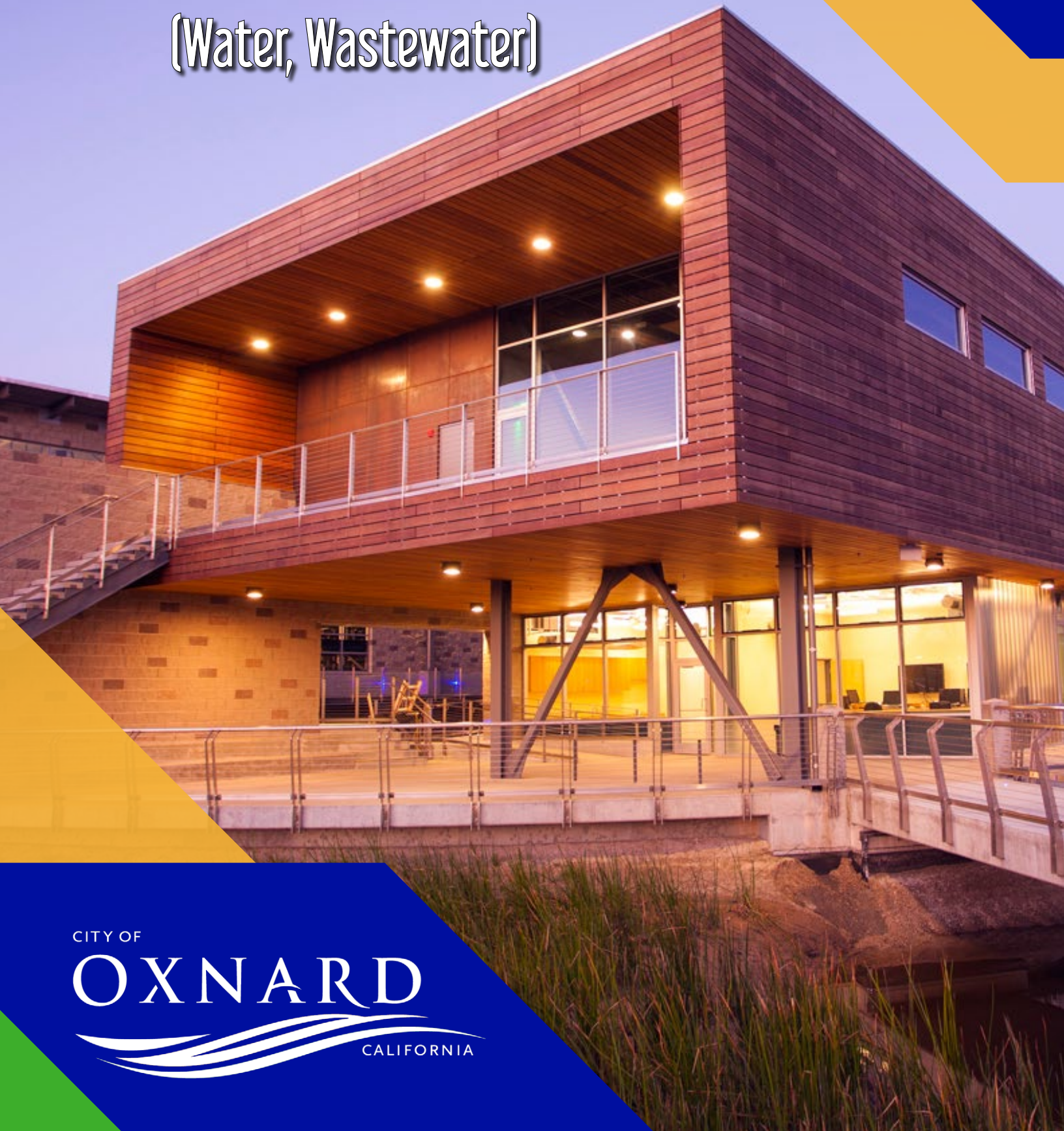


Assistant Public Works Director (Water, Wastewater)



THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 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.



THE PUBLIC WORKS DEPARTMENT

The Public Works Department consists of almost 500 budgeted FTEs and is responsible for the design, construction, renovation and operation of public projects and facilities ranging from seawalls to water blending facilities; groundwater desalter facility; water distribution system; recycled water treatment facility (Advanced Water Purification Facility); wastewater treatment plant; sewers; collection system; libraries; parks; facilities; and maintenance of streets, sidewalks, streetlights and street trees. The Department's executive team 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 and capital budget of over \$332,000,000 for FY 2020-21. Three Assistant Directors oversee the following key divisions: Water, Waste Water and Recycled Water, Engineering and Capital Projects, Environmental Services, Parks, Street, Facilities, Special Districts, Fleet Services, City-owned 36 hole golf course, and the Oxnard Transit Center.

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/](https://www.oxnard.org/city-department/publicworks/)**

THE POSITION

The Assistant Director of Public Works is responsible for planning and managing utilities with a focus on the water, wastewater, storm water, and recycled water programs and operations. This includes budget, contracts, CIPs, master planning, QA/QC, community outreach/communications, and safety. This position coordinates assigned activities with other City departments and outside agencies and performs responsible and complex administrative work and provides effective staff leadership and development. A background in recycled water programs, groundwater issues, water purification systems, aquifers, wastewater treatment, and monitoring process are required.

The City of Oxnard is the largest water utility in Ventura County and provides water to 28% of county residents, including farmers and industry. This is an exciting opportunity to provide leadership and join the City during a period of expansion and innovation while leading a staff of approximately 150 employees, including six direct reports.

THE IDEAL CANDIDATE

The ideal candidate is a strong, resilient, and energetic leader and effective communicator with expertise in managing and creating organizational structure and developing staff. As this 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 complex projects, create operational consistency across the utilities, and be well versed in conflict resolution. The ideal 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 and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders.
- An approachable individual who seeks to build collaboration and a team-oriented working environment.
- Flexible. Able to provide clear goals and expectations, while remaining agile with the ability to adapt to changing priorities.
- An individual who understands how to provide as well as grow leadership skills within their staff.
- A 'can-do' mentality who thrives on challenge and building a high performing team.

QUALIFICATIONS

- A Bachelor's Degree in Engineering, Business Administration, Public Administration, or a related field.
- A Master's Degree is preferred.
- Seven years plus (+) of progressively responsible experience in Public Works Administration and Project Management.
- Three years plus (+) of staff management and supervision.
- Additional certification such as CA Water Treatment Plant Operator T-5 and wastewater treatment grade 5 are helpful, but not required.
- Professional Engineer (PE) license is a plus.

COMPENSATION AND BENEFITS

The annual salary range for the Assistant Public Works Director is **\$117,417 - \$192,490**. Expected starting salary will be in the \$162,000 - \$192,000 range, 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, December 21, 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=1708>

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

CPS HR CONSULTING

For additional information, please contact:

Frank Rojas
CPS HR Consulting
Phone (916) 471-3111
Email 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.