

DIRECTOR OF PUBLIC WORKS

City of Hermosa Beach, CA





THE COMMUNITY

Hermosa Beach is the small town others aspire to be. A beautiful beach, eclectic neighborhoods, unique commercial districts, and welcoming gateways create an unrivaled coastal destination. The City has effectively balanced the small town, beach culture with its enviable position as a regional and statewide coastal destination. The City is committed to protecting coastal resources and takes a practical, fiscally-responsible approach to reducing its environmental footprint.

Home to nearly 20,000 residents, Hermosa Beach is the heart of the “South Bay” region and plays host to a number of high-profile community events such as summer concerts, street fairs, and sporting events for beach volleyball, tennis and more. Due to the number of events and attraction of a large visitor population, the City operates in many ways like a larger city. During the 2017-18 fiscal year, beach attendance ranged from a low of 84,900 in February 2018 to a high of 750,000 in July 2017, according to the Los Angeles County Fire Department’s Lifeguard Division.

This beautiful city situated on the Pacific Ocean has many amenities—hotels, motels, a youth hostel, plentiful parks, is home to the famous Hermosa Beach Pier, and is within a short commute of many of the largest and best-known names in corporate America in the aerospace, tech, industrial, service, and financial fields. The Hermosa Beach City School District, consistently recognized as a California Distinguished School, offers a high-quality education to students in kindergarten through eighth grade, while high schoolers attend Mira Costa or Redondo Union High Schools in neighboring cities.

THE GOVERNMENT

The City of Hermosa Beach was incorporated on January 14, 1907 as a general law city and operates under the Council-Manager form of government. Policy-making and legislative authority are vested in the five-member City Council who are elected at large on a non-partisan basis. Councilmembers serve four-year, staggered terms, with an election every two years and each Councilmember serving a rotation as Mayor. The City Council is responsible for appointing a City Manager to direct the day-to-day operations of the City, which include Community Development, Community Resources, Finance, Human Resources, Police, and Public Works Departments.

The City offers a full range of municipal services including police, fire protection (provided by Los Angeles County since December 30, 2017), community development (planning and zoning), cultural, recreation and parks, maintenance and construction of public improvements, parking and animal control, and general administration.

The City has an annual budget of \$63 million and approximately 130 fulltime staff members.

THE DEPARTMENT

The Public Works Department is comprised of three fields of operation: Administration, Engineering, and Maintenance, located at two City facilities: City Hall and the City Yard. The Department has a total staff of 24, a \$20 million capital improvement program proposed for the upcoming year and serves a key role in the quality of life for our community and efficiency and function of our City organization. The Public Works Department also provides staff support to a five-member Public Works commission whose members are appointed by the City Council. A brief summary of the three fields of operation are provided below.

- Administration—the primary service of the Public Works Administration is to coordinate and blend the efforts of all divisions of the Public Works Department in accomplishing the directives of the City Council and the City Manager. The Administration team

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plays a key role in the customer service efforts of the department and tasks relating to meeting agenda development, distributing information and maintaining related records; preparing City Council agenda reports; reviewing and tracking departmental expenditures; and leading the preparation of departmental budgets.

- **Engineering**—the Engineering team leads the development and delivery of capital improvement projects and creates and implements policies and standards related to the use of the public right-of-way. The Engineering team also reviews precise development plan applications, coordinates service requests, issues encroachment permits, responds to inquiries regarding traffic conditions, administers NPDES program, coordinates with the City's special events team, responds to code violations in the public right-of-way, manages grant applications, and responds to concerns related to utility providers and Caltrans.
- **Maintenance**—the maintenance team leads in the stewardship of the City's public realm. As some of the most visible members of our City family, maintenance team takes pride in serving as ambassadors of the City. Key services provided by the team include maintenance of City-owned buildings; City street lighting and landscaping; park maintenance; sewer and storm drain infrastructure; repair and maintenance of streets, alleys, sidewalks, curbs and gutters; and the repair and maintenance of City-owned vehicles. Additionally, our maintenance team oversees City contractors for refuse collection, janitorial, landscaping, street sweeping and steam cleaning services, etc.

