The City of Albany is a dynamic and progressive community that prides itself on its small town ambiance in an urban setting. The City’s Public Works Department reflects these qualities with close interaction with community members, responsive service, and pro-active problem solving. Albany has a high level of public participation in civic affairs and the Department is an integral participant in community decision-making processes. It is responsible for long-term infrastructure management that incorporates sustainability measures and other innovative initiatives, regulatory requirements, and cost-effectiveness. City voters have been supportive in capital financing, including a permanent street paving and drainage improvement measure.

### THE DEPARTMENT

The Albany Public Works Department consists of 10 permanent positions and contract positions. The mix of in-house and contract services meets the objective of maintaining the lowest cost delivery without sacrificing quality community expectations.

### THE POSITION

The Public Works Director/City Engineer will take an active leadership role partnering with, and reporting to, the City Manager. This at-will position is responsible for planning, directing, managing, and overseeing the activities and operations of the Public Works Department.

### IDEAL CANDIDATE

The new Public Works Director/City Engineer will have a professional background of 5 years in public works and engineering administration, including at least 2 years in municipal public works supplemented by a Bachelor’s degree from an accredited college or university with major course work in civil engineering, or a related field, a Master’s Degree is highly preferred. Possession of a State of California Certificate of Registration as a Professional Engineer is required.

#### IDEAL CANDIDATE ATTRIBUTES

- A high-energy leader, who effectively accomplishes the goals and objectives set forth, while creating an environment of collaboration within and outside of the department.
- Adapts appropriately to challenges while creating effective partnerships, both inside and outside of the city organization.
- Involves staff in shaping plans and decisions and encourages autonomy. Brings a sense of humor to lighten the workday.
- Understands and applies the principles of effective coaching; is committed to the professional development of subordinate staff and has a track record of effective mentoring relationships.
- Solves problems, provides useful counsel and advice, and facilitates getting issues addressed and solutions implemented.
- Is ethical and conducts self with high integrity and judgment and stands firm in the face of pressure.
- Has a client-focused orientation for both internal and external customers, demonstrates responsive, helpful, and informative service.
- Is an assertive yet effective communicator, including when faced with other points of view. Provides input in a clear, direct and respectful manner. Is comfortable speaking in a variety of public and private settings; is an effective public speaker.
**COMPENSATION AND BENEFITS**

The City of Albany offers a competitive compensation and benefits package. Management employees are “at-will.”

The salary range for this position is:

**$135,864 to $165,144 Annually**

Dependent upon qualifications

**EXAMPLES OF DUTIES**

- Develop and implement department goals, objectives, policies and procedures.
- Perform engineered designs; evaluate capital projects plans and maintenance activities.
- Prepare and amend the City Code and standards for streets, drainage, subdivision regulations, etc.
- Monitor and inspect City facilities; oversee all maintenance activities including scheduling, energy management, and security for facilities and all City property.
- Select, train, supervise, motivate, and evaluate assigned personnel.
- Draft and administer the Department budget.
- Keep current on regional, state, and Federal laws and regulations affecting public works.
- Attend meetings, and make presentations to City Council, commissions, community groups, and other public agencies; prepare and present staff reports and other necessary correspondence; serve as staff liaison to various committees.
- Direct and coordinate the preparation of agreements, dedications, easements, vacation, and land development documents for the Planning Commission and City Council.
- Respond to inquiries and complaints from the public or City officials; investigate and take appropriate action to resolve problems affecting residents and business owners.

The attractive 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.
  - Effective January 1, 2017 this position will participate in Social Security.

- **Health Insurance:**
  - 9 CalPERS Health Plans to choose from.
  - 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 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:**
  - Vehicle Allowance.
  - Professional Association Dues.
  - Cell Phone Allowance.
  - **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.

Additional information regarding benefits can be found on the City’s website.
To apply for this exceptional and unique career opportunity, please submit your electronic cover letter, resume, current salary, and contact information to:

Gene Boucher  
Human Resources Manager  
City of Albany  
1000 San Pablo Ave  
Albany, Ca 94706  
Email: hr@albanyca.org  
(510) 528-5714

Please title your subject line:  
PUBLIC WORKS DIRECTOR

This recruitment is open until filled. The first review of applications will be late June 2016. Well-qualified applicants are encouraged to apply prior to the initial review deadline.

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

E.O.E.

The City of Albany is an Equal Opportunity Employer