

*The City of Manteca  
Invites your Interest  
in the Position of*

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# **Director of Public Works**

# THE CITY VISION

*The City of Manteca is a thriving city with a small town feel whose heart is rooted in family values, patriotic tradition, and community service. Our community embraces diversity, innovation, and recreation.*

*We are the Family City.*



## THE CITY GOVERNMENT

The City of Manteca was incorporated in 1918 as a general law city and operates under the council-manager form of government. The four members of the City Council and Mayor, who is separately elected, are elected at-large for four-year staggered terms.

Manteca is a full-service city with a General Fund budget of \$45 million and a total budget of \$180 million with a full-time staff of 384. All department leaders are appointed by the City Manager. City departments include Public Works, Finance, Fire, Police, and Engineering.

In 2019, the City Council identified fiscal stability as a top priority for the year. To address this, the City has taken a number of actions, including increasing City contributions to CalPERS. As of now, the General Fund budget fully funds all Reserves as established by the Council adopted Fund Balance Reserve Policy.





## THE COMMUNITY

This is an exciting time to be in Manteca. Known as the “Crossroads of California” due to its location between the Bay Area and Sacramento region, Manteca is in the midst of evolution, both within the walls of City Hall and throughout the community. The City continues to preserve its “small-town” atmosphere and live up to its designation of “The Family City”, yet it is also welcoming progress and modernization.

Sitting seventy-five miles southeast of San Francisco and approximately sixty miles south of Sacramento, Manteca’s location has spurred rapid population growth, transitioning the City from a farming town to a bedroom community populated by Silicon Valley and Sacramento commuters. People move to Manteca for its quieter pace, lower cost of housing and focus on families. With a current population of over 83,000, Manteca is attracting new residents every day with its sixty-two neighborhood and community parks, public library, municipal golf course, thirteen elementary schools, four high schools and adult education school. Offering both rural and suburban living in its 20.9 square miles, the City provides a balance of diverse housing options, with the average sale price of three- and four- bedroom homes at approximately \$365,000.

Manteca’s prime location along Highway 120 – a major east-west connector from San Francisco to Yosemite National Park – and Highway 99 – one of California’s longest north-south connector freeways – makes this community an ideal location for all types of development. The City has already proven its capabilities to support businesses with large-scale developments such as the Big League Dreams sports park and Stadium Center shopping mall. Recently Great Wolf Lodge has constructed a massive new entertainment facility that will be a gateway project for several new commercial development initiatives. Middle class jobs are growing, too, with the reopening of an old cheese factory by an Ireland-based food processor.

Manteca is actively investing in the community. In 2019, the Public Works department secured more than \$23 million in grants to fund improvements like the SR210/McKinley interchange, Main Street improvements, fiber optic installation, new CNG street sweepers and California’s first diverging diamond interchange at Union/120. The City is in the midst of constructing a new Fire Station, has started a new phase of development in its new City Hall construction project, and is continuously maintaining its park and recreation facilities.





## THE IDEAL CANDIDATE

The City of Manteca believes progressive leadership from our elected officials and City staff is critical to the future of our community. Our team strives to implement positive change, provide creative solutions and identify innovative approaches to advance our departments and better serve our community. Members of the City's leadership team are expected to think, act and operate at a strategic level, and to provide pragmatic and effective business solutions, while adapting and adjusting to an evolving work environment. Leadership team members are also great coaches, mentors and engaged managers.

The ideal candidate is a professional with the highest level of integrity, outstanding judgment, and management skills. The Public Works Director will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style. The

position requires someone who has broad experience in public works, is politically astute, a creative problem solver and has a comfort with and a strong desire for interacting with employees, department directors, elected officials, residents, and diverse stakeholders. Demonstrated success in change management to develop a high-performing organizational culture is highly desirable.

## QUALIFICATIONS

The Director of Public Works will serve as an integral member of the Executive Management Team and oversee activities and operations of the Department including street maintenance, parks maintenance, solid waste collection and water production. Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would include:

- This position requires a minimum of six (6) years of professional level work with related public works systems, operations, and equipment including at least three (3) years in a supervisory capacity.
- Graduation from an accredited college or university with a Bachelor's degree in civil engineering, construction management, or a closely related field.
- A Master's degree in a related field is highly desirable.

