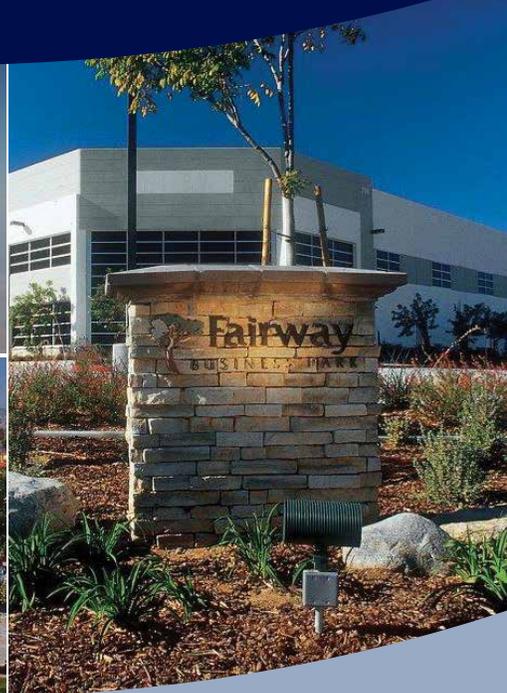
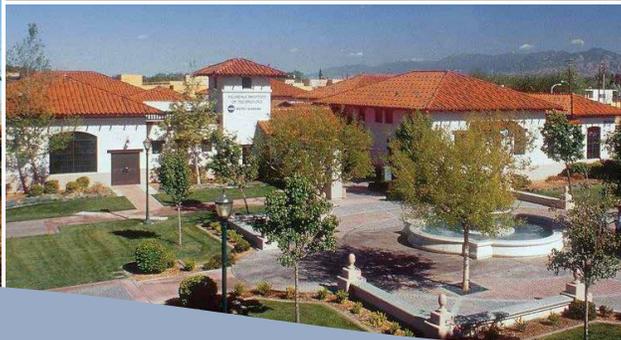




# City of Palmdale, CA

## Director of Public Works



## The City of Palmdale & Community

The City Manager and City of Palmdale is seeking a highly capable and professional Director of Public Works to help serve the needs of this community of nearly 160,000 residents. From its beginning as an early European settlement to designation as a Village in 1888, later as a Township and finally incorporated as the City of Palmdale in 1962, the City has enjoyed steady growth and diversity. Over the last twenty-five years, the City of Palmdale has consistently been ranked in the top 25 fastest growing cities in the United States (based on percentage change) and has also been the fastest growing city in Los Angeles County and the fastest growing large city in the State of California. Palmdale is the fifth most populous city in Los Angeles County and covers an area of over 104 square miles, posing unique opportunities and challenges for a public works professional.

The most important industry for Palmdale is the aerospace industry, which would account for it sometimes being referred to as “the aerospace capital of the United States.” As such Palmdale continues its rich history of being the site of significant research, development, final assembly, flight testing and/or servicing/modifications of the Space Shuttle, B-1 Lancer, X-15, B-2 Spirit, F-117 Nighthawk and many other aircraft that have been used in the United States Air Force, NASA and air forces and airlines around the world. USAF Plant 42 is home to major operations of well-known aerospace companies such as Boeing, Lockheed Martin (and its famed Skunk Works), and Northrop Grumman.

The recent award of a \$65 billion defense contract to Northrup Grumman for the next generation stealth bomber, home of the Globalhawk drone development and the F-35 Raptor construction is resulting in significