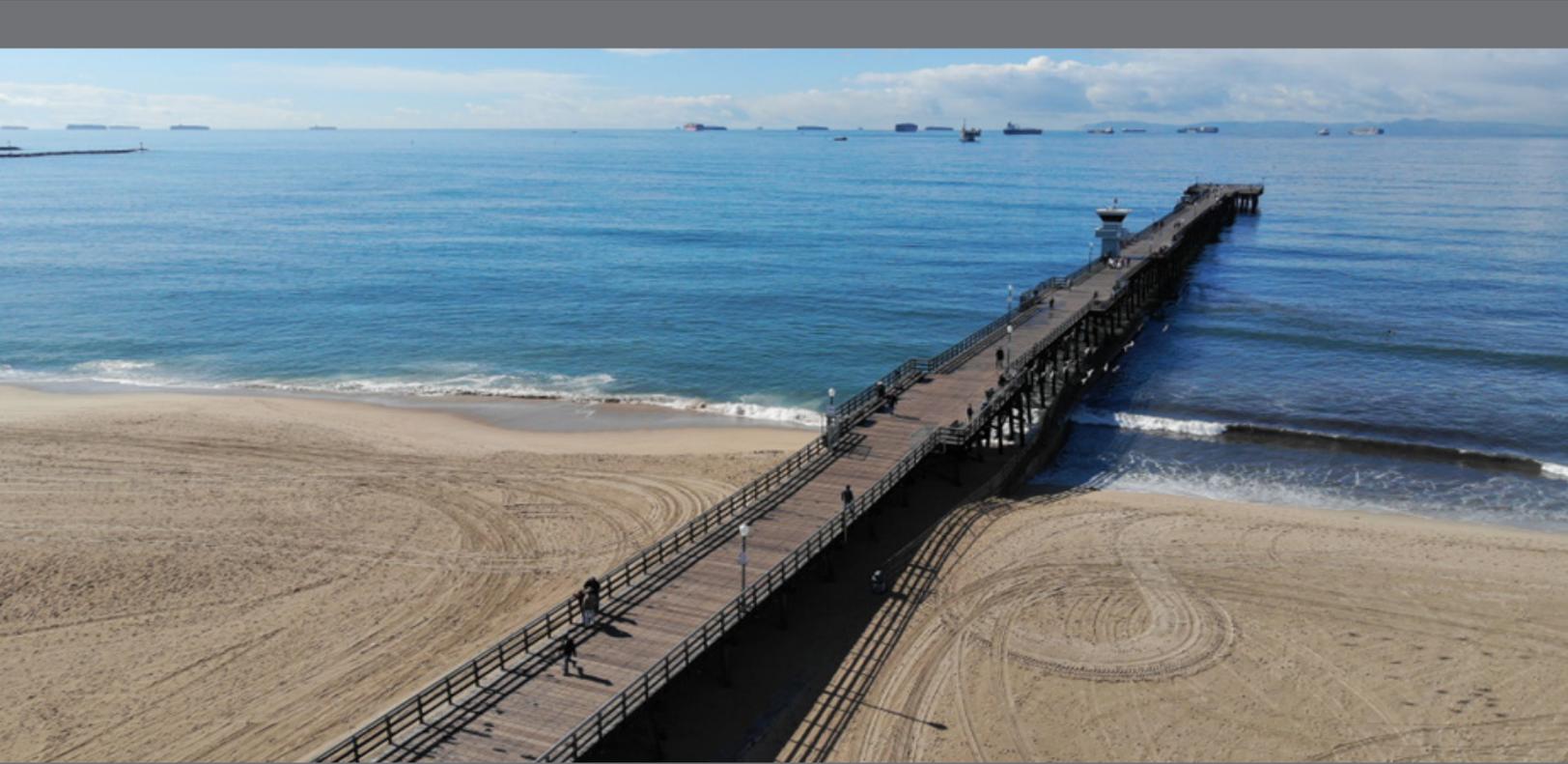




*The City of*  
**SEAL BEACH**  
*California*



*invites applications for the position of*

**DIRECTOR OF  
PUBLIC WORKS**

RECRUITING SERVICES PROVIDED BY



## THE COMMUNITY

Located on the coast of Southern California, Seal Beach enjoys a well-informed and engaged community. Seal Beach is well known for its historic wooden pier that juts out into the blue Pacific and a view and climate that is a weekend draw for the greater Southland. With a population of approximately 25,000, Seal Beach is nestled between Long Beach and Huntington Beach in Orange County, and has retained its quaint "village-by-the-sea" ambiance.

Seal Beach is comprised of five distinct, desirable communities melded into one - with a council member elected from each district. The Old Town area, with its Main Street, pier and sandy beaches, attracts nearly 1.5 million visitors each year. Restaurants, shopping and year-round activities make the Old Town area an ideal tourist destination.

The first Leisure World community, a planned senior development with a population of about 9,000, is located in Seal Beach. The "Hill" neighborhood is located just above Pacific Coast Highway, and the two bedroom communities near the 405 Freeway, "College Park East" and "College Park West," make up the remainder of a vibrant and diverse community.

The Naval Weapons Station, which provides ordnance and logistics support to our nation's Naval and Marine operation forces, is also home to the 1,000-acre Seal Beach National Wildlife Refuge. The Naval Station employs 530 civilian and 150 military personnel.

