



Be part of the

FUTURE OF FRESNO

with

**Public Utilities-
Administration**

Providing Our Resources,
Providing Life's Essential
Services

Our Organization

The City of Fresno is the fifth-largest city in the state of California and is a full-service charter city that operates under a “strong mayor” form of government. The Mayor is elected at large but does not serve on the City Council. However, the Mayor does have veto power over specific actions taken by the seven councilmembers.

Councilmembers appoint a City Attorney and City Clerk. Meanwhile, the Mayor appoints a City Manager responsible for assigning all other departments heads, including Public Utilities, among many others.

Overall, our mission is to deliver high-quality utility services in a professional, efficient, and environment responsible manner to ensure the health and safety of our community.

Fresno Facts

- Founded in 1872
- Population: 545,000 Residents
- Climate: Warm Summer, Mild Winters
- Agricultural Sales Exceed \$3 Billion Annually
- Fresno Translates to ‘Ash Tree’ in Spanish

Our Community

As the only California city located near three National Parks, residents and visitors enjoy Fresno's easy access to Yosemite, Kings Canyon, and Sequoia National Parks. With approximately 300 days of sunshine each year, the Mediterranean climate allows for year-round recreational activities, including sailing, snow and water skiing, fishing, backpacking, and golfing.

Living in Fresno has the benefit of urban amenities and the unique charm of a suburban atmosphere. Housing options are lower than California's other major metropolitan areas. There are four large school districts in Fresno, including Fresno Unified, Central Unified, Sanger Unified, Clovis Unified, and a variety of private educational institutions.

The city is also home to several colleges and universities, most notably California State University Fresno. Residents enjoy a wide range of social, cultural, and athletic activities, including a vibrant local sports scene, in an affordable and clean community environment.

The City of Fresno is a vibrant, diverse, and rapidly growing community. It is home to a rich blend of cultures, as one of the most diverse cities in California, with large Latino, Hmong, Laotian, African American, and Punjabi communities, City employees often work in multilingual, multicultural environments where cultural awareness is essential.



Travel & Transportation

The city is in the heart of the San Joaquin Valley. Approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area.

Making the trip from Fresno to other major cities in California is convenient with easy access to several major highways, Amtrak San Joaquins trains, and flights from the Fresno-Yosemite International Airport (FAT).



PUBLIC UTILITIES

City of Fresno Public Utilities provides reliable, efficient, low-cost water, wastewater, and solid waste services to City of Fresno Public Utilities customers. Public Utilities strives to provide the highest level of service through innovative technologies, extensive planning efforts, ongoing process improvement, employee development, and collaborative teamwork. To accomplish these goals, the Fiscal Year 2027 Proposed Budget includes funding for 633 full-time equivalent positions and appropriates \$490 million for all department activities.

Public Utilities is organized into three operating utilities and Utilities Administration:

Administration

Coordinates all utility services, including oversight and support for each operating utility, which includes finance and general administration, master planning, capital program budget development and management, annual budget development, and development services support.

Water

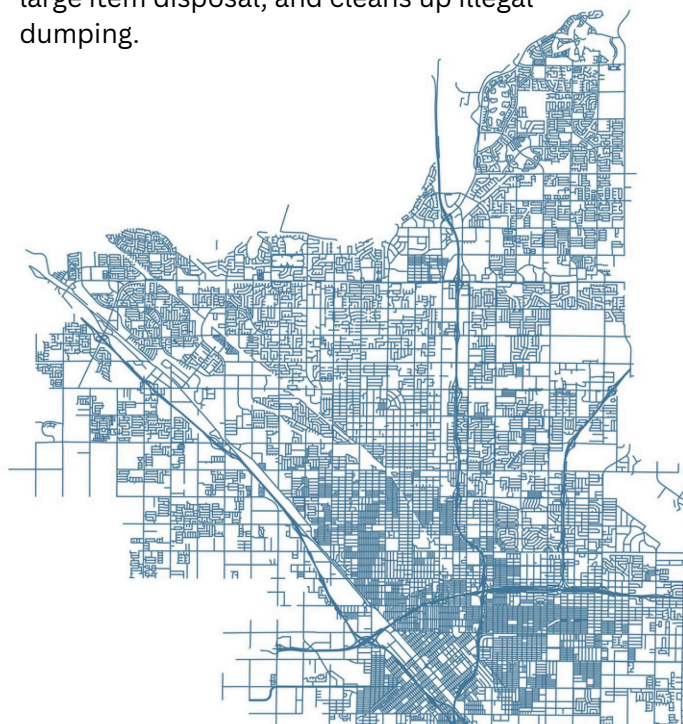
Manages and operates the City of Fresno's water system, delivering drinking water to about 144,000 customer accounts through a network of more than 1,900 miles of water mains.

Wastewater Management

Manages and operates the City of Fresno's wastewater system, which serves the City of Fresno, certain Fresno County Islands, and a portion of the City of Clovis.

Solid Waste Management

Collects and manages organic waste, refuse, and recyclables for approximately 119,000 residential customer accounts. The Division also conducts the annual Operation Cleanup large item disposal, and cleans up illegal dumping.





We're Hiring!

