

# CITY OF RIVERSIDE

*City of Arts & Innovation*



*An Outstanding Career Opportunity*

## DIRECTOR OF PUBLIC WORKS

recruitment services provided by Ralph Andersen & Associates



## THE OPPORTUNITY

The City of Riverside is recruiting nationally for a highly experienced professional to manage a large, full-service public works department with significant capital projects and operational activities that continuously support and improve the quality of life in Riverside. The successful candidate will have a broad background in all aspects of public works operations, including wastewater management (regional treatment plant, sewer plan/collection system design), with a strong track record of success in managing a multi-faceted department. The new Director will work closely with the City Manager's Office, and will be directly responsible for a Department of 413 employees, operating budget of \$223 million, and capital projects of approximately \$209 million. This senior-level executive will be results-driven, with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and outstanding public speaking abilities.

## THE CITY OF RIVERSIDE

The City of Riverside has a rich history that has played a part in shaping California's development as an agricultural leader. Riverside is the home of California's first naval orange trees in 1873, one of which still stands today and is a California Historical Landmark. The success of orange trees in Riverside made the new citrus industry a "second gold rush" for California, and during this time, Riverside was the wealthiest city per capita in the nation. Founded on the principles of education, culture, and beauty, Riverside was named one of the nation's Most Livable Cities in 2010. The City has grown to be the 12th largest city in the State, with a population of 303,871.

Stretching over 81-square miles, Riverside is also home to the University of California at Riverside as well as three other universities and colleges, including California Baptist University, La Sierra University, and Riverside Community College, along with several museums that celebrate art, history, technology, and culture. The City's scenic landscape includes hills, parks, and preserved open spaces. The Historic Mission Inn & Spa is the focus of the City's famous Festival of Lights, a six week-long festival of activities that include carriage rides, skating under the stars at an outdoor ice rink, live music, and of course, millions of lights to celebrate the holiday season. Other events held in Riverside include the Festival of Trees, the Dickens Festival, the Riverside Airshow, the International Film Festival, and the Riverside Arts Walk, which takes place the first Thursday of every month.

Riverside's location approximately 60-miles east of Los Angeles puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, mountain resorts including winter recreation, and many area wineries. As the City of Arts and Innovation, Riverside is truly a marvelous place to live, work, and play.

## CITY GOVERNMENT

Riverside was incorporated in 1870, and is governed by the council-manager form of government. The City Council is comprised of the Mayor, who is elected city-wide, and seven members who are elected by ward and serve four-year terms. The Mayor and City Council appoint the City Manager to oversee city operations, which include a budget of \$993 million, and staff of 2,497. The City of Riverside has won many awards and recognitions, including being listed as a Top 25 City for Business by Executive Outlook Magazine; an Emerald City designation by the State of California Department of Conservation for sustainable green initiatives and renewable energy, the first such designation given; one of America's 100 Best Communities for Young People by America's Promise Alliance; and the Number 3 "Can Do City" by Newsweek Magazine.

## THE DEPARTMENT

The Public Works Department maintains, operates, and improves the City's infrastructure, including a 40 million gallon a day sewage treatment plant, 1,000 miles of sewers, 870 miles of streets, 300 miles of storm drains, 360 traffic signals, and 117,500 trees.

Infrastructure facilities are maintained and improved to provide adequate capacity for future growth as well as efficient, cost-effective service for existing customers. In addition, infrastructure improvements are constructed to beautify neighborhoods or improve safety and neighborhood livability.

The Department also provides solid waste collection, street maintenance, and construction inspection services. Approximately two-thirds of all residential customers receive City-provided solid waste services, with the remaining customers receiving service from a private waste-hauler. All commercial customers are serviced by one of three private solid waste-haulers. The Street Services Division actively addresses public health issues through street sweeping, storm drain cleaning, and vector control services. The Solid Waste Collection System includes enhancements through the Clean Up Riverside's Environment (C.U.R.E.) Program. Department personnel also provide construction permitting, inspection, animal services, red light enforcement, Traffic Management Control (TMC), and plan-checking services to ensure compliance with City standards.

### Mission Statement

The mission of the Public Works Department is to enhance the quality of life for City residents and businesses by operating and maintaining the City's street, trees, landscape, wastewater, storm drain, and refuse systems in the most effective, efficient, and responsible manner.

