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EXECUTIVE SEARCH

Development Services Engineer
Deputy Public Works Director
CITY OF MILLBRAE, CALIFORNIA

THE COMMUNITY

Situated on sunny hills between the Pacific Ocean and San Francisco Bay, Millbrae is a picturesque suburban city located on the San Francisco peninsula. Just 15 minutes south of San Francisco and 20 minutes north of Silicon Valley, Millbrae has a warm, small town feel that promotes a sense of safety and community. Residents are actively involved with social clubs, community organizations, and citywide activities. Primarily a residential community with a small business district, it encompasses just 3.25 square miles and is home to approximately 23,000 residents. Millbrae's charming downtown, numerous local parks, wide tree-lined streets and lovely neighborhoods draw families, young professionals and seniors alike. Long viewed as a highly desirable bedroom community, Millbrae has grown into its own as a city and today enjoys a reputation as a friendly, prosperous and multi-cultural community with a small town atmosphere.

Millbrae's appeal is enhanced by its easy accessibility from all parts of the Bay area. Major freeways border both its eastern and western boundaries. San Francisco International Airport is located just 5 minutes away from Millbrae. Convenient public transportation options include Millbrae's BART/CalTrain Station, the largest intermodal transportation terminal west of the Mississippi. This transit center is a seamless hub blending local transit services including BART, Caltrain, SamTrans, Corporate shuttles, and a future High Speed Rail station that connects riders to San Francisco, Silicon Valley, the entire Bay Area and beyond. Additionally, the Millbrae Station is the only station with a global link for travelers through San Francisco Airport.

Although largely built out, Millbrae's economic community is a vital mix of retail, shopping, restaurants, service businesses and hotels. Housing options in Millbrae include custom single-family homes, condominiums with bay views, downtown apartment buildings and several sleek, modern live/work housing options along El Camino Real close to buses, trains and BART. Many of Millbrae's beautiful hillside homes enjoy sweeping bay views, with some of the custom Spanish-style homes dating back as far as the 1930's.

Education in Millbrae ranks among the best in the nation. The Millbrae Elementary School District boasts four elementary and one middle school all of which are California Distinguished Schools. Millbrae's public high school, Mills High School, is part of the San Mateo Union High School District and is the highest scoring high school in San Mateo County. Post-secondary education is available through the

San Mateo Community College District as well as numerous nearby four year colleges, including San Francisco State University, the University of San Francisco, Stanford University and the University of California at Berkeley.

Millbrae's natural scenic beauty is enhanced by its Mediterranean climate. Millbrae enjoys dry, mild summers, and cool, wet winters. While fog is a common weather condition in San Francisco and the north peninsula, Millbrae is south of the fog zone and tends to have more sunny days than areas to the north. Its mild climate entices residents and visitors to enjoy a variety of outdoor activities year round at Millbrae's thirteen parks and trail areas. The Green Hills Country Club is one of the Bay Area's finest clubs with its numerous fitness activities such as golf, tennis and swimming. Millbrae also stages a host of year-round events, including the weekly Farmers Market, the Millbrae Annual Art and Wine Festival, and the Lunar New Year Festival.

Millbrae's charming downtown has become a popular destination in the Bay Area with its variety of boutiques, unique shops and restaurants. Its restaurant scene features modern franchised establishments, as well as independent restaurants showcasing diverse cuisines. It offers some of the best Chinese restaurants on the Peninsula, as well as delicatessens, sushi, ramen, Indian, Italian, Vietnamese and Thai fare, all reflecting the community's diverse population.

To learn more about the City of please visit www.ci.millbrae.ca.us.

THE ORGANIZATION

Incorporated in 1948, Millbrae is a General Law city with a City Council/City Manager form of government. The City Council is comprised of five members each elected to four-year overlapping terms. The Council members annually choose a mayor, and vice mayor from among their members. The City Council appoints the City Manager, City Attorney, and members of advisory commissions and committees.

City Manager Marcia Raines oversees 95 fulltime employees. Department Heads are appointed by the City Manager. The City is organized into four departments, which provide direct City services: Administrative Services, Community Development, Finance and Public Works. Administrative Services includes Human Resources, Recreation and Risk Management. Police services are provided by the San Mateo County Sheriff's Office, while Fire Services are provided by the Central County Fire District.

The Millbrae City Council approved a \$133 million budget for the 2016-2017 and 2017-2018 fiscal years, shifting from one to two-year budget cycles. The move to a two-year budget demonstrates the City's confidence in the economy as population, housing and tourism trends are expected to steadily increase over the next decade. This year also marked the transition from a two to five-year planning cycle for citywide

capital improvement projects. The City has identified more than \$90 million to improve aging streets and infrastructure. Approximately \$58 million of that is dedicated to repairing and upgrading the City's water and sewage systems.



THE POSITIONS

Millbrae is a full service city located in the bay area next to the San Francisco International airport and along a major transportation corridor with a Bay Area Transit Station (BART) located in the city. This provides for an exciting opportunity to address many significant infrastructure issues and projects in the city. To address the unique needs of the city, the City Council approved two new positions as well as changes to the organizational structure.

The City Council has set goals to improve the City's street, sewer and water line infrastructure; to foster transient oriented development; to improve customer service in the development review process and to use city staffing in place of outside consultants where feasible. To improve efficiency and focus effort, the Public Works Department has been restructured to concentrate on Administration, CIP/Operations and Development Services. The Community Development Department will assume duties formerly done by consultants to streamline and improve the development review process and to address the Millbrae Station Area Specific Plan which is expected to generate a sizable increase in development related work,

DEPUTY PUBLIC WORKS DIRECTOR

Under the direction of the Public Works Director, the Deputy Public Works Director will be responsible for supervision of public works maintenance that includes streets, parks, sewer collections, storm water and wastewater operations. The City is seeking an experienced manager with a high level of integrity that understands the principles of public contract administration. Candidates should have experience completing projects and working with other government agencies.

A Bachelor's Degree in civil engineering or related field is required and a Master's is preferred. This position requires a minimum of 5 years of management level experience in Public Works maintenance. Municipal professional experience is highly desirable.

DEVELOPMENT SERVICES ENGINEER

Under the direction of the Community Development Director, the Development Services Engineer will be responsible for developing new processes to streamline and



improve the development review process. A confident, well-organized professional with good communication skills is sought.

A Registered Engineer with a Bachelor's degree in civil engineering or similar field is required and a Master's is preferred. In addition, five years of increasingly responsible professional experience involving design and plan checking is required. Municipal professional engineering experience is highly desirable.



RETIREMENT: 2.7% @ 55 at single highest year for classic members with a 13.5% employee contribution.

HEALTH BENEFITS: Family health insurance, dental and vision are provided.

VACATION LEAVE: 14 hours per month are provided.

HOLIDAYS: 40 hours of floating holiday leave annually.

ADMINISTRATIVE LEAVE: 40 hours annually.



Long-Term Disability Insurance paid by the city.

SEARCH SCHEDULE

Filing Deadline..... March 31, 2017
Preliminary Interviews..... April 5-6, 2017
Recommendation of Candidates..... April 24, 2017
Finalist Interview Process April 27-28, 2017

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

THE COMPENSATION

Both of these positions are full-time exempt management positions. The Deputy Public Works position has a salary range of \$127,626 to \$154,626. The Development Services Engineer has a salary range of \$108,909 to \$132,379. Appointments within the range will be dependent on the qualifications of the candidate. In addition, the following benefits are provided.

THE RECRUITMENT PROCESS

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

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Clay Phillips toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com