



# Public Works Director





## OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life.

International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation. The City is governed by a Mayor, elected at-large and eight Councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. Under the provisions of the Berkeley Charter, the Director of Public Works is appointed by, and reports to, the City Manager upon affirmative vote of five councilmembers. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

## THE PUBLIC WORKS DEPARTMENT

Public Works is the largest department in the City and provides integral services to our community every day. Our Department's mission is to provide quality services to the Berkeley community with pride, courtesy, and excellence. Developing and offering efficient, cost effective services in partnership with our citizens will help us achieve our vision to make Berkeley a leading city in the country by being an outstanding provider of Public Works Services:

**Refuse & Recycling** – Berkeley has a longstanding commitment to reducing and ultimately eliminating/diverting the waste that goes to landfills, and established one of the first municipal recycling programs in the nation. In 2019 Berkeley became the first California city to enact a truly comprehensive plan to reduce single-use plastic trash when the City Council adopted the Single-Use Disposable Foodware and Litter Reduction Ordinance.

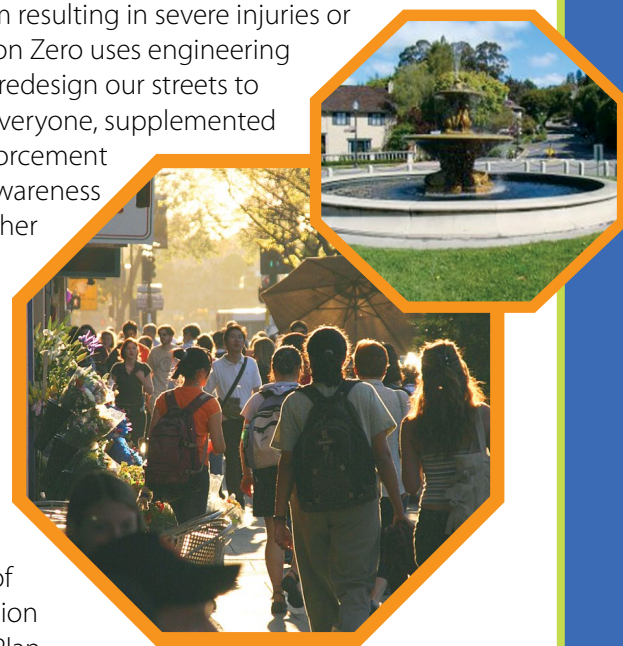
**Public Works Administration** – Leading, integrating and supporting departmental services, the administrative division provides strategic planning and policy formulation, budget administration, human resources management, payroll processing, coordination of legislative issues, and management of information systems.

**Infrastructure** – Includes: Sidewalk Program, Sanitary Sewer Program, Street Repair Program, Storm Water, Utilities, and Facilities Management Maintenance and Capital Renovations. In 2016 Berkeley voters passed the \$100 million T1 infrastructure bond. There are more than \$40 million in capital projects currently underway.

**Transportation Division** – The Transportation Division of the Public Works Department oversees citywide transportation planning, traffic engineering, parking, bicycle and pedestrian planning, and alternative transportation programs. In partnership with neighborhood organizations, community groups, and local business associations, our office develops short and long range policy recommendations and directs program implementation to support a safe, efficient transportation environment in Berkeley. Per Council direction, Berkeley is actively working on electrification of the fleet and a broader electric mobility roadmap.

## Berkeley Vision Zero Program

Vision Zero is a data-driven strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. It is established on the principle that death and severe injuries are preventable, and that humans will make mistakes, so roadway systems and related policies should be designed to prevent those mistakes from resulting in severe injuries or fatalities. Vision Zero uses engineering strategies to redesign our streets to be safer for everyone, supplemented by traffic enforcement and public awareness efforts. Together with the Vision Zero Task Force, the City of Berkeley Department of Public Works has initiated the process of creating a Vision Zero Action Plan.



## THE PUBLIC WORKS DIRECTOR

This position directs the Department of Public Works with responsibility for the operation, planning, administration, financial management and inter-governmental relations for public works activities:

- Directs the operations of the Department which include streets and sanitation, engineering, traffic engineering, facilities maintenance, equipment maintenance, and solid waste management, collection and disposal; performs related work as required.
- Primary responsibility for planning and administering all aspects of the following: streets and sanitation, including construction and maintenance of streets, sidewalks, storm drains, and lateral sewer lines; facilities maintenance for City buildings and grounds, and installation and repair of electrical facilities such as street lighting, police and fire alarm, and communications systems; equipment maintenance for police and fire vehicles, solid waste trucks, construction equipment, fleet vehicles and other motorized equipment.
- Operations management including solid waste collection and the long-range planning of environmentally sound solid waste collection, recycling, and disposal which meets with community standards; the planning, design, installation and maintenance of traffic signs, signals and markings; and engineering design and inspection.
- Assumes direct responsibility for dealing with difficult matters involving policy, administration and operations. This position requires considerable public partnership with citizen groups, boards, commissions, other governmental agencies, and other City departments and officials.

## THE IDEAL CANDIDATE

The ideal candidate is a strong leader and effective communicator who possesses broad experience in public works. As the position interacts with many and varied internal and external stakeholders including commissions and interest groups, exceptional interpersonal skills are required. The successful candidate will have the management, interpersonal and political skills to lead a large (330+ staff) complex department with extensive capital projects and contracts. The successful candidate will possess a passion for public service, especially in an engaged and progressive community, a vision for expanded, energy efficient capital projects, and safe, low stress, complete streets across the City.

## QUALIFICATIONS

- Bachelor's degree in civil engineering, architecture, planning, public administration, or a closely related field.
- Six (6) years of professional experience in the field of public works, planning, or high level project management.
- A minimum of four (4) years of this experience must have involved high-level management of a variety of programs and demonstrated success in supervising a sizable professional and administrative staff.
- Professional experience in public sector administration, operations, program policy and planning, development and implementation.



## COMPENSATION

The annual salary range for the Public Works Director is **\$169,093.81 - \$232,519.46**. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

### Retirement Plan

- City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service.
- S.R.I.P: The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP). The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.



**Deferred Compensation** – Employees may contribute up to \$19,000 per year to the Deferred Compensation Plan.

**Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.

**Life Insurance** – City-paid life insurance coverage for employees.

**Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).

**Administrative Leave** – 50 hours of management administrative leave annually.

**Holidays** – Thirteen regular paid holidays plus three floating holidays annually.

**Sick Leave** – Employees earn twelve days of sick leave annually.

**Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.

**Transit Subsidy** – Subsidy for public transportation on BART and AC Transit.

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

**The final filing date is Friday, January 31, 2020.** To be considered for this exceptional career opportunity, please submit your cover letter with résumé, and a list of five professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

Forward materials to:

<https://executivesearch.cpsshr.us/JobDetail?ID=603>

CPS HR  CONSULTING

Frank Rojas 916-471-3111

Email: [frojas@cpsshr.us](mailto:frojas@cpsshr.us)

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The City of Berkeley will then select finalists for panel interviews. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position please contact Frank Rojas.

