

THE CITY OF BALDWIN PARK

is accepting applications for the position of

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER



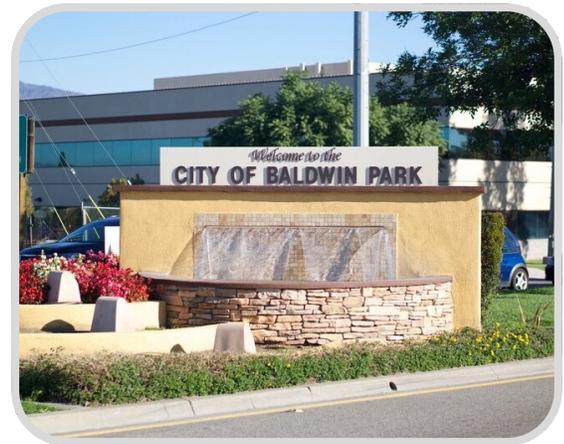
THE HUB OF THE SAN GABRIEL VALLEY

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias J. “Lucky” Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered the hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The City of Baldwin Park is at the forefront of healthy living, partnering with HEAC, Healthy Eating Active Communities, to reduce disparities in obesity and diabetes by improving nutrition and physical activity areas within our community. The No Smoking Ordinance, the Adopted Healthy Eating Active Living Resolution, and the Moratorium on Drive Thru Restaurants are some of the many policies that have been implemented to support our goal of providing our children with a healthy future.

BALDWIN PARK CITY GOVERNMENT

The City of Baldwin Park is a General Law City governed by a five-member City Council, with the Mayor and Council members being elected at-large. The Mayor serves a two year terms and Councilmembers serve four year terms. City Council members also serve as the City’s Community Development Committee, Housing Authority and Public Financing Authority. In addition, the City has several advisory commissions and encourages public involvement in City activities. The annual general fund budget is approximately \$27 million with 165 full-time and 150 part-time staff.



THE POSITION

The City of Baldwin Park is looking for an experienced government professional with a high level of technical competence, a strong civil engineering background, solid fiscal management skills, and superior project management habits. This position will provide for challenging responsibilities and close oversight of various division within the Public Works Department which includes engineering, capital improvements, traffic, streets, landscape, graffiti removal, transit planning and equipment maintenance. The position will serve as a key member of the City’s executive management team and will lead a staff of 48. The Director will be relied upon to develop and maintain successful programs and projects to help shape the growth and development of the City’s infrastructure. The ability to obtain and manage state and federal grant monies for these and other projects is essential. This position shall serve at the pleasure of the City Council and will report directly to the Chief Executive Officer.

Under general direction, duties of the Director may include, but are not limited to, the following:

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the city Council.
- Direct, oversee and participate in the development of the Department’s work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Oversee and review the engineering services activities including engineering design, development review, CIP planning, construction management and matters related to assessment district functions.
- Oversee and participate in the development and administration of the Public Works budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Attend City Council meetings as required; participates in outside community and professional groups and committees.
- Participate in the selection of, train, motivate, supervise and evaluate assigned personnel.
- Represents the Public Works Department to other departments, elected officials, and outside agencies and organizations.
- Perform duties of City Engineer.
- Perform related duties as assigned.

In addition to having a strong planning background, the successful candidate will possess a professional history that demonstrates the following strengths and abilities:

- Knowledge of principles and practices of civil engineering as applied to municipal public works; applicable Federal, State & local laws, regulations, ordinances and policies such as CEQA, Subdivision Map Act.
- Knowledge of principles and practices of construction and maintenance, civil and traffic engineering; knowledge of methods, materials, and equipment as employed in municipal public works.
- Knowledge of principles, practices and methods of public administration, including budgeting, organization, and personnel management.
- Ability to successfully develop, control and administer departmental budget and expenditures.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate; problem solve department cost recommendations; and explain and interpret policy.
- Ability to negotiate and manage professional consulting service contracts.
- Ability analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to plan, organize, assign and coordinate the activities of professional, technical and clerical staffing.
- Demonstrated knowledge and ability in administrative skills including: attention to detail, organization, problem solving, multi-tasking and strong interpersonal and leadership skills.



THE IDEAL CANDIDATE

The ideal candidate will excel at multi-tasking on tight deadlines and have an impressive history of efficient implementation and follow through of key projects and programs. This professional will also be a successful leader who has strong management and administrative skills with a proven track record of effectively overseeing capital improvement projects and public works operations, managing staff, and working collaboratively with all levels of the organization.

Possess a combination of education, experience and training that would likely provide the required knowledge and abilities is qualifying. This could include:

- At least six years of progressively responsible experience in public works and engineering administration
- At least two years of supervisory and management experience
- Possession of a Bachelor's Degree in Civil Engineering, Public Administration or a closely related field
- Possession of a current California certificate of registration as a Professional Civil Engineer
- Possession of a Master's Degree is desirable
- Possess and maintain a valid California Class C Driver's License





BENEFITS AND COMPENSATION

Compensation	Annual Salary: \$157,557 or starting salary step will depend on qualifications, prior experience and skills.
Retirement	Participation in California Public Employees Retirement System (CalPERS) CalPERS Retirement Plan: 2.7% @ 55 for classic or 2% @ 62 for PEPRA, depending on member status. CalPERS employee contribution: 8% for classic members or 5.5% for PEPRA members.
Health/Life Insurance	Group life, medical, dental, vision and long term disability insurance programs are provided. \$1,700.00 per month for Health and Dental insurance, excess may be received as taxable income, or may be placed in our deferred compensation program. \$34.05 per month for Vision insurance \$100,000 Group term life insurance/AD&D
Additional Pay	Phone allowance of \$100/mo., vehicle allowance of \$400/mo. (or a take home vehicle), Administrative Leave of 72 hours per fiscal year, and City contributes \$100.00 per month into a City sponsored deferred compensation plan of employee's choice.
Group	Executive Management/Contract At-will
Retiree Health	CalPERS Health contribution of single party coverage based upon the employee's years of service with the City
Work Week	4/10 Work Schedule
Leaves	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program. Holiday: 9 fixed holidays per year, plus 20 floating holiday leave hours
Other	Optional programs available to employees include: Aflac/FSA/DCC; Additional Life Insurance; Computer Purchase Program; Education Tuition Reimbursement Program; choice of two (2) deferred compensation plans.

THE SELECTION PROCESS

Apply immediately! The recruitment is open until the needs of the City are met. The initial review of applications is the week of January 2, 2017.

To be considered for this opportunity, please submit a completed and signed City of Baldwin Park employment application accompanied by a cover letter, resume, current salary, and five professional references. Applications may be submitted electronically via email, postal mail or in person to: City of Baldwin Park, Attn: Human Resources Department at: 14403 East Pacific Avenue, Baldwin Park, CA 91706, or via email to: ebigley@baldwinpark.com

All applications will be reviewed in detail and the most highly qualified applicants will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition. The successful candidate will be required to undergo a background check which includes fingerprinting, pre-employment medical examination, including a drug/alcohol screening; and must be able to establish both work authorization & identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department, 3rd floor. For more information regarding this opportunity, contact our office at (626) 813-5207. Business hours are Monday through Thursday from 7:30am to 6:00pm.

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition. Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract for employment.
Any provision contained in this bulletin may be modified or revoked without notice.*