



## THE CITY OF OXNARD, CALIFORNIA



Announces an Employment Opportunity for

# PUBLIC WORKS DIRECTOR

*The City of Oxnard, California, is seeking an experienced, progressive, energetic civil engineer to become the City's Public Works Director.*

## THE COMMUNITY

The City of Oxnard is located on the "Gold Coast" of sunny California, halfway between Los Angeles and Santa Barbara and is known as the gateway to the Channel Islands. Named for the Oxnard brothers who began an agricultural community by opening a sugar beet factory, today Oxnard is a thriving center of commerce, tourism and industry in Ventura County.

Oxnard is the largest city in Ventura County with its population approaching 200,000 residents. As with many California communities, Oxnard's population is diverse: Hispanic – 66%; Caucasian – 21%; Asian – 8%; and African American – 4%. With a high average household income, the business community generates annual retail sales averaging over 1.8 billion dollars a year.

Oxnard's prime location on the coast of California has made it one of the most desirable places to live. In order to meet the challenges of tomorrow the City in unveiling a first-class, state-of-the-art 14-screen motion picture theater complex with restaurants and retail stores in early summer 2005. The current construction of the Oxnard Boulevard Interchange at Highway 101 and the planned Santa Clara River Bridge and the Rice Avenue Interchange at Highway 101 will provide easier access to the City from all points. Construction of the \$41 million Oxnard Wastewater Treatment Plant Headworks Project will consist of a new headworks facility and new influent pump station that will be located on City property just north of the existing treatment plant. Currently under construction are 48,000 plus housing units to be completed by 2006 in the River Park, Seabridge, and North Shore developments. In addition, the Public Works Department is excited about several upcoming projects that include but are not limited to construction of the South Oxnard Library, El Rio West, Smith Track, College Track Sewer Projects, Groundwater Recovery Enhancement and Treatment (GREAT) Program, Blending Station #5 Project, Del Norte and HWY 101 Interchange Project, the Pleasant Valley widening project, and the Pleasant Valley Village Residential Resurfacing project.

Oxnard's leadership has adopted a plan with vision and conviction for an exciting future to further enhance business development and the quality of life.

**City of Oxnard's Vision - "We will enhance the quality of life by providing excellence in leadership, support and services for all who live, work, visit and invest in our community."**

## THE CITY

Oxnard is the only full-service city in Ventura County. Incorporated as a general law city in 1903, Oxnard operates under the council-manager form of government. The City Council consists of an elected Mayor holding a two-year term and four councilmembers elected at large for four-year overlapping terms.

Also directly elected are the City Clerk and City Treasurer. The City Council acts as the Community Development Commission (Redevelopment Agency) and, supplemented by two tenant commissioners, as the Housing Authority. The City Council is advised by several citizen commissions and committees.



**Oxnard Library.**

The City Council appoints the City Manager and City Attorney. The City Manager is responsible for assisting the City Council in its policy-making role, providing information and advice, implementing policy, and managing approved services. Oxnard has a current total all-funds budget of \$216 million and employs over 1,122 full-time equivalent employees.

The City of Oxnard developed a General Plan that strikes a unique balance between the beauty of its agricultural heritage while continuing to accommodate dynamic changes. The population has grown significantly in the last fifty years providing many challenges to local government and residents. It has continually offered many opportunities for its enterprising and forward-thinking business people. As Oxnard has evolved through all these changes, it has always remained a "business friendly" community.

## THE DEPARTMENT

The Public Works Department has a \$112 million operating budget and 331 highly dedicated employees assigned to the City's Public Works Department including Water, Wastewater, Solid Waste, Equipment Maintenance, Street Maintenance, Engineering Services, and Parks and Facilities.

## THE POSITION

The **Public Works Director** is appointed by and reports directly to the City Manager. The Director oversees the day-to-day operations of the seven Public Works Division functions. The Director coordinates activities with other City departments and outside agencies, and provides highly responsible and complex administrative and engineering support to the City Manager and City Council.