THE IDEAL CANDIDATE

The City of Hermosa Beach is an exciting and vibrant place to work and is a place where one can make an immediate positive impact on the quality of life for the community. Reporting directly to the City Manager, the Director of Public Works plans, organizes, directs, and coordinates a comprehensive and high volume City-wide public works program. As such, the City seeks a seasoned manager with a proven track record of organizational success in municipal management. The ideal candidate will be someone who takes the time to listen to others, resolves conflicts and instills consistency in the day-to-day operations of the department and the organization. This candidate will approach issues with their range of outstanding leadership, communications, collaborative and strategic analysis skills to address the following top priorities:

- **Development of the Team**—the Director will oversee a group of talented and dedicated staff and will need to foster an environment of stability, transparency and open communication. He/She will also need to recruit additional key hires. The Director will develop a cohesive and inclusive culture across the main fields of operation within the Department and balance the needs of the new incoming staff with those of the seasoned and long-tenured staff to create a more engaged and efficient department model.
- **Process Improvement**—the Director will need to review the current flow of projects and seek to improve the delivery schedule and process of the CIP program. Due to the high number of planned CIP projects, the Director will prioritize the CIP schedule and keep the projects on a timeline while clearly communicating the expectations both internally to staff and City departments and externally to City Council and other stakeholder groups. He/She will also implement additional business savvy processes as needed to improve internal systems and protocols, maximize resources, and produce high quality projects.
- **Executive Team**—the Director of Public Works will be an integral part of the City Manager's Executive Team. He/She will participate and collaborate with the team and represent the Department and City in a professional, well-informed, and confident manner. He/She will be well prepared for presentations to the City Council and community groups. The new Director will also take the time to learn and understand the history of the City and how it affects the community's values and desires.
- **Collaborative and Communicative Leadership**—the Director of Public Works will be a visible and motivational leader. He/She will assess the Department's strengths and align the staff to better ensure successful project delivery, customer service and staff satisfaction. The Director will nurture the Department's hard-working staff and inspire them to raise the level of their performance with hands-on management, while being tranquil and improving morale.
- **Operations**—the Director will have high energy and enthusiasm to improve the day-to-day operations in a challenging fast-paced public setting. He/She will effectively manage community relations as it relates to the Department's processes and navigate through the City Council's and community's expectations by taking the time to present projects, challenges and successes in a well thought-out manner.

The ideal candidate will be an engaged and innovative general manager. He/She will be flexible, composed under pressure and able to make tough decisions when needed. He/She will be able to multi-task, balance the diverse personalities and responsibilities of the Department and quickly earn the respect of the team. Lastly, this person will be personable with a sense of humor and thrive in an environment that is close-knit and proud of the community it serves.

Education and Experience

- Requires any combination of education and experience that provides the knowledge, skills and abilities necessary for acceptable job performance such as a bachelor's degree in Public Administration, Civil Engineering or a related field; and five years of top or executive management in a comparably complex organization. Registration as a Professional Engineer is NOT required.
- Candidates should have a proven track record in project management and strategic planning.
- Familiarity with the unique challenges and constraints of coastal communities and built-out cities focused on revitalization and renovation.
- Experience with organizational development preferred. Experience implementing business process improvements is also desired.
- A background in project management, community engagement and construction management is preferred.

This position is open to individuals with public or private sector experience.

COMPENSATION

The salary for this position is within an established annual range of \$152,856 to \$176,928, dependent upon the qualifications and experience of the selected candidate. In addition, a robust benefits package is provided, which includes:

- Management Performance Bonus-up to 10% annually
- Participation in PERS-level based on prior PERS experience
- City-paid Deferred Compensation-up to \$8,000 per year
- 4/10 Work Schedule
- 100 hours of Management Leave per calendar year
- Flexible Insurance Benefit Plan

For additional information on all benefits, please visit: <http://www.hermosabch.org/index.aspx?page=686>.

HOW TO APPLY

Please apply **online** by **June 28, 2019** at www.alliancerc.com. For questions, inquiries or candidate recommendations, please contact:

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