ABOUT THE CITY

Albany, California is a city of 18,800 residents located in the greater San Francisco Bay Area. The City is dedicated to maintaining its small-town ambience, responding to the needs of a diverse community, and providing a safe, healthy, and sustainable environment. Surrounded by the San Francisco Bay to the west, the Berkeley Hills to the east, and the communities of Berkeley, El Cerrito, Kensington, and Richmond, Albany’s 1.7 square miles offer a fascinating diversity.

Albany prides itself on being a safe, community-oriented city with strong services and programs for youth, families, and senior citizens. The City is comprised largely of single-family homes and small businesses with its own “Main Street”, Solano Avenue. Albany is located next to the University of California, Berkeley, and has its own highly ranked public school system, providing a warm environment for students and family alike. Community events, the arts and a vibrant commercial district cater to the needs of the community. Albany is centrally located for optimal access to walking, hiking and biking paths so famed in the East Bay area, and it offers the charms of small-town living while being located in a major metropolitan region.

CITY GOVERNMENT AND THE ORGANIZATION

Albany is a charter city under a Council-Manager form of government. The five Council members are citizens elected at-large for four-year, staggered terms. The Mayor and Vice Mayor are selected by the Council.

The City Manager and the City Attorney are appointed by the Council, while the City Treasurer is an elected, part-time position. The City is organized into the departments of: Community Development, Finance, Administration, Fire, Police, Public Works, and Recreation & Community Services.

Albany’s proposed FY2015/16 budget is $23.1 million. The City currently employs approximately 97 full-time and 35 part-time seasonal staff members.

THE POSITION AND THE IDEAL CANDIDATE

The CIP Program Manager is a single position job class that serves in a management capacity over multiple technical and specialized public works programs/projects; overseeing regulatory compliance, asset management, CMMS and GIS software. An incumbent in this job class is responsible for the successful completion of assigned projects within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives. The CIP Program Manager is also responsible for providing the leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations regarding assigned projects. This job class requires comprehensive specialized and technical knowledge and expertise in all aspects of public works activities and related project management. This job class also requires a high level of initiative, sound judgment, communication skills, as well as strong management and leadership skills.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:
♦ Asset management and mapping technology.
♦ The functions and procedures of public works, including, sewer and storm facilities.
♦ Utility system engineering and utility mapping, with preference to sewer and storm facilities and systems.
♦ Experience with GIS and GIS system operations.
♦ Computers, printers, plotters, field survey equipment and computer operation and other modern office equipment.
♦ Principles and practices of organization, system development, and service delivery related to area of assignment.
♦ General construction techniques and processes.
♦ Chemistry, hydrogeology, and geology principles.
Analyze, assess, and address community and organizational needs related to the assigned program area and recommend plans for modifying or extending services, programs, and activities to meet community and/or organizational needs and requirements.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Research and interpret complex regulations and apply them in appropriate situations.

Organize and prioritize multiple assignments.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Participate in the preparation and administration of assigned budgets.

Understand the organization and operation of the Public Works department, other City departments, and outside agencies as necessary to assume assigned responsibilities.

Any combination of experience and education that would likely provide the required knowledge, abilities and skills is qualifying.

**EDUCATION**
- Bachelor’s degree from an accredited college or university with major course work in science or engineering, or a related field.

**EXPERIENCE**
- Three (3) years of professional experience directly related to areas of assignment that includes two (2) years of administrative or project management experience related to Public Works or environmental activities. Geographic Information System (GIS) software work experience preferred.

**LICENSE & CERTIFICATIONS**
- Possession of a valid California Driver’s License.
- Satisfactory Driving Record.
Competition

The City of Albany offers a very competitive compensation and benefits package.

**Capital Improvement Plan (CIP)**

**Program Manager**

$99,876 to $121,404

*annually, depending on qualifications*

Benefits

The current benefits package includes:

**Retirement**

- CalPERS Classic Members participate in a 2% @ 60 retirement formula.
- New CalPERS Members as defined by PEPRA participate in a 2% @ 62 formula
- This position does not participate in Social Security.

**Health Insurance**

- 10 CalPERS Health Plans to choose from (HMO & PPO).
- Employer-paid family health insurance at the Kaiser premium level (based on coverage level).
-Deferred compensation in-lieu of health insurance at Kaiser Single Rate for employees choosing to opt out by providing proof of outside health coverage annually.

**Other Insurance**

- Fully-paid family dental insurance through Delta Dental.
- Orthodontia reimbursement plan.
- Life insurance, $50,000 employer paid.
- Long-term Disability Insurance.

**Other Benefits**

- **Vacation:** 11 to 22 days of vacation per year.
- **Administrative Leave:** 9 days of administrative leave per year, with a partial cash-out option.
- **Holidays:** 11 holidays per year.
- **Floating Holidays:** Three floating holidays per year.
- **Sick Leave:** 12 days of sick leave per year.

**Optional Participation:**

- A Section 457 deferred compensation program, administered through ICMA.
- Section 125 flexible spending benefits plan for health care and dependent care expenses.
- Commuter Benefits

How to Apply

Looking for the opportunity to take your career to the next level? Consider bringing your talent and expertise to the City of Albany.

If you are interested in pursuing this unique and exceptional career opportunity, please submit your application and answers to supplemental questions through CalOPPS.

Employment of non-safety management and confidential employees is through the Albany Municipal Services Joint Powers Authority (JPA).

The City is currently dissolving its JPA effective 12/31/2016. Employees under the JPA will be transitioned to the City PERS Retirement and be subject to paying 6.25% towards Social Security.

If you have any questions regarding this position, please feel free to contact:

**Gene Boucher**
City of Albany, Human Resources Manager
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(510) 528-5714

Persons with disabilities who require special assistance or accommodations should call Human Resources directly.

Date Opened: February 12, 2016
Closing Date: Open Until Filled
First Review of Applications: March 17, 2016

E.O.E.
The City of Albany is an Equal Opportunity Employer