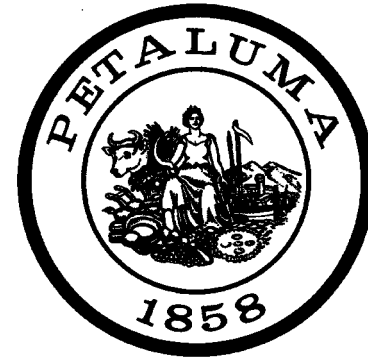


Compensation and Benefits

Starting salary will be dependent on the qualifications of the candidate. The annual salary range is approximately \$133,281 to \$147,008. The City of Petaluma also offers an attractive benefit package that includes:

- Retirement – CalPERS 2% at age 55. Employees contribute 7% of base pay on a pre-tax basis. The City does not participate in Social Security.
- Health, Dental and Vision Plans - The City contributes 95% of the Kaiser rate for employees and eligible dependants for choice of Kaiser, Blue Shield, PERS Choice or PERS Care. The City also provides dental and vision plans for employees and eligible dependents.
- Life Insurance - 1.5% of base salary up to a maximum of \$200,000 coverage.
- Deferred Compensation – Voluntary with choice of three providers: CalPERS, ICMA, or Hartford.
- Administrative Leave – 80 hours per year.
- Vacation – Accrual of 80 hours increasing to 200 hours per year.
- Sick Leave – Accrual of 8 hours per month.
- Holidays – 12 paid holidays, plus 1 floating holiday per year.

For more details on the benefit package, please visit the City of Petaluma's Human Resources webpage at: <http://cityofpetaluma.net/hr/mou.html> (see Unit 8).



The Process

To be considered for this exceptional career opportunity, please forward a letter of interest, your resume with current salary, and a list of five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura
Avery Associates
3 1/2 N. Santa Cruz Ave. #A
Los Gatos, CA 95030
Fax: 408 399-4423
E-mail: jobs@averyassoc.net



The final filing date for this position is October 31, 2011.

Following the final filing date, the most qualified candidates will be invited to a preliminary screening interview with the recruitment firm. Candidates who are determined to be most suited for the position will be invited to interview with the City. This process is anticipated during the timeframe of late November, 2011. The final appointment is expected to take place around mid-December timeframe.

If you have any questions or wish to explore this opportunity further, please contact Paul Kimura by email: paulk@averyassoc.net or by phone at 408 399-4424

The City of Petaluma

*invites your interest
for the position of*



photos courtesy of Scott Hess

Director of Public Works and Utilities

The Community

Petaluma is Sonoma County's second largest city and is conveniently located on Highway 101 and the east/west artery of Highway 116. With a population of 58,401, Petaluma is the southern entrance to Sonoma County just 32 miles north of San Francisco's Golden Gate Bridge. Petaluma offers a wide array of attractions and points of interest to explore including the historic downtown and waterfront areas, charming Victorian homes, a premium outlet mall, a mixed-use theater district, historical museum, numerous community parks and golf courses, a marina and an airport.



Petaluma's beautiful scenic wetlands boast the Alman Marsh, Shollenberger Park, and a newly developed trail system surrounding the Ellis Creek Water Recycling Facility. An astonishing variety of birds may be found here in every season. Bird enthusiasts share the trail with bicyclists, joggers, dog owners, and others enjoying healthy outdoor activities. The Petaluma River meanders through the heart of the City and provides a scenic backdrop for dining, shopping, special events and recreational opportunities. Petaluma is also the ideal base for exploring Sonoma and Napa County Wine Country, the dramatic Sonoma Coastline, Point Reyes National Seashore, California's majestic redwoods, and the entire San Francisco Bay Area.

City Government and The Department

The City of Petaluma is a Charter City operating under the Council/City Manager form of government. The City was incorporated in 1858, and operates with a seven member City Council, including the Mayor. Six council members are elected at large for four-year overlapping terms. The Mayor is directly elected to a four-year term. The City Council appoints a City Manager to be the Chief Executive Officer of the City government. The Council also appoints the City Clerk and City Attorney. Reporting directly to the City Manager are the departments of Finance, Community Development, Fire, Recreation, Police, and Public Works & Utilities. The City has 296.5 full-time employees, total operating budget for FY 2011-12 of \$166,756,670, and a General Fund budget of and a General Fund budget of \$31,968,030.

The Public Works and Water Resources and Conservation Departments were recently consolidated and reorganized into the newly created Public Works and Utilities Department. The new Public Works and Utilities Director



will have the unique opportunity to complete the reorganization, and will be responsible for directing, planning, organizing, and integrating the City's public works and water utilities activities and functions, including the state of the art Ellis Creek Water Recycling Facility, which treats the community's wastewater and utilizes an innovative blend of mechanical and natural treatment processes. The Department of Public Works and Utilities has 87 full-time employees, and includes the following divisions and areas of expertise; Engineering (capital, development review, traffic), Operations and Maintenance (streets, parks, buildings, fleet maintenance, water supply and distribution, wastewater collection, storm drainage), Airport, Transit, Floodplain Administration, Construction Management, and Inspection Services.

The Position

The Director of Public Works and Utilities will be an integral member of the City's executive management team and reports to the City Manager. Initially, the key priority for this position is to identify the challenges created by the difficult economic conditions within the City and to develop new service delivery models based on innovative solutions that create a more efficient and effective workplace. In doing so, the new Director will be expected to offer a fresh perspective regarding the Department's structure, allocation of resources and business systems and processes. A significant aspect of this effort will be an organizational analysis of current operations with recommendations and an implementation plan designed to fully integrate the departments. Related to the challenge of integrating the organization is the need to expand and further develop staff capacity. This will require an proactive and progressive approach towards skills development and cross training with the ultimate goal to have a versatile, well rounded work team equipped to provide the multitude of skills and expertise needed in this diverse work environment.

The new director will also focus on a diverse set of operational priorities including the need to complete the Petaluma River flood control and dredging projects in conjunction with the US Army Corps of Engineers; development and implementation of a more strategic approach to CIP planning related to the infrastructure needs of the City; a focus on projects related to reclaimed water; regional transportation projects; and, operational programs related to pavement, stormwater and sewer collection maintenance and management.

The Ideal Candidate

The organizational and operational challenges related to this newly created position will provide a great opportunity for progressive, creative and innovative leadership. This assignment will require a commitment to service delivery, quality results and the ability to address and resolve complex operational concerns. The ability to actively engage, influence and partner with the departmental staff and the city management team will also be critical to this role. The ultimate measure of success will be the creation of an environment where excellent and measurable performance, accountability and organizational pride become endemic to the work environment.

Excellent management skills with a strong foundation in finance and budget administration, personnel management, and in project planning/delivery will be key skill sets. The new director will also need to maintain and cultivate positive and collaborative working relationships with the various constituents and stakeholders of the City. As a key member of the City's management team, she/he will be expected to possess high quality written and verbal skills and have a value system that incorporates loyalty, commitment as a public servant, a high level of ethics and integrity.

The ideal candidate will have direct experience working in a public agency or governmental setting and will have experience managing and overseeing both public works and utilities programs and activities, as well as knowledge of the principles and best practices in these fields. Candidates must possess a Bachelor's degree from an accredited college or university with a minimum of seven years of progressively responsible experience in the management of public works and/or public utilities with at least three of those years managing a water and wastewater function. A Master's degree is highly desirable, as is past or current participation in the American Public Works Association (APWA), including registration for and completion of courses contained in the Public Works Institute Learning Model.

