

Special Districts Manager



THE CITY

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.

THE PUBLIC WORKS DEPARTMENT

The Public Works Department consists of over 350 budgeted FTEs and is responsible for the design, construction, renovation and operation of public projects ranging from seawalls to 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, and the environment to all residents. The Public Works Department is comprised of several divisions with an operating and capital budget of over \$300,000,000. Two Assistant Directors oversee the following key divisions: Engineering and Capital Projects, Environmental Services, Parks, Street, Facilities, Special Districts, Fleet Services, a City-owned 36-hole golf course, and the Oxnard Transit Center.

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

THE POSITION

This is a unique opportunity for an individual who enjoys regularly interfacing with a variety of community stakeholders and excels at finding creative solutions to complex challenges. Although housed in the Public Works Department, this high profile position will work closely with several City departments, including the City Manager's Office and Mayor's Office. Strong project and financial management skills are essential. The incumbent will plan, organize, coordinate, supervise, and administer the City's maintenance districts, including the Landscape Maintenance Districts (LMD), Waterway Assessment Districts, the Streetlight Maintenance District, and other special maintenance districts that may be created by the City of Oxnard. This position also oversees the work of staff and contractors/consultants and ensures contractor compliance with agreements; monitors budgets; maintains cooperative working relationships with various representative boards, and public agencies; makes presentations before the City Council and committees; and performs other related duties as required. The incumbent manages contracts and works very closely with the various association boards regarding maintenance, budgets, and other issues. The City currently has 43 special districts and a division budget of \$15 million.



Essential functions include, but may not be limited to the following:

- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Prepare and administer budgets for each maintenance district, develops forecasts, and monitor expenditures and revenue for each district.
- Assist in managing the capital improvement projects within the districts; manages the review of landscape and other plans as they relate to the various districts to ensure compliance with City standards, oversee the preparation of conditions of approval for the Development Review; Committee for projects affecting the districts; attend and participate in Development Review; Committee meetings, including Homeowner Associations.
- Assist in resolution of service complaints regarding the maintenance of landscape, hardscape, concrete paseos, decorative lighting, drainage, injuries, and other concerns. Create consistent and effective customer service protocol and training.
- Participate in the planning process for new development, including review of tentative projects, tract maps, street plans, grading plans, and building permits as necessary to ensure requirements are met and clearances are issued.
- Oversee district formations, long-range planning, and parcel assessment estimates.
- Develop and administer maintenance contracts for the various districts; ensure contract effectiveness and compliance with the direction provided by City requirements.
- Supervise, motivate, and inspire a high performing staff, and provide employee development training, and growth.
- Attend community meetings as necessary, including after-hours and on weekends.
- Perform code enforcement and civil compliance processes in Districts to prevent violations.

THE IDEAL CANDIDATE

The ideal candidate will be an effective manager and communicator, with high integrity and excellent interpersonal skills necessary to communicate with different audiences of all levels, and to manage expectations of community



groups and key stakeholders within the City. The successful candidate will be a collaborative and creative problem-solver with a solid understanding of city special financing and maintenance districts. This position requires a positive and energetic leadership style with a willingness to take a “hands on” approach to develop a team-oriented working environment within the division. Strong analytical and project management skills as well as the ability to develop and recommend comprehensive solutions are required. Past experience in contract administration, budgets development and administration, management analysis, and working with community organizations and commissions are a must.

Key Characteristics and Attributes:

- A leader of high character and integrity able to build public trust and confidence.
- An effective and confident communicator who is comfortable in front of various audiences; flexible and engaged. An active listener.
- A manager with solid political acumen, who understands the necessity to remain apolitical.
- An inclusive and approachable management style encouraging discussion and ideas, and sets an example of accountability, customer service, and high performance.
- A passion for public service.

Qualifications

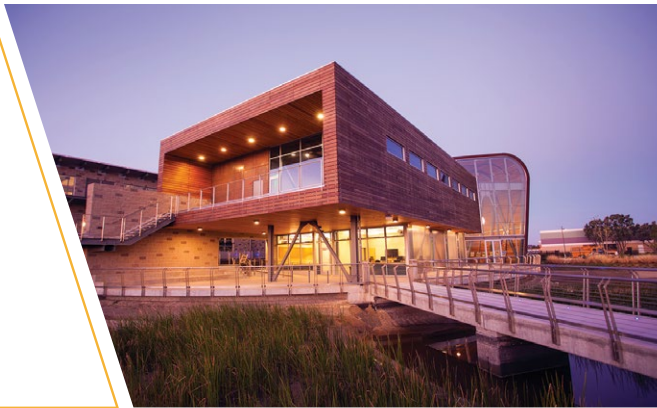
- A Bachelor’s Degree in Business Administration, Public Administration, Parks and Recreation Administration, or a closely related field. A Master’s Degree is preferred.
- Four (4) years of experience in Special District Administration.
- One (1) year of experience at a supervisory level.

UNION MEMBERSHIP: Positions in this classification are represented by Oxnard Mid-Managers Association (OMMA).

COMPENSATION AND BENEFITS

The annual salary range for the Special Districts Manager is \$89,128.00 - \$147,284.80, dependent 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

*Increases expected in July 2021.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, July 19, 2021.

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://www.cps hr.us/recruitment/1798>

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:

Kylie Wilson
CPS HR Consulting
Phone (916) 471-3325
Email kwilson@cps hr.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.

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.