

# Director of Public Works

## CITY OF RANCHO PALOS VERDES, CA



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## THE COMMUNITY

Situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County, the City of Rancho Palos Verdes is a contract city that has maintained its low-tax, low density, semi-rural environment. The City enjoys expansive views of the Pacific Ocean and Los Angeles basin. Residents enjoy 7.5 miles of Pacific coastline, the 1,400-acre Palos Verdes Nature Preserve, and hundreds more acres of open space.

Located within the City's 13.6 square miles are a number of historic landmarks and points of interest, including Wayfarers Chapel designed by Lloyd Wright and the Point Vicente Lighthouse. The City's Point Vicente Interpretative Center offers spectacular whale-watching opportunities from December through April, and the City hosts a number of community events throughout the year. Rancho Palos Verdes is also home to Trump National Golf Club and Terranea Resort.

Residents of Rancho Palos Verdes are able to take advantage of excellent educational opportunities in the area. The City is part of the Palos Verdes Peninsula Unified School District, which includes Palos Verdes Peninsula and Palos Verdes High Schools, both of which are recognized for their outstanding academic programs; and has Marymount California University, a private liberal arts institution and popular higher education choice, located within the city.

Rancho Palos Verdes' diverse and active population of approximately 43,000 enjoys all the benefits of a bedroom community with a beautiful seaside location.

## THE ORGANIZATION

Rancho Palos Verdes is a California General Law City and has operated under a Council/Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis, including the City Council-designated Mayor and Mayor Pro Tem. Council members are elected to four-year staggered terms with two or three Council members elected every two years. The City Council is responsible for making policy, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and contract City Attorney.

The City Manager is responsible for carrying out the policies and directives of the City Council, enforcing

ordinances, and overseeing day-to-day operations. The Rancho Palos Verdes City Manager is Douglas Willmore, who has served in this capacity since 2015.

The City retains a staff of 62 full-time employees and approximately 29 part-time recreation employees. Many City services are provided by contracted outside agencies and vendors. Departments within the City include Administration, Finance, City Clerk, Community Development, Recreation and Parks, and Public Works. A Deputy City Manager oversees the areas of Information Technology, Human Resources, and Public Safety. Police and fire services are provided by Los Angeles County, and vendor contracts are awarded for public facility and right-of-way maintenance. The City Council contracts with an outside law firm for City Attorney services and issues franchise agreements to commercial providers for solid waste, electric, water, and gas services.

The City of Rancho Palos Verdes is fortunate to have a number of volunteer advisory committees including the Emergency Preparedness Committee, Finance Advisory Committee, Infrastructure Management Advisory Committee, Preserve Advisory Committee, Traffic Safety Committee, and Water Quality & Flood Protection Oversight Committee, and the Planning Commission.

The Public Works Department is responsible for a wide variety of activities, including leadership of the City's infrastructure and environmental programs and the planning, development and maintenance of public buildings, parks, trails, roads, street trees, storm drains, and sanitary sewers. The Department has 17 outstanding staff members in the areas of Administration, Engineering, Maintenance, Permitting and Resident Services. The Department also works extensively with citizen committees appointed by the City Council.

Recognizing the need for preventative maintenance and repairs to preserve City facilities and infrastructure as well as to increase services to the public, the City Council has conscientiously funded many ongoing and future capital projects. The Public Works Department has been actively involved in projects relating to storm drain and drainage improvements, water quality, beautification, street rehabilitation, parks and trailheads, City facilities, and sidewalk repair. Portuguese Bend is one of the

most active landslides in the world, and the City is continuing efforts to address this concern as well.

## THE POSITION

Appointed by and reporting to the City Manager, the Director of Public Works will join a dynamic City leadership team. The Director will oversee an approximate \$5.1 million operating budget and \$10.79 million capital improvement program.

The Director will provide administrative direction and oversight for all functions and activities of the Public Works Department, including design, engineering, and construction activities, maintenance and operations of stormwater, drainage, streets, fleet services, facilities, parks, water quality and environmental compliance, traffic, development and implementation of the City's Capital Improvement Program, land development engineering, and property management.

This is an excellent opportunity for a proven leader and manager to become actively involved in leading an exciting five-year capital improvement program. The Director will take a proactive approach and have a proven ability to get things done. Joining a supportive and collegial organization, the Director will work collaboratively and foster cooperative relationships with other City departments, officials, outside agencies, and the public.

Candidates for this position must possess the equivalent to graduation at an accredited four-year college or university with major coursework in civil engineering, business or public administration, or a related field and seven years of management and/or administrative experience in engineering, public works operations and maintenance, business or public administration, or a related field. Registration as a Professional Engineer in California is desirable.

## THE COMPENSATION

The salary range for the Director of Public Works is \$107,553 - \$182,733, and a 2.5% COLA is expected in July 2017. Appointment within the range will be dependent upon the qualifications of the selected candidate. The City of Rancho Palos Verdes also offers the following benefits.

**RETIREMENT:** California PERS 2% @ 60 for employees with continuing PERS employment and 2% @ 62 for new PERS employees. Final compensation is determined by the three-year average option. Employee pays employee contribution of 7%. The City contributes a 1% match to a 401(a) defined contribution plan for new management/confidential employees.

**HEALTH PLANS:** The City has three health plans available to employees (HMO, PPO, and HSA). For the HSA plan, the City annually contributes \$3,000 for single coverage or \$6,000 for employee and dependent coverage to HSA deductibles. Employees who show proof of insurance elsewhere and do not enroll in the City's health plan can





receive up to 50% of the premium cost of the least expensive health plan (\$336/month).

**DENTAL, VISION, AND MENTAL HEALTH PLANS:**

The City has two dental plans available to employees. There is one vision plan and one mental health plan.

**LONG-TERM DISABILITY INSURANCE:** City paid.

**LIFE INSURANCE:** City-paid policy of 2 times annual salary up to \$350,000.

**VACATION LEAVE:** Annual accrual ranges from 80 to 160 hours, based upon years of service in private/public sector.

Maximum accrual is limited to 2 times annual accrual hours.

**ADMINISTRATIVE LEAVE:** Up to 80 hours per fiscal year at the discretion of the City Manager. Unused hours may not be rolled over into the next fiscal year.

**SICK LEAVE:** Accrued at the rate of 8 hours for each full calendar month of service. Wellness Leave of 4.5 hours can be earned for not using sick leave for 10 consecutive week periods. Maximum accrual of 9 hours.

**HOLIDAYS:** Paid holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, the Winter Holiday Break (December 24 through January 1), and one floating holiday annually.

Other benefits offered by the City of Rancho Palos Verdes include a monthly car allowance, deferred compensation plan, tuition reimbursement, and flexible spending program.



## SEARCH SCHEDULE

- Filing Deadline ..... July 7, 2017
- Preliminary Interviews ..... July 10-17, 2017
- Recommendation of Candidates ..... July 18, 2017
- Finalist Interview Process ..... July 27, 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](mailto:apply@peckhamandmckenney.com)

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



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