Position Description

The City of Fresno Department of Public Utilities is currently recruiting for an Assistant Director position in Public Utilities Administration. This is an unclassified position in which the incumbent serves at the will of the Department Director.

This Assistant Director position in Public Utilities Administration leads and manages the Department's financial and administrative operations. This Assistant Director works directly with the Director of Public Utilities, administrative staff, and the operating utilities' business management teams to advance the mission of delivering essential utility services to the City's customers. Incumbent leads the preparation of the annual budget and routine financial reports, leads and oversees the analysis of the operating utilities' cost of service and rate revenue requirements, leads and manages rate report preparation and the Proposition 218 process, provides oversight of grant pursuits and management, reviews and prepares new and updated department policies, coordinates with outside agencies, and provides support and oversight to the Department's three operating utilities in the areas of finance, business management, and administration.

The Department seeks an individual with exceptional managerial and leadership skills to serve as an Assistant Director in Public Utilities Administration. The ideal candidate should demonstrate strong communications skills with staff at all organizational levels, and be able to remain focused, proactive, and steady in a fast-paced, politically dynamic environment. A levelheaded individual with strong crisis management skills and a collaborative approach to management is desired. An appreciation of diversity and the strength that diversity brings to the workplace is essential. The selected Assistant Director should also be sensitive to labor-related matters and have demonstrated experience working effectively with labor organizations.

The Assistant Director exercises considerable judgment and discretion in directing and administering the Department and its operations. In addition, the Assistant Director acts as technical advisor to the Director of Public Utilities and City Manager, and attends meetings of the City Council, boards, commissions, and committees relevant to public utilities and related services. The Assistant Director participates in the preparation and administration of the Department's annual operating and capital budgets and is expected to coordinate activities with other City of Fresno departments, the operating utilities, and outside agencies.

Minimum Qualifications

- **A Bachelor's Degree from an accredited college or university, preferably in finance administration, public administration, civil engineering, sciences, or a closely related field AND;**
- **Eight (8) years experience of progressively responsible leadership and management experience in a large public utility providing water, sewer, solid waste, or utility planning services.**
- **Desirable but not required is possession of a Masters in Finance Administration, certification in California as a Certified Public Accountant, or registration in California as a Professional Engineer.**
- **Possession, at time of appointment and continued maintenance, of a valid California Driver's License is required.**



The Ideal Candidate

Fresno is seeking experienced, engaged and strong leaders who will assist in the implementation of the long-range vision for the Department of Public Utilities. Entrepreneurial-minded individuals with a capacity for independent, innovative solution-oriented thinking would do well in this position, as would someone with demonstrated knowledge and experience in leading the day-to-day public utilities operations with a thorough understanding of compliance and legal mandates. 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 act calmly and quickly in emergency situations or under adverse conditions.

Candidates for this position should have demonstrated in-depth knowledge of the day-to-day operations of public utility services; strong management and planning skills; the ability to communicate effectively with executive management, technical resources, and partner agency liaisons; a thorough understanding of compliance with legal mandates; possess the ability to implement and sustain a comprehensive information and technology environment by developing and implementing strategic plans for continuous expansion and improvement of utility services. An appreciation of diversity and the strength it brings to the workplace is essential.



Compensation and Benefits

The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the Assistant Director is \$115,056 up to \$177,672. The employee benefits package, as noted below, is subject to change and 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 and the nation. The City does not participate in Social Security.

Health Insurance: The City maintains a PPO plan through the City of Fresno Health and Welfare Trust. The City contributes toward the current monthly premium for medical, prescription, dental, and vision for employee and dependents.

Flexible Spending Account Program: The City maintains IRS Section 125 Plan that includes spending accounts for health care and dependent care.

Auto Allowance: Dependent upon provisions set forth in Administrative Order 2-2

Deferred Compensation: 457 plan available, which allows tax contribution up to IRS-determined limits.

Management Leave: 80 hours [pro-rated] per fiscal year with an annual cash-out provision.

Supplemental Management Leave: Up to 32 hours at the discretion of the City Manager. This leave may be placed in a retiree Health Reimbursement Arrangement account.

Annual Leave: Accrue 15.50 hours per month with cash-out provisions.

Holidays: Ten (10) City-observed holidays annually, plus birthday and two (2) personal days per year.

Life Insurance: Equal to annual salary; 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.

Deferred Retirement Option Program (DROP): DROP is an optional, voluntary program that allows for retirement benefits deposited in a special savings account within the Retirement System while continuing to work for the City of Fresno. To participate, must be at least age 50 with 5 years of service. Benefits include: ownership of DROP account monies; compound interest earnings; and alternative distribution options.

How to Apply

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

Stephanio Rendon - Sr. HR/Risk Analyst

Email: stephanie.rendon@fresno.gov

AND

Apply online at: www.fresno.gov/jobs

Deadline: Open Until Filled

City of Fresno

2600 Fresno Street, Room 1030
Fresno, California 93721-3614

The Selection Process

We will select a group of candidates to participate in the interview process depending on their qualifications.

For additional information regarding the City of Fresno, please visit Fresno.gov.

The City of Fresno is an Equal Opportunity Employer.