

IDEAL CANDIDATE:

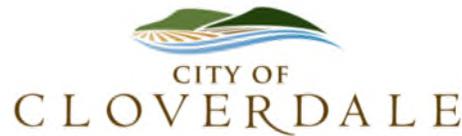
Cloverdale has worked hard to develop a high-performing organization, and employs the use of best practices. We are continuing to build a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. Cloverdale is a fast paced, evolving organization with a work environment that is intellectually stimulating, respectful, and rewarding.

The ideal candidate will be an experienced public works administrator with an energetic and open style that promotes the programs and services offered by the City while continually striving for their improvement. S/he will be an excellent communicator and will possess strong leadership and management abilities. Qualifications and desired skills include the following:

- ♦ A demonstrated successful history of administering comprehensive public works programs;
- ♦ The ability to build positive and cooperative relationships with City departments and with local and regional public and private sector partners;
- ♦ The ability to develop, coach, motivate and inspire staff and to establish and maintain effective relationships;
- ♦ The ability to identify and evaluate specific community needs and the resources with which to address them;
- ♦ Ability to objectively analyze complex public works issues, evaluate alternatives and implement sound solutions;
- ♦ A proactive, open, honest and forthright style in all communications;
- ♦ Proven ability to translate complex concepts and terminology into language readily accessible and understood by the lay public

TO BE CONSIDERED:

Interested and qualified persons are invited to submit a complete City application form, resume, and cover letter to the address below. Application may be obtained online at <http://www.cloverdale.net>



P. O. Box 217
124 N. Cloverdale Boulevard
Cloverdale, CA 95425

Phone: 707.894.1712
Fax: 707.894.3451
Hours: Mon - Thurs, 8am-5pm



is recruiting for:

Director of Public Works



FILING DEADLINE:

**Position is open until filled.
First review of applications will be**

May 4, 2016

Job Announcement: Director of Public Works

The Cloverdale Community

Incorporated in 1872, the City of Cloverdale, CA is located 80 miles north of San Francisco and 80 miles east of the Pacific coast on Hwy 101. The City is 2.7 square miles, with a population of 8,600.

Cloverdale is ideally situated in the northern Alexander Valley basin in Sonoma County — the heart of the wine country. Recreation opportunities abound in the City and its surroundings, including the 70 acre Russian River Park and 420 acres of protected hillside open space, and beautiful Lake Sonoma, located minutes from town.

Cloverdale's vision is as an arts and culture destination of great natural beauty. Examples of this vision are Cloverdale's 99-seat Performing Arts Center, the Historical Society, downtown art galleries and our proximity to the outdoor recreation opportunities mentioned above.

Cloverdale has a traditional and vocational high school, one junior high, and one elementary school. Santa Rosa Junior College is located 35 miles to the south. Sonoma State University is located about 45 miles south in Rohnert Park.

The Public Works Department

The Department is responsible for planning, design, construction, operation and maintenance of the City's infrastructure; public streets (including sidewalks, street and traffic signals, signs and pavement markings); the water system (including production, treatment, storage and distribution); the sewer system (including collection, pumping, treatment, and disposal); storm drain; public facilities; municipal airport; parks; lighting & landscaping district (7 zones) engineering; and plan review/building inspection.

The City Organization

The City of Cloverdale operates under the Council-Manager form of government. It is governed by a five-member Council, elected at-large. Each year, the Council elects the Mayor and Vice-Mayor. The Council sets policy and adopts the annual budget. It also appoints the City Manager and City Attorney (contract).

While the City Council and City Manager recognize that there are clear lines of authority and responsibility between the legislative and administrative branches of city government, they are committed to working together in a team approach to meet the needs of the community.

Paul Cayler has served the community of Cloverdale as City Manager since February of 2013.



The Position

The Director of Public Works is a member of the senior management team and directs a staff of ten, negotiates and administers an operating budget of \$6 million and assists the City Manager by providing essential expertise in public works projects and services. Some of the major goals and issues the Public Works Director will be addressing include:

- ◆ Oversight of Water, Sewer, and Street Departments
- ◆ Continued efforts to improve water and sewer infrastructure
- ◆ Transportation improvement projects
- ◆ Parks improvement projects
- ◆ Oversight and FAA Grants for Cloverdale Airport

Education & Experience

Graduation from an accredited four-year college or university with major coursework in public or business administration, civil engineering or closely related field.

Three years administrative or managerial experience preferably in a municipal or similar public works setting. Some experience with the planning and/or building function is desirable.

The Compensation

The maximum salary for the Public Works Director is \$111,800 per year. Placement within the salary range will be based upon a candidate's salary history and review of education, experience and other qualifications. In addition, the following benefit package is provided:

- ◆ Retirement: Membership in the Public Employees Retirement System (PERS);
- ◆ Longevity Pay: 5% upon eight or more years of service;
- ◆ Administrative Leave: Ample time awarded, generally estimated at five days;
- ◆ Vacation Leave: 13 days per year, increasing with service;
- ◆ Holidays: 10.5 days per year, plus four floating holidays;
- ◆ Sick Leave: 12 sick days per year;
- ◆ Health Insurance: Medical, dental and vision care insurance for employee + dependents (City pays 100% of dental/vision premiums; 95% of medical premiums);
- ◆ Life Insurance: \$100,000 policy;
- ◆ Long-Term Disability: 2/3 annual base salary, up to \$10,000 per month
- ◆ Employee Assistance Program;
- ◆ This is an at-will position. A contract will be negotiated.