The City of Signal Hill

Invites Applications for the Position of

Director of Public Works

The Community

The City of Signal Hill is located just 30 miles south of downtown LA and within four miles of the Pacific Ocean. Well-known for the discovery of a vast oil field in 1921 and its subsequent oil history, Signal Hill also claims the only accessible high ground for miles around: a 300-foot hilltop that gives the City its name and provides spectacular panoramic views.

Completely surrounded by the City of Long Beach, Signal Hill was incorporated in 1924 and today boasts one of the lowest business taxes in Los Angeles County, as well as no utility tax or Mello-Roos Assessment Districts. The City is aggressive in its economic development strategies and offers residential, retail and industrial residents the benefits of a full-service municipality while preserving the feeling of a small hometown.

Encompassing 2.2 square miles, Signal Hill has a population of 11,500 full-time residents and a daytime population of over 40,000. Over 80,000 commuters pass through the City each day, utilizing several major transportation arteries. Four major freeways, the Long Beach Airport, and the Blue Line light rail system are all convenient to Signal Hill.

With its central location, this vibrant City offers residents and visitors a wide range of amenities. Nine City parks, an extensive walking trail system, recreation programs, and an array of annual events bring the community together. Signal Hill is part of the Long Beach Unified School District and is home to award-winning public schools and the American University of Health Sciences. Other higher education opportunities abound nearby, including California State University, Long Beach, and Long Beach City College.

City Government

Signal Hill is a Charter City operating under a Council-Manager form of government. The City Council consists of five Council Members elected at-large to four (4) year terms. Each year the Council chooses the City Mayor and Vice-Mayor from among the Council Members. The City Clerk and City Treasurer are also elected, while the Council appoints the City Manager, City Attorney, Deputy City Manager, and department heads.

The City Manager serves as the chief administrative officer of the City and is responsible for the City's day-to-day operations, including administering the City budget. Signal Hill offers the traditional range of services and is organized across the Departments of Administration, Community Development, Community Services, Finance, Police, and Public Works. Fire services are provided by the Los Angeles County Fire Department.

Signal Hill has a history of prudent fiscal practices that have enabled the City to achieve and maintain a stable, positive long-term financial forecast and healthy financial reserves. It is supported by an operating budget of $27.9M and Capital Budget of $10.6M for Fiscal Year 2021-22.

Signal Hill is proud to be a progressive City that is attentive to the needs of its residents. Its 119 full-time-equivalent employees take a proactive approach to providing top notch services and ensuring a high quality of life for Signal Hill residents. Not surprisingly, the City enjoys the support and confidence of the community. The commendable relationship with the community and a stable work environment helps retain dedicated employees who are equally as committed to the community as they are their jobs. While the organization expects a great deal from staff members, the culture supports flexibility and honors life outside of work.

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 City is desirous of attracting candidates who bring considerable experience with selecting and working with consultants, as well as overseeing capital projects along with negotiating and managing contracts.

The ideal candidate will convey a familiarity with land development matters and the entitlement process. Additionally, they will be efficiency-minded and knowledgeable regarding contemporary processes, as well as sound policies and procedures. Previous success in securing grants and outside funding sources is desirable. An adept administrator, the individual selected will have a history of being a thoughtful and responsible steward of public resources.

It's important that Signal Hill's Public Works Director 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. The ideal candidate will be comfortable giving public presentations and interacting with various stakeholders. Experience working with elected and/or appointed officials, advisory bodies and other community stakeholders will help to ensure a seamless transition.

Six (6) years of progressively responsible experience in municipal engineering and public works administration with at least four (4) years of supervisory experience is required. A combination of public and private sector experience will be considered favorably. Experience with water and or storm water operations is desirable. A Bachelor's degree in civil engineering or related discipline is required. Registration in California as a professional civil engineer is preferred, but not necessary. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities will be considered qualifying.

Public Works Department

The City of Signal Hill Public Works Department is responsible for providing reliable, well-maintained public facilities and essential services that are depended upon in the daily lives of residents and the business community. The Department is responsible for six service areas: Engineering Services; Environmental Programs; Street & Park Maintenance; Facilities and Landscape Maintenance; Vehicle and Equipment Services; and Water Billing and Operations. Public Works is also involved in representing the community's interests on significant regional issues, such as water and transportation.

Together, these programs provide a wide variety of vital services to Signal Hill. Public Works delivers high-quality drinking water to residents and businesses and provides oversight of the City's three wells and over 50 miles of water pipelines. It is responsible for the design, construction, and maintenance of all City facilities, including traffic signals, parks, buildings, and the City's 70-vehicle fleet of cars and heavy equipment. The Department manages the City's ambitious Capital Improvement Program, trash collection and street sweeping services, pipeline franchises, and the California Crown Landscape and Lighting Maintenance Assessment District. Environmental Programs such as recycling, water conservation, and National Pollutant Discharge Elimination System (NPDES) compliance fall under the responsibility of the Public Works Department. Public Works also plays a vital role in the planning of land development projects and subdivisions.

Public Works is supported by an annual operating budget of over $11 million, including the Water, Internal Services, and General Funds, and a team of 27 FTE. The Department also oversees the implementation of the City's 2-year CIP program valued at $10.6 million, including the upcoming construction of parks, street improvements, traffic signals, facility improvements, and watermain projects.

Benefits

The salary range for the Public Works Director position is $147,563 - $193,615. Placement within the range will be DOQE. Salary is supplemented by a generous benefits package that includes, but is not limited to:

- **Retirement –** PEPRA contribution is not set at 7% but may vary depending on the minimum required 50% of benefit. Classic is set at 7%.
- **Social Security –** The City participates in Social Security.
- **Medical –** City provides CalPERS health base contribution of $1,100 per month. An additional $400 per month ($500 beginning 1/2022) is available for employees who require additional funds for health, dental, and/or vision premiums. Three-quarters of excess funds of the $1,100 base will be placed in employee's deferred compensation account when the employee elects single or waives health coverage.
- **Dental** – The City contributes $70 per month for dental coverage with Delta Dental.
- **Vision –** City-paid VSP vision insurance for employees.
- **Vacation –** Annual accrual of 96-176 hours.
- **Sick leave –** 96 hours annually with buyback program in June.
- **Holidays –** 80 paid holiday hours and 36 hours of personal annual leave (prorated).
- **Executive Leave –** 63 hours per year.
- **Auto Allowance –** $300 per month.
- **Life Insurance –** $300,000 life insurance policy.
- **Short and Long-Term Disability –** City provided.
- **Wellness Reimbursement –** $500 annual reimbursement for various medical/health related expenses.
- **Deferred Compensation –** 4% City contribution to employee's deferred compensation account upon employee's 8% contribution. 457 plan is available.
- **Retiree Health Benefits –** Employees contribute 1% of their annual salary to fund their Retiree Health Benefit. The City contributes at a rate determined by years of service and status in CalPERS upon start date.
- **Vacation Buy Back –** Employees with two or more years of service are eligible to buy back accrued vacation once every 12 months. Buy back schedule is scaled based on a number of years served.
- 9/80 alternative work week.

Recruitment Process

Open Until Filled

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:

bob@bobhallandassociates.com

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

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Bob Hall & Associates