

BUREAU MANAGER, BUREAU OF STREET-USE AND MAPPING

City and County of San Francisco, CA





THE CITY

One of the most popular tourist destinations in the world, San Francisco is a city of truly international character with an eclectic mix of Victorian and modern architecture and a highly diverse cosmopolitan population. With approximately 885,000 residents in a 47-square-mile area, San Francisco is the 13th most populous city in the United States and the fourth most populous city in California. The coastal City, bordered by the Pacific on the western edge and the Bay on the northern and eastern sides, boasts a hilly terrain and magnificent views. The internationally famous tourist destination is known for its cultural and performing arts scene. The City is home to world-renowned opera, symphony and ballet companies, as well as art museums, galleries and pop-up street art. For sports fans, San Francisco is home to the Giants and the Golden State Warriors, with the A's and Raiders and located nearby in the East Bay and the 49ers on the Peninsula. The natural terrain provides opportunities to rock climb, paddle board and hike. With more than 30 international financial institutions, six Fortune 500 companies and a large infrastructure of professional services, including health, law, public relations, architecture and graphic design, San Francisco is a world-class city. With Silicon Valley nearby, San Francisco also has emerged as a high-profile center of technology and innovation. It's a city of unique neighborhoods, each with its own vibe – from the old-school Sunset to Bohemian North Beach. New mixed-use enclaves are taking root in one-time industrial areas. The City is home to San Francisco State University with more than 30,000 students City College of San Francisco, the University of San Francisco, Golden Gate University, the University of California Hastings College of Law and the University of California San Francisco.

THE CITY GOVERNMENT

Incorporated in 1850, the year after the Gold Rush, the City and County of San Francisco is a consolidated city-county, the only one of its kind in California. The mayor serves as the chief executive and the Board of Supervisors serves as the legislative branch. Because of its unique status, the government of San Francisco is responsible for a broad array of city, county and regional functions. These include management of health, welfare and justice county functions; a port, international airport, and a public transportation agency; and a regional public utility department offering water sewer and power to customers in San Francisco and the broader region. San Francisco has jurisdiction over property that extends well beyond its physical boundaries, including the San Francisco International Airport in San Mateo County and the Hetch Hetchy water and power system that starts in Yosemite National Park 160 miles to the east. The City Charter defines the two branches of government in San Francisco. The executive branch, led by the mayor, includes other citywide elected and appointed officials. The legislative branch consists of the 11-member Board of Supervisors, whose members are elected by district. The board, led by a president, is responsible for passing laws and budgets. San Franciscans also can make use of direct ballot initiatives to pass legislation. The current mayor is London Breed, and the board president is Norman Yee. Additional information on City government can be found at: <https://sf.gov>

THE DEPARTMENT

San Francisco Public Works cares for and builds the City's infrastructure, public buildings and public right of way, keeping the City beautiful, clean, safe and accessible for residents, merchants and visitors. Public Works staff include inspectors, architects, community liaisons, engineers, permit checkers, construction managers, surveyors,

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administrative analysts, construction tradespeople for buildings, plazas, streets and sewers, street cleaners, paving crews, arborists and gardeners, landscape architects, project managers, and budget, IT, communications and finance experts. Public Works has approximately 1,600 employees, an operating budget nearing \$387 million and capital project portfolio exceeding \$2.5 billion. Please see the department's website, www.sfpublicworks.org, for more information.

BUREAU OF STREET-USE AND MAPPING

The Bureau of Street-use and Mapping (BSM) is one of four bureaus in the Infrastructure Design and Construction Division (IDC) of Public Works. The Bureau Manager of BSM reports to the Deputy Director for Infrastructure and City Engineer, who in turn reports to the Director of Public Works. BSM ensures that City sidewalks and streets are safe and accessible by permitting, inspecting and enforcing the use of the public right-of-way, including street excavations, street improvements, street use, sub-sidewalk basements, construction-related night noise, sidewalk repairs and minor right-of-way encroachments. It also permits commercial operations such as mobile food facilities, sidewalk café tables and chairs, debris boxes, street trees and landscaping. This bureau also includes the County Surveyor, a role responsible for records of survey, lot line adjustments, survey monument oversight, mapping subdivisions and condominium conversions, and surveying services. Its customers are residents, small businesses, developers, contractors, and/or engineers, architects, utility companies and other City agencies. BSM is divided into three teams: permits, inspections and enforcement, and survey and mapping.