## RESPONSIBILITIES

The **Public Works Director** has primary responsibilities for providing effective leadership in the development and implementation of the Department goals, objectives, policies, and priorities; formulating and coordinating the Department's work plans; hiring and developing management and support staff; preparing and monitoring the Department's annual budgets and funding requests; developing and implementing strategic plans; reviewing and evaluating service delivery methods and systems; and providing technical assistance to the City Manager, City Council, and appropriate boards, commissions, and committees on public works programs, activities, and regulations. The Director is an important link between the Public Works Department and other City departments, elected officials, residents, businesses, and other public and regulatory agencies; presents, explains, and answers questions regarding public works programs and projects; oversees the implementation of the City's Capital Improvement Plan; and negotiates and resolves sensitive, significant, and controversial program/project issues. The Director also is responsible for overseeing professional civil engineering functions including private development, design, construction, and maintenance of streets, equipment, water systems, parks, and other related activities; managing and administering engineering, consulting, and construction contracts; negotiating budget adjustments and new contract provisions; reviewing plans, specifications and related documents; inspecting work to ensure compliance with construction specification and making recommendations for modifications; monitoring, approving, and processing payment requests; and ensuring compliance with Federal, State and local codes, ordinances, and standards.

## QUALIFICATIONS

Candidates must have a Bachelor's degree from an accredited college or university with a major in civil engineering, public administration, or related fields and eight years increasingly responsible executive and public works management and

engineering experience. A Certificate of Registration as a professional civil engineer in the State of California and a Master's degree are highly desirable.



**Parking Structure Under Construction.**

The ideal candidate will work well in a flexible environment and be known as a person who encourages teamwork, participation, and employee empowerment. He/She will have extensive management and public works experience; be known as a visionary and entrepreneur, and have extensive experience working with a variety of specialized disciplines.

## PERSONAL CHARACTERISTICS

In addition to the qualifications described above, the **Public Works Director** should be:

- A Strategic Thinker
- A Team Player
- A Proven Leader
- A Creative Problem Solver
- A Self-Starter
- A Good Communicator
- Flexible and Approachable
- Customer Focused
- Responsive
- Energetic
- Resourceful
- Self-Confident
- Decisive

## SALARY AND BENEFITS

The annual salary range, which is currently under review for this position, is \$96,000-\$144,000 depending upon qualifications. The City also provides a benefits package which includes the following:

- **Retirement** – Membership in the California Public Employees' Retirement System (PERS), 2% at 55. The City pays for 7% employee contribution. Employee will have a 5% deduction for supplemental retirement plan (PARS) 3% at 60. The City participates in Medicare but not in Social Security.
- **Life Insurance** – The City provides life insurance in an amount equal to one times annual earnings plus \$5,000. Additional coverage for the employee and dependents is available at group rates.
- **Long Term Disability** - The City provides coverage for the employee.
- **Dental Insurance** – The city provides \$66 per month toward the premium cost for coverage of employee and dependents.
- **Medical Insurance** – Flexible option. The City provides \$573.40 per month toward premium cost or \$525.00 in additional compensation.
- **Deferred Compensation** – The City contributes 3% of base salary.
- **Annual Leave** – 186 hours each year, increasing to 250 hours after ten years; 314 hours after fifteen years.
- **Holidays** – 10 paid holidays each year.
- **Administrative Leave** - Up to 100 hours each year.
- **Other Benefits** – Wellness Program, Tuition Reimbursement, Reserve Leave Bank and Credit Union.

## EQUAL OPPORTUNITY

The City of Oxnard is an Equal Opportunity Employer. The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

The City of Oxnard makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

## APPLICATION PROCESS

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President  
**RJA Management Services, Inc.**  
550 W. Duarte Road, Suite 6  
Arcadia, CA 91007  
AA/EOE  
[www.rjamanagement.com](http://www.rjamanagement.com)

**All application materials must be received by  
April 18, 2005**

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having most relevant qualifications. The City will determine which candidates to invite to participate in the formal interview process. Selection of the *Public Works Director* will follow shortly thereafter.

## ADDITIONAL INFORMATION

Additional information about the City of Oxnard can be obtained on the City's website:

[www.ci.oxnard.ca.us](http://www.ci.oxnard.ca.us)

RJA