# CAPITAL PROJECT PROGRAM

Overseeing a robust capital project program in today's challenging economic climate will be an exciting opportunity for the successful candidate that joins the City of Riverside. Working with a talented team, the new Director will have ultimate responsibility for making the City's theme of "Seizing our Destiny – The Agenda for Riverside's Innovative Future" a reality. Approved CIP Budget for 2012 is \$208,978,529. The following is a list of the higher-profile capital projects:

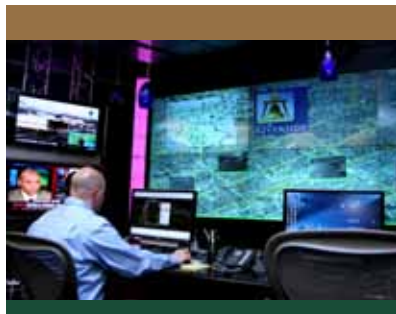
The Public Works Department has recently received the KRCB (Keep Riverside Clean and Beautiful) Beautification Award, and an Honorable Mention for APWA's Project of the Year for the Columbia Avenue Grade Separation project.

- Iowa Avenue/BNSF Grade Separation (\$30,000,000);
- Main Street Reconstruction – SR60 to 1st Street (\$2,500,000);
- Streeter Avenue/UPRR Grade Separation (\$30,000,000);
- WQCP Phase I Plant Expansion\* (\$207,000,000); and
- Van Buren Boulevard Trunk Sewer Replacement – Jackson Street to Challen Avenue (\$6,200,000).

*\*This project is one of the largest of its type in the country.*

## THE POSITION

This senior executive-level position is a key member of the City's Executive Leadership team. Of critical importance and significance to the City Manager is the ability of the Director of Public Works to represent the Department with the highest degree of leadership and professionalism, as well as ensuring accountability for successful



outcomes. The Director must be a dynamic and innovative professional who is self-confident and able to speak with clarity and authority on a variety of complex technical issues. The candidate must be capable of working effectively and communicating diplomatically with City Council, staff, citizen and business groups, regulatory bodies, developers, contractors, and other governmental agencies.

Working closely with the Assistant City Manager, the Department's management team, and subordinate staff, the Director will have overall responsibility and provide leadership for all aspects of the Department's daily operations, including the following key goals and objectives:

- To improve and restore the aging infrastructure, including the urban forest, and improve the quality of the City's neighborhoods;
- To increase revenue sources;
- To enhance employee satisfaction, and obtain and retain qualified personnel;
- To be a leader in environmental innovation; and
- To enhance employee safety and disaster preparedness.

Working with the Department's management team and subordinate staff, the Director will have overall responsibility and provide executive leadership for:

- Exercising the highest level of accountability in the management of public infrastructure, and construction projects and programs;
- Planning and oversight of major capital improvement projects;
- Collaborating with a wide variety of community groups and other key stakeholders; and explaining complex issues in straightforward terms;
- Overseeing the public bid process and contracting;
- Ensuring best-practices in public works administration;
- Preparing recommendations on public improvements and the ways and means of financing work programs; and
- Balancing competing city-wide and community priorities.

## THE IDEAL CANDIDATE

The ideal candidate will be an articulate, mature, and highly-skilled leader and professional whose knowledge extends beyond the traditional aspects of planning, public works, and related technologies. The candidate must have superior communication and presentation skills, both oral and written. Having extensive experience in wastewater treatment and storm water collection management is desired.

The new Director will possess strong administrative abilities with the ability to analyze professional and administrative problems and make sound recommendations. He/She will have the strongest leadership skills possible, a style which emphasizes tact and diplomacy, and the willingness to seek reasonable compromise for the good of the organization. While having the capacity to cope with extensive detail, the Director must be able to express complex matters in a succinct and effective manner.

The successful candidate must also have an inclusive style, a willingness to delegate to professional staff, and be accessible as a resource to team members. The ability to develop and communicate clear goals and objectives to all constituencies will be a valued trait. The ideal candidate will be a strong mediator and facilitator, capable of synthesizing a wide variety of viewpoints into cost-effective and practical proposals.

A strong customer service ethic, desire for long-term affiliation with the City of Riverside, and a highly professional approach to problem solving will be found in the successful candidate. The new Director will also utilize continuous improvement methods and best practices, promote a cooperative team environment, and demonstrate integrity that aligns with organizational values.