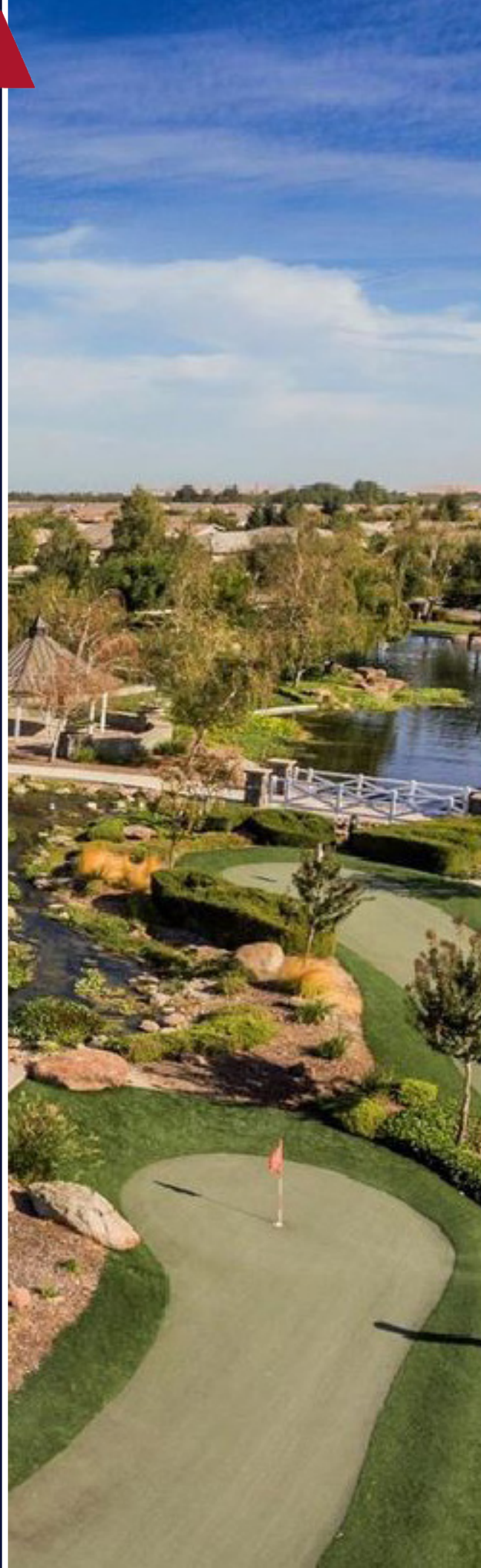




## RESPONSIBILITIES AND DUTIES

*Under general supervision of the City Manager of designee, the Director of Public Works will execute the following roles and responsibilities:*

- Provide staff assistance to the City Manager, prepare and present staff reports.
- Assume full management responsibility for all public works department activities. Manage departmental goals, objectives, and priorities for each assigned service area and recommend and administer procedures.
- Select, train, motivate and evaluate assigned personnel, provide or coordinate staff training and implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget. Approve the forecast of funds needed for staffing, equipment, materials, and supplies.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly.
- Effectively communicate with various City departments and outside organizations to exchange information and coordinate project related activities.
- Oversee the bidding of contracts, competency of contractors and vendors, and the selection criteria for public contracts.
- Review legislation and assure compliance with laws, regulations, statutes, and codes that impact Department operations.
- Integrate and direct department staff in regard to required maintenance and repair of the City's Public Works water distribution and waste management collection infrastructure.
- Administer and facilitate the City's water quality permit.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Other duties as assigned.





## COMPENSATION & BENEFITS

The salary for the Director of Public Works position is between \$13,224 and \$16,074 monthly dependent upon qualifications. The City also offers an attractive benefits package including:

- **GENERAL SALARY INCREASES:** Effective July 1, 2020, cost of living adjustment of 2% for all executive managers
- **STIPEND:** Effective July 1, 2020, Executive Management employees will receive a non-PERSable stipend equal to 6% of their base salary. The 6% stipend can be cashed out or placed into deferred compensation account. Employees hired after July 1st will receive a prorated stipend.
- **LONGEVITY PAY:** Employees with over five years of continuous employment with the City of Manteca are eligible to be considered for one longevity bonus per year of 10% of one month's base salary. Employees with ten years of continuous employment are eligible for 20% of one month's base salary.
- **DEFERRED COMPENSATION/457 PLAN:** Employees may voluntarily contribute to this plan with a minimum contribution of \$10.00 per pay period.
- **RETIREMENT PLAN:** CALPERS 2% @ 60 Classic/Tier 2 Members Employee contribution of 7% plus an additional 8% towards the employer contribution for a total of 15%. 2% @ 62 PEPRAs Members Employee contribution of 50% of normal cost (as determined by annually by CalPERS) plus an additional 8% towards the employer contribution. Retiree Health: Employees will receive the Minimum Employer Contribution as established annually by CalPERS.
- **ICMA 401 PLAN:** The City will contribute five percent (5%) to this plan, and the participant may voluntarily contribute after-tax dollars. Fully vested after 5 years of employment.
- **HEALTH, VISION, DENTAL, LIFE INSURANCE:** The City paid contribution to the monthly premium, which includes the MEC, ranges from \$730.00 for single coverage to \$1965.00 for family coverage; If Employee chooses to decline health insurance coverage, the City will contribute \$450 to the Member's deferred compensation account or cash in lieu of deferred compensation each month. City paid premiums for dental, vision and life insurance;
- **LONG TERM DISABILITY:** Provided at no cost to the employee. Maximum monthly income benefit of 66 2/3% of the first \$15,000 of base monthly earnings up to a maximum benefit of \$10,000/month.
- **VACATION:** 80 hours of vacation annually up to 4 years of service; 120 hours for 5 to 8 years of service; 152 hours for 9 to 12 years of service; and 184 hours for 13 years and over. Vacation is capped at 2.5 times the accrual rate with no cash out provision (currently under review).
- **ADMINISTRATIVE LEAVE:** 120 hours annually, with a cap of 300 hours and a yearly cash-out option of up to 80 hours.
- **SICK LEAVE:** 8 hours sick leave accumulation per month with no limit on accumulation.
- **HOLIDAY BENEFITS:** 11 holidays annually; 2 floating holidays annually.





## SELECTION PROCEDURE

To be considered for this opportunity, please submit a compelling cover letter and resume that reflects your scope of responsibility and significant accomplishments to **[bob@bobhallandassociates.com](mailto:bob@bobhallandassociates.com)** by May 15, 2020. If you have questions about the position or the recruitment process please contact Bob Hall at **(714) 309-9104**.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

**Application Deadline:**  
**May 15, 2020**

**BH**  
Bob Hall & Associates



**TRIEPI SMITH**  
—TALENT SOLUTIONS—