THE POSITION

Public Works is seeking an experienced manager with leadership skills to oversee the Bureau of Street-use and Mapping. This position manages about 120 employees who issue 20,000 permits, perform 17,000 inspections and work on approximately 500 mapping and surveying projects annually. The ideal candidate will have experience managing programs that oversee permitting and inspection of the public right of way. This position requires strong technical knowledge of policy and regulations combined with business and political acumen.

This position will manage all daily bureau activities and supervise the Deputy Bureau Manager, the City and County Surveyor, and the Inspection Services Manager. The bureau manager will monitor the effectiveness of operations, improve work processes, oversee the systems, and be responsible for the bureau budget. This position also interprets and ensures compliance with federal, state and local laws and regulations. As the manager of a customer-focused operation, this position will interact with external stakeholders, including elected officials, other City agencies; developers, contractors, expeditors, engineers, and architects, and utilities.

THE IDEAL CANDIDATE

This position requires strong technical knowledge of policy and regulation coupled with business and political acumen. The ideal candidate will have management experience in a results-oriented customer-focused businesses.

MINIMUM QUALIFICATIONS:

1. Possession of a baccalaureate degree from an accredited college or university; AND
2. Six (6) years of verifiable managerial experience (all of which must include supervisory responsibility); AND
3. Six (6) years of verifiable experience in any combination of the following areas: engineering; architecture; land surveying and mapping; construction management; right-of-way permitting, inspection and code compliance enforcement; AND
4. Possession and maintenance of a valid class C driver's license

Substitution: Additional qualifying experience as described above may be substituted for the education requirement for up to two years. (One year of work experience is equal to 30 semester or 45 quarter units).

Additional Notes:

- One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time employment.

- A valid out-of-state driver's license is acceptable during the application process.
- Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

DESIRABLE QUALIFICATIONS:

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Supervisory experience with responsibility over teams of twenty (20) or more and/or second line level supervision
- Licensed Professional Engineer, Professional Land Surveyor, or Licensed Architect.
- Bachelor's or master's degree from an accredited college or university with major course work in engineering, land surveying, or architecture.
- Over ten years of working in the following fields in any combination: engineering; architecture; land surveying and mapping; construction management; right-of-way permitting, inspection and code compliance enforcement.
- Proven ability to identify risks, anticipate and solve problems, and deliver all work safely, on scope, schedule, and budget.
- Proven ability to work effectively with employees, executive management and stakeholders including city government departments, private businesses, contractors, developers, architects and expeditors and drive win-win solutions.
- Experience managing and supervising a diverse workforce in a large complex organization.
- Ability to use complex computer applications and software.
- Excellent oral and written communication skills. Ability to communicate up/down and between disciplines/lay people/stakeholders. Experience presenting information and/or resolving issues in community meetings and making presentations to elected or appointed officials, boards, or commissions.

COMPENSATION & BENEFITS

Salary range: \$165,412.00-\$211,094.00 yearly depending on qualifications. Employees also receive flexible benefit plans with pre-tax elections which include: medical, dental, and vision coverage; retirement plan; 457 deferred compensation plan; social security; long-term disability plan; and life insurance; paid management training program; paid vacation; paid holiday; and paid sick leave. Detailed benefits information can be found at: <https://sfdhr.org/benefits-overview>.

HOW TO APPLY

The City and County of San Francisco encourages women, minorities, veterans and persons with disabilities to apply. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy.

Please apply by **March 13, 2020** at: <https://jobapscloud.com/SF/sup/BulPreview.asp?R1=PBT&R2=0942&R3=098228> to submit your City and County application. For questions and inquiries, please contact:

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