



# Assistant Public Works Director



## THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with almost 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State

University Channel Islands. In addition, there are golf courses, marinas and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

## PUBLIC WORKS

The Public Works Department consists of more than 477 budgeted FTEs and is responsible for the design, construction, renovation and operation of public projects ranging from seawalls to wastewater treatment plants; sewers; libraries; parks; facilities; and maintenance of streets, sidewalks, streetlights and street trees. The Department's executive team and team members is committed to delivering projects and programs that enhance quality of life, economic growth, public health and the environment to all residents. The Public Works Department is comprised of several divisions with an operating budget of over \$250,000,000:

- **Water**
  - » Delivers 22 million gallons of high quality potable water each day to over 200,000 residents
  - » Responsible for the recycle water program and working with regulatory agencies on an Aquifer Storage and Recover program to enhance the productivity of the Advance Water Purification Facility
- **Wastewater**
  - » Treated 8.1 billion gallons of wastewater in 2018
  - » Maintains over 400 miles of sewer pipes and 170 miles of storm drains
- **Engineering and Capital Projects**
  - » Five-Year Capital Improvement Program for 2019-2024 totaling approximately \$500 million
- **Environmental Resources**
  - » Del Norte Regional Recycling and Transfer Station receives, processes, and transfers approximately 1,100 tons per day of municipal solid waste
- **Parks**
  - » 53 beautiful parks and beaches totaling over 373 acres
  - » Oxnard is a Tree City USA with approximately 56,000 trees
- **Streets**
  - » Maintains 1,032 miles of lanes, 650 miles of sidewalks and 70 miles of alleys
- **Facilities**
  - » Oversees and maintains 116 City owned buildings
  - » Graffiti Action Program (GAP) addresses over 42,000 graffiti requests annually
- **Special Districts**
  - » Oversees a total of 45 Community Facilities, Landscape Maintenance and Waterway districts
  - » The Collection Riverpark is Oxnard's premier shopping and entertainment center featuring a rare blend of retail stores, restaurants, cafe's, grocery, and outdoor spaces that boldly embraces the coastal California climate and lifestyle
- **Fleet**
  - » Maintains 917 fleet vehicles and equipment valued at \$42 million





- **River Ridge Golf Club (36 holes)**
  - » American Golf Corporation manages and operates two 18-hole championship courses at the City's River Ridge Golf Club
- **Oxnard Transit Center**
  - » This regional multi-modal transportation facility offers connections between Los Angeles, local and commuter bus service, Metrolink commuter rail service, Amtrak, Greyhound bus service, VCTC Intercity Service and Gold Coast Transit.

The department functions at a high pace and is team oriented. The Assistant Public Works Director reports to the Public Works Director and is a key member of the Executive Team.

**To learn more about the Public Works Department, go to:**  
<https://www.oxnard.org/city-department/publicworks/>

## THE POSITION

The Assistant Director of Public Works is responsible to plan, manage, and oversee all administrative activities and operations of the Public Works Department including finance, the budget, contracts, asset management, CIPs, master planning, QA/QC, community outreach/communications, safety and human resources. The Assistant Public Works Director coordinates assigned activities with other City departments and outside agencies and performs responsible and complex administrative work.

Manages either directly or indirectly through subordinate staff the following:

- Assist in directing the activities of the Administrative (Central) Services division to include overseeing the development and administration of policies, procedures, programs, goals and objectives
- Provide complex administrative and professional assistance to the Director
- Review departmental operations to determine the efficiency and effectiveness of services and/or programs. Develop programs and educate the organization on efficiency and effectiveness
- Coordinate activities, services and programs with other divisions, departments, and/or other applicable parties
- Provide direction and guidance to external consultants and/or vendors engaged in studies and projects on behalf of the City; initiates and monitors the progress of special studies to be undertaken by internal staff
- Plan, program and schedule the allocation of professional and technical staff on assigned projects and programs to optimize the utilization of staff and to maintain maximum effectiveness and efficiency

- Represent the department and/or the City to the public, to other departments, and to external committees/boards, including conducting public meetings, making presentations, and responding to requests for information
- Respond to and resolves sensitive and/or the complex questions or concerns from the general public, partners, the business community, and staff
- Administer and manage service contracts; evaluate services performed and costs for services obtained through outside contractors and vendors
- Prepare budget proposals, explain and defend proposals and alternatives to executive staff or committees; authorize payment, requisitions, and prepares a variety of fiscal reports and expenditures; recommends actions to balance the budget; produces various fiscal and financial reports
- Oversight of property management, asset management, master plan coordination, administrative services, purchasing, and overall organizational process improvement and effectiveness
- Develop workflow efficiencies and provide oversight for the fleet division. Experience with heavy duty vehicles and equipment is helpful
- Supervise a high energy, supportive staff and provide effective leadership while fostering an environment of employee growth and development
- Responsible for special projects as assigned

## 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 a variety of internal and external stakeholders, exceptional interpersonal skills are of the utmost importance. The successful candidate will have a proven work history of growth and the ability to effectively implement projects and supervise staff with a fair and positive management style. The successful candidate will possess a passion for public service, especially serving an underserved community; an entrepreneur from within who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

### Key characteristics and attributes:

- An inclusive, horizontal management style where everyone is accountable; takes responsibility, encourages discussion and ideas; checks ego at the door.
- An approachable individual who seeks open communication, collaboration, and building a team-oriented working environment.

- Flexible. Able to provide clear goals and expectations, while remaining agile with the ability to adapt to changing priorities.
- A 'roll up their sleeves' type of person (not just a delegator) with a respectful personality; not a boss but a leader – understands the importance and value of the City and the people that have been doing the work.
- A 'can-do' mentality who thrives on challenge and building a high performing team.

## QUALIFICATIONS

- A Bachelor's Degree in Business Administration, Public Administration or a related field.
- A Master's Degree (MBA, MPA) is preferred.
- Seven years plus (+) of progressively responsible experience in Public Works Administration and Project Management.
- Three years plus (+) of staff management and supervision.
- Experience in implementing and establishing the principles and methodologies of TQM and/or Lean Six Sigma within an organization are desired.

## COMPENSATION AND BENEFITS

The annual salary range for the Assistant Public Works Director is **\$117,417 - \$192,490**, depending upon experience and qualifications.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$803.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service

- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Monday, August 31, 2020.**

To be considered, please submit a resume, cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment) to:

<https://executivesearch.cpshr.us/JobDetail?ID=1677>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:

**CPS HR CONSULTING**

Frank Rojas  
CPS HR Consulting  
Phone (916) 471-3111  
Email [frojas@cpshr.us](mailto:frojas@cpshr.us)

Resumes 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. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

### Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

