



MUNICIPAL OPERATIONS DIRECTOR CITY OF NEWPORT BEACH, CA

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The City of Newport Beach

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the coastal center of Orange County—with Los Angeles County to the north and San Diego County to the south—Newport Beach surrounds Newport Bay, known for its scenic islands and one of the largest recreational harbors in the nation. The harbor accommodates approximately 9,000 recreational and charter vessels across its 21-square-mile expanse. Ten miles of ocean coastline offer world-class swimming, surfing, boating, and aquatic recreation.

The City has a permanent population of approximately 86,738 residents, which expands significantly during summer months to more than 100,000 with 20,000 to 100,000 tourists daily. Daily visitor activity often exceeds 100,000, supporting vibrant commercial districts, high-quality residential neighborhoods, and an exceptional public school system. Nearby higher education institutions—including the University of California, Irvine—offer local access to top-tier academic resources.



The City Government

Incorporated in 1906, Newport Beach operates under a Council-Manager form of government. The City Charter, originally adopted in 1954, guides the City's governance structure. The seven-member City Council—comprised of the Mayor and six Council Members elected by district and voted on at-large—sets policy, adopts the budget, and appoints the City Manager, City Attorney, and City Clerk.

Newport Beach is a full-service municipality known for its strong commitment to public safety, high-quality infrastructure, and exceptional customer service. The FY 2025–26 Operating Budget is \$463.9 million, with a capital budget of \$68.9 million. The City employs 782 full-time positions and 145.45 (full-time equivalent) part-time positions and maintains long-standing financial strength, including more than \$68 million in General Fund reserves and AAA credit ratings from Moody's and Fitch.

Additional information regarding Newport Beach can be found on the City website at <https://www.newportbeachca.gov/>.



The Department

The Municipal Operations Department is a cornerstone of Newport Beach's high-performing infrastructure maintenance and operation team, responsible for the frontline services that preserve the City's exceptional quality of life. The Director is supported by four supervisors and approximately 68 full-time employees within the Department providing seven-day-a-week service to the community. With a strong emphasis on reliability, responsiveness, and stewardship, the Department oversees comprehensive maintenance of city streets, parks, beaches, public buildings, and essential infrastructure—services that are especially critical in a dynamic coastal environment. Municipal Operations plays a vital role in supporting community expectations for clean, safe, and well-maintained public spaces, while also advancing citywide priorities through smart asset management, sustainability practices, and effective use of technology. The team consists of dedicated field personnel and professional staff who collaborate closely across departments to deliver consistent, high-impact service to residents, businesses, and millions of annual visitors.

More information can be found at [Newport Beach Municipal Operations](#).



The Opportunity

The Municipal Operations Director will lead one of the City's most visible and impactful service areas—responsible for maintaining Newport Beach's beaches, trees, streetscapes, storm drains, fleet, facilities, refuse operations, and related municipal infrastructure. This Department operates seven days a week with more than 68 full-time employees, all dedicated to delivering the high standards of cleanliness, safety, and responsiveness Newport Beach residents expect.

This is a pivotal leadership role following the City's re-establishment of Municipal Operations as a standalone Department. The next Director will refine organizational structure, strengthen operational systems, elevate customer service, and champion staff development. The City seeks a Director who embraces hands-on leadership, proactive maintenance, builds strong relationships across the organization, communicates effectively with residents and businesses, and ensures operations teams feel valued, supported, and aligned with Citywide goals.

The Municipal Operations Director will have the support of an engaged City Manager, collaborative Department Heads, and a City Council committed to high-quality public service. This is an excellent opportunity for an energetic and people-focused leader to shape the division's culture and long-term direction.

The Ideal Candidate

The ideal candidate is a dynamic, approachable, and service-oriented public works professional who thrives in a fast-paced, high-expectation environment. Newport Beach values leaders who are visible, accountable, and deeply invested in the success and well-being of their teams.

