



City of Fresno, CA

ASSISTANT DIRECTOR OF PUBLIC WORKS

THE COMMUNITY

The City of Fresno, California is located in the fertile San Joaquin Valley. From the agricultural fields on the valley floor, to the snow-capped peaks of the Sierra Nevada mountain range, the Fresno area offers something for everyone. With a population of approximately 538,300 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

Traveling from Fresno to other major metropolitan and recreational areas in California is easy; the City is located about four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's close proximity to the Yosemite, Kings Canyon, and Sequoia National Parks and other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the central coast region of the Pacific Ocean is less than 3 hours away. The Mediterranean climate in Fresno allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Many consider Fresno to be a community of the perfect size, offering the best of urban amenities and opportunities, along with the unique charms and easy living of a smaller town. Residents enjoy a wide variety of social, cultural, athletic, educational, and recreational activities in an affordable and clean living environment.

The Fresno area offers four large school districts, Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified. The community is the home of California State University Fresno, as well as a number of other colleges and universities. The current median home price in Fresno is approximately \$243,000.

CITY ORGANIZATION

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City, including Airports, Development and Resource Management, Finance, Fire, Information Services, Parks and Recreation, Personnel Services, Police, Public Utilities, Public Works and Transportation.

THE DEPARTMENT

The Public Works Department is focused on infrastructure development and revitalization activity in the city including capital project management, inspection services, transportation planning, development project review, processing of subdivision maps, impact fee administration, plan check, permit issuance and construction of public facilities. The Department also maintains and/or operates

public facilities and assets such as traffic signals, streetlights, streets, sidewalks, median islands, urban forest, landscape maintenance districts, City-owned buildings and pedestrian/bicycle trails. The Department's mission: *Building a Better Fresno* summarizes these services and the commitment of its staff to serve the citizens of Fresno.

Public Works has a staff of 346 employees and a FY 2019 adopted budget of \$188,194,900 for all activities. Operating divisions within the Department include Engineering, Traffic Operations & Planning, Construction Management, Facilities Management, Street Maintenance and Landscape Maintenance.

THE POSITION

The Assistant Director of Public Works assists in the planning, direction, organization and review of the assigned operations. In this at-will capacity, the incumbent exercises judgment and discretion in the administration and direction of an assigned group of operating divisions. The Assistant Director is responsible for the oversight of daily operations and may, in the absence of the Director, assume those duties. In addition, the Assistant Director is responsible for tactical level planning related to strategic plans, and policies and develops operational goals. Incumbents act as a technical advisor to the Director and the City Manager and attend meetings of the City Council, boards, commissions, and committees. The Assistant Director participates in the preparation and administration of the Department's annual operating budget and works with the City Manager regarding current and anticipated City and departmental needs, prioritization of those needs, and the feasibility of alternative approaches to meeting them. The Assistant Director is expected to facilitate and coordinate activities with other departments within the City of Fresno, as well as outside agencies.

There is currently one Assistant Director position available in the Department that works with managers and staff to accomplish the Department mission and objectives. The incumbent will be primarily responsible for the Facilities Management Division, which is responsible for capital project management of City facilities such as parks, police and fire stations, as well as the maintenance and repair of city facilities; and the Construction Management Division, which provides construction inspection, surveying and contract administration of all capital improvement projects constructed within the City's public right-of-way or public property, as well as inspection for all public improvements constructed under subdivision agreements and street work permits.

THE IDEAL CANDIDATE

The City is seeking a service and solution oriented person that understands public works systems, long range vision for a vibrant community and who possesses excellent leadership skills. An innovative manager who understands how multi-disciplinary collaborative efforts enhance the ability to provide best in class service will do well in this position. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to effectively manage conflicting perspectives.

The Department Director is seeking an Assistant to serve as a key member of the Department's executive management team, recognizing this position is a vital element that works together with others to support the Mayor and Council's vision for the City of Fresno. A candidate with a strong record of collaborative work with internal and external stakeholders would be highly valued, as the Assistant Director must be able to develop positive relationships with staff, other City departments, the public, and a number of other agencies. The Assistant Director must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.

A background that includes a Bachelor's Degree from an accredited college or university and four years of experience in managing large construction projects will be considered qualifying for this

position. Significant experience managing a combination of multi-million dollar public and privately funded infrastructure projects is highly desired. This position also requires the possession of a valid California Driver's License.

COMPENSATION AND BENEFITS

The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the Assistant Director is dependent upon qualifications. The hiring range for this position is up to \$158,352 annually. The employee benefits package includes:

- **Retirement:** Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California. The City does not participate in Social Security.
- **Health Insurance:** City currently contributes toward the current monthly premium for medical, dental, and vision for employee and dependents.
- **Flexible Spending Account:** IRS 125 Plan for health/dependent care.
- **Auto Allowance:** \$300 per month.
- **Deferred Compensation:** 457 plan available.
- **Administrative Leave:** 60 hours per fiscal year.
- **Annual Leave:** 20 days per year of annual leave with cash out provision upon separation from the City.
- **Holidays:** Ten (10) City-observed holidays annually, plus birthday and one (1) personal day per year.
- **Life Insurance:** Equal to annual salary up to \$150,000; premium paid by City.
- **Long-Term Disability:** City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.

Additional information regarding the City of Fresno is available at www.fresno.gov.

Application Process

If you are interested in this outstanding opportunity, please submit a letter of interest, your resume and five references to:

**US Mail: Jeff Cardell, Personnel Services Director
City of Fresno
2600 Fresno Street, Room 1030
Fresno, California 93721**

**Email: Karnell.Grijalva@fresno.gov
Attn: Jeff Cardell, Personnel Services Director**

Filing Deadline: May 17, 2019

A select group of candidates will be invited to interview for this excellent opportunity