Boeing International headquarters is also located in Seal Beach with over 1,000 employees.

## CITY GOVERNMENT

Seal Beach is a Charter City operating under the Council-Manager form of government. The City organization provides service to its residents and businesses through the departments of: City Clerk, Community Services, Finance, Community Development, Public Works, Police and Marine Safety. The City contracts with the Orange County Fire Authority for fire and emergency medical services.

The City currently maintains a workforce of over 100 full-time employees, supported by a dedicated team of part-time, volunteer, and contract employees.

## THE POSITION

The position of Director of Public Works is designated as an "at will" position. Under general direction of the City Manager, plans, directs, manages, and evaluates the administrative, engineering, and maintenance programs and services of the Public Works Department, including engineering, streets, utilities, beaches, equipment maintenance, buildings and facilities, and traffic programs; participates as a member of the City's Executive Management Team; and does related work as required.

The Director of Public Works is distinguished from the City Engineer by its broader scope of functional responsibility, decision-making authority, budgetary accountability, span of supervisory control, and external interfaces with City Council, developers, contractors, consulting engineers, and engineering and planning agency representatives.





## QUALIFICATIONS

**EDUCATION:** Bachelor's Degree from an accredited four-year college or university with a major in Public Administration, Civil Engineering or a related field is required.

**EXPERIENCE:** Eight years of professional, administrative and managerial experience involving public works construction and administration is required.

## DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Directs, plans, manages, and evaluates the operations, programs, policies, standards, and procedures of the Public Works Department, including engineering design, utility design and construction, project management, transportation planning, and public works installation, repair, and maintenance projects and services.
- Establishes, prioritizes, and evaluates departmental goals and objectives related to Engineering and Maintenance Services Operations and Capital Improvement Program, including contracts, agreements, and work activities.
- Oversees the administration of engineering consulting contracts and progress payments; reviews major planning and policy issues, legislation, and complaints with City Engineer and advises City Manager and City Council.
- Determines staffing and contract needs and means for overseeing project plans and change orders in consultation with the City Engineer and Maintenance Services Manager.
- Directs the selection, training, supervision, evaluation, and disciplining of employees within the department and recommends staffing, training, and employee coaching for development purposes.
- Prepares, approves and presents departmental plans, studies, activity and agenda reports, and recommendations on behalf of the department to the City Manager, City Council, advisory groups and professional associations.
- Develops, implements, and evaluates departmental operating and capital budget expenditures.
- Coordinates, and presents regional resources management plans and interfaces with officials from OCTA, CalTrans, MWDOC, OCWD, and other bodies in determining and developing appropriate measures, programs, and procedures to comply with federal, State, regional, and County laws, regulations, and environmental mandates.
- Works with division managers in evaluating and recommending the award of contracts for professional engineering, architectural services, and construction contractors.

## IDEAL CANDIDATE

The City is seeking a strong, energetic, team-oriented leader, who is hands-on and engaged that will be visible and accessible to their staff. The position requires someone who has broad experience in public works, is politically astute, a creative problem solver and has a comfort with and a strong desire for interacting with employees, department directors, elected officials, residents, and diverse stakeholders.

The Director of Public Works will be collaborative, inclusive, tech savvy, committed to accountability and exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will be an outstanding verbal and written communicator who exhibits a calm, even-keeled demeanor. The proven ability to translate complex technical data and concepts into understandable layperson's terms is critical.

With their empathetic yet encouraging approach, the ideal candidate will be a motivating mentor who places a high priority on succession planning and ongoing professional development. The incoming director will have impeccable integrity and hold others to the highest of professional standards. They will be a credible communicator with outstanding interpersonal skills and political acumen who is capable of building rapport and trust with stakeholders. Being a collaborative team player who is committed to departmental as well as organizationwide goals is critical to the optimal performance of the Director of Public Works and the entire executive team.

## APPLICATION AND SELECTION PROCESS

**FIRST REVIEW DATE: OCTOBER 21, 2022**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.



## SALARY & BENEFITS

**Salary: \$14,897.23 to \$18,107.68 monthly**

**Health, Vision, and Dental Insurance:** Section 125, various plans available. The City offers a full flex cafeteria plan for health care, dental, and vision.

**Term Life Insurance:** \$50,000 policy, 100% paid by City Long Term Disability: 100% paid by City.

**Holidays:** 11 Federal holidays and 1 employee designated floating holiday each fiscal year.

**Retirement:** CalPERS Classic members 2% at 55; CalPERS New members 2% @ 62.

**Vacation:** 120 hours after one year of continuous service.

**Administrative Leave:** 80 hours per year.

**Paid Sick Leave:** Accrued eight hours per month of service Retiree Health Savings Account (HSA) available for eligible employees.

**Executive Medical Exam/Wellness Program:** \$850 per year.

**Deferred Compensation:** The City participates in the International City/County Management Association Retirement Corporation (ICMA-RC) 457 plan, with City-paid contributions of 3.5% of base salary per payroll period.

**Tuition Reimbursement:** Reimbursement is capped each calendar year at the rate of California State University system for up to 2 semesters of full-time undergraduate enrollment.

**Auto Allowance:** Will receive a monthly automobile allowance of \$350 to reimburse the full cost of business use of personal automobiles.