The City is seeking someone who is:

- **A people-focused leader** who champions staff development, instills pride, and ensures employees feel respected and supported.
- **A strategic organizer** who can implement a comprehensive operations and asset management plan to guide maintenance schedules, replacement cycles, and service delivery.
- **A relationship-builder** who collaborates effectively with other departments, demonstrates humility, and works as a genuine teammate across the organization.
- **A customer-service ambassador** who communicates clearly, responds promptly to community concerns, and represents the City with professionalism.
- **A hands-on problem solver** who is comfortable both in the yard with field crews and in the Council chambers, presenting reports or recommendations.
- **A forward-thinking manager** open to incorporating technology, evaluating software solutions, and ensuring staff are trained and empowered to use new tools.
- **A persuasive communicator** who writes clearly, speaks confidently, and can convey complex operational issues in a way that resonates with residents, stakeholders, and elected officials.

Newport Beach values candidates with strong energy, a “can-do” mindset, and the ability to positively enhance team culture. Coastal experience is beneficial but not required.

Qualifying Education and Experience

Education:

A bachelor's degree in public administration, civil engineering, facilities operation/management, business administration, or a related field is required. A master's degree is highly desirable.

Experience:

Seven years of increasingly responsible public works services experience in the areas of streets, parks, trees, storm drains, bridges, facilities and vehicle maintenance and replacement, including at least three years of responsible management and supervisory experience. Comparable experience in public beach maintenance and refuse service administration is highly desirable.

License:

Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Additional Skills:

- Strong communication and writing abilities, including preparation of staff reports and presentations.
- Budget development and financial acumen.
- Experience with contract management, RFPs, and vendor oversight.
- Ability to lead cultural change and strengthen team cohesion.

Compensation

The Municipal Operations Director **salary range is currently \$180,638 to \$284,491**. Salary adjustments for year 2026 include a 4% increase provided in July and a 3% increase provided in July 2027. The salary is supplemented by an attractive benefits package that includes the following:

- **Retirement** - The City contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits, which offers reciprocity between agencies. Classic tier II employees who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2%@60 formula. Employees new to the City and CalPERS, and who do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2%@62. Employees are required to contribute 8% (or half the normal cost) of pensionable income towards their retirement benefit.
- **Cafeteria Plan** - The City offers a variety of CalPERS PPO and HMO medical plans, Delta PPO and HMO dental plans and VSP vision plans. A monthly cafeteria allowance of \$2,025 is provided to purchase medical, dental and vision insurance (plus an additional \$162 monthly contribution if participating in a medical plan). If electing medical coverage and spending less than the City contribution, there shall be no cash back provided. Those wishing to opt out of medical coverage receive an opt- out allowance of \$500 per month upon submission of proof of alternate group medical insurance coverage.
- **Retiree Health Benefits Program** - Employees are required to contribute 1% of salary for this benefit through a pre-tax payroll deduction. City-paid contributions based on age and years of service occur after five years of full-time service.
- **Medicare** - The City matches the employee's Medicare contribution, which is 1.45% of salary. Enrollment and deduction amounts are subject to change based on negotiated terms and additional laws.
- **Flex Leave** - This is a combination of sick and vacation leave which is earned at a rate of 8.77 hours per pay period (228 hours annually) based on years of continuous service.
- **Administrative Leave** - Exempt employees may receive up to 80 hours each calendar year, as determined by the City Manager.
- **Holidays** - The City observes 12 paid days annually with one floating holiday.
- **Deferred Compensation** - The City contributes 2% of base salary to each employee's 401(a) defined contribution account. Participation in section 457 (b) Deferred Compensation plan is optional.
- **Flexible Spending Accounts** - Optional. Pre-tax for medical and dependent care.
- **Life Insurance** - City-paid policy up to \$50,000 in coverage based on annual salary. Supplemental available at employee cost.
- **Disability Insurance** - City-paid benefit.
- **Employee Assistance Program** - Provides confidential counseling, education and referral on work and life issues at no cost to the employee.
- **Tuition Reimbursement** - Maximum tuition reimbursement is \$2,000 per fiscal year.
- **Executive Management Physicals** - Eligible for a reimbursement of up to \$1,000, annually for a wellness physical.
- **Auto Allowance** - Eligible for an auto allowance up to \$400 per month.
- **Technology Allowance** - \$80 monthly smart phone and equipment stipend.

For more information on the attractive benefits package, visit the City's [Human Resources & Benefits Page](#).



How to Apply

Please apply on-line by **February 9, 2026** at:

<https://www.alliancerc.com/>

The City anticipates holding virtual first round interviews the week of **February 26, 2026**. Second round interviews are anticipated the week of **March 3, 2026**. For questions, inquiries or candidate recommendations, please contact:

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