatible environment with the surrounding community.

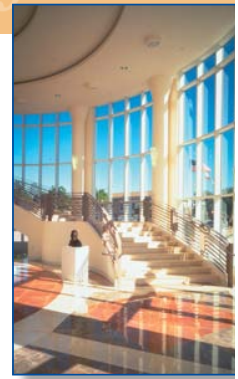
To learn more about the Department, including Fiscal Year 2018 Key Objectives and Goals, broken out by division, please refer to the City's website, and in particular the proposed 2018 Fiscal Year Budget.

THE POSITION

The new Deputy Director of Public Works must be capable of working in a fast paced environment, where quality must be maintained even though the volume of work is substantial. This is a department committed to excellence as exemplified in the new, \$60 million 21st Century Library and Community Learning Center currently under construction, which is a Zero Net Energy and LEED Platinum building. Not only must the new Deputy Director be technically sound, but strong people skills and the ability to successfully manage others in a diverse department are also required.

The Deputy Director will be responsible for the following Divisions: Design/Development Services with 14 employees and Construction Inspection Services with seven employees. The Deputy Director will have five to six direct reports.

Other desired attributes of the next Deputy Director of Public Works include the ability to provide ongoing education to decision makers explaining complicated concepts in layman's terms; strategic and visionary leadership in the day-to-day operations of an active Public Works department; a calm, self-confident and professional demeanor with an appropriate sense of humor; the ability to reach out and engage the community; a team player within a collaborative organization of skilled professionals; and one who possesses a proven background of exhibiting the



highest levels of ethics and integrity. Also desired are strong communication skills, particularly the ability to generate complete and accurate staff reports for the City Council's and Planning Commission's review. Another way to describe this opportunity is that the Deputy Director will be primarily responsible for the day-to-day operations while the Director will be more focused on the future.

The new Deputy Director of Public Works must have a Bachelor's degree with major course work in civil engineering and at least five years of progressively responsible supervisory and administrative experience. Also required is the possession of a Certificate of Registration as a professional civil engineer in the State of California.

THE COMPENSATION

The City of Hayward offers a competitive salary and benefits program. The annual salary range for this position is \$145,745 to \$177,195. The City also provides a monthly cell phone stipend of \$100 and a health and wellness reimbursement of up to \$50 per month. The City's attractive benefits program includes:

- RETIREMENT – CALPERS PROGRAM**
 - 2.5% @ 55, single highest year, for "CLASSIC" members. Currently, employees pay 11% (8% of member rate and 3% of employer rate) on a pre-tax basis.

- 2% @ 62, three highest years for "NEW" members. Employees pay 9.25% (6.25% of member rate and 3% of employer rate) on a pre-tax basis.

CITY PAID HEALTH BENEFITS ALLOWANCE

- **MEDICAL** – City contracts with CalPERS, and pays up to 80% of the cost of the second highest medical plan (up to a maximum of \$2131.69 monthly). Employees will pay 20% of any plan selected. Monthly alternative contribution in lieu of medical is up to \$500 depending on enrollment level.

- **DENTAL** – City pays up to 80% of dental plan.

- **VISION** – City pays 50% of vision plan.

RETIREE MEDICAL – direct payment to CalPERS of \$128/month and reimbursement to retiree of \$109.31/month, for a total of \$237.31/month.

EMPLOYEE ASSISTANCE PROGRAM – program provided.

LIFE INSURANCE – coverage equivalent to annual salary.

SHORT AND LONG-TERM DISABILITY – both programs provided by City.

HEALTH & WELLNESS REIMBURSEMENT – Up to \$50 per month.

VACATION LEAVE – 80 hours per year initially. Consideration will be provided for prior years of service.

MANAGEMENT LEAVE – up to 80 hours per year.

HOLIDAYS – total of 14.5 days provided annually.

SICK LEAVE – 96 hours per year.

DEFERRED COMPENSATION PROGRAMS – employees may contribute on a voluntary basis.

VEBA – Pre-tax savings account for health expenses. City does not contribute.

REIMBURSEMENT OF RELOCATION EXPENSES – reimbursement of certain relocation expenses may be considered.

SEARCH SCHEDULE

Resume Filing Deadline September 5, 2017

Preliminary Interviews
..... September 11 through September 14, 2017

Recommendation of Candidates September 18, 2017

Finalist Interview Process September 25, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.

The City of Hayward celebrates the diversity of its community and its workforce and is an Equal Opportunity Employer.



www.peckhamandmckenney.com