Personal characteristics and attributes of the ideal candidate will also include:

- Excellent leadership skills;
- Ability to maintain an inclusive workplace by maximizing the contributions of all employees and developing the strengths of all team members;
- Strong employee and labor relations skills with a proven track record working in a union environment;
- Having successful experience in supervising large groups, including training, mentoring, delegation, and ensuring accountability;



- Ability to deal with others in a straightforward and honest manner to foster positive and trusting working relationships;
- Ability to communicate persuasively with the City's leadership team, City Council, and the community about sensitive, complex, costly, and sometimes controversial issues;
- Politically astute and skilled at spearheading and implementing major public works projects through an organizational structure of significant magnitude that is fast-paced and demanding;
- Comfortable working in an active labor environment where consensus and positive relationships are practiced; and
- Open, accessible, and professionally assertive with a proactive and solution-oriented approach to delivering highly successful outcomes.

In summary, the Director of Public Works will be a highly skilled executive, able to provide outstanding leadership not only through the successful management of the operational divisions of the Public Works Department, but also be instrumental in maintaining, improving, and expanding infrastructure throughout the City in support of both residents and visitors.

## MINIMUM QUALIFICATIONS

**Education:** This position requires a Bachelor's degree in a related field of study. An advanced degree is highly desirable.

**Experience:** Career experience must be at the senior level of an organization, with substantial experience managing staff, projects, and budgets. For further consideration, candidates must have a verifiable track record of success and a stable work history. Due to the City's size, scope, and complexities, broad management skills, and a sophisticated approach to organizational issues are essential.

**Professional License:** Registration and license as a professional engineer in the State of California is a plus although not required.

**Final Selection and Appointment:** The City Manager will select the most highly qualified candidates for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the City of Riverside.

## TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on February 17, 2012. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a:

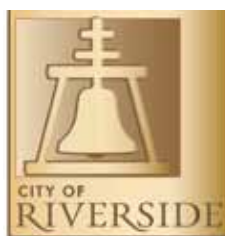
- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Six (6) professional references.

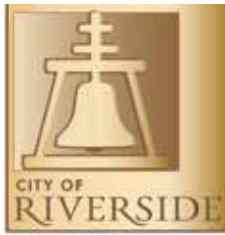
An electronic version of all submittals is strongly encouraged. Interested candidates may apply via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Director of Public Works will join the City of Riverside in April 2012, or sooner.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg or Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.





## COMPENSATION AND BENEFITS

**Compensation:** The annual salary range for the Director of Public Works is up to \$181,836. Placement within the range is negotiable and dependent upon qualifications (DOQ).

**Health, Vision, and Dental Coverage:** The City provides seven Health Plans, one Vision Plan, and three Dental Plans. Vision coverage is provided through Vision Services Plan (VSP) and is automatically included with all health plan selections.

**Vacation and Sick Leave:** Leave is accrued at the rate of 200 hours for vacation and 96 hours of sick leave annually.

**Holidays:** 11 paid holidays each year.

**Life Insurance Coverage:** A basic amount of Life Insurance equal to twice the annual salary, rounded to the next higher multiple of \$1,000 is provided, up to a maximum amount of \$700,000. The City pays 100% of the cost of basic life insurance. In addition, Accidental Death & Dismemberment (AD&D) coverage equal to the basic amount of Life Insurance is provided.

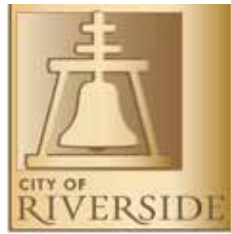
**401(a) and 457 Deferred Compensation Plans:** The City provides a **one-time** opportunity to enroll in a 401(a) Deferred Compensation Account. Employees may “irrevocably” defer a certain percentage or dollar amount of their salary on a pre-tax basis. The City offers two 457 Deferred Compensation Plans. Contributions are deducted on a pre-tax basis. A minimum contribution of at least \$10 per pay period must be made to participate.

**LTD Coverage:** The City offers a voluntary Long-Term Disability (LTD) Plan with coverage equal to 60% of the employee’s monthly pay, up to a \$7,000 maximum. The associated premium is paid by the employee on an after-tax basis. To qualify for benefits, employees must meet the plan’s definition of disability.

**Retirement Plan:** Employees are automatically covered under the City’s Retirement Plan, which is offered through CalPERS. The retirement benefit factor is 2.7%@55 years of age. For employees hired after October 19, 2011, employees pay 8% of the retirement plan cost.

**Other Benefit Information:** Employees may elect to waive the Health Insurance coverage offered by the City and receive a \$2,000 annual stipend under the “Health Opt-Out” program. Additional Life Insurance and Flexible Spending Account plans are available to all City employees for optional enrollment.





# PUBLIC WORKS DEPARTMENT ORGANIZATION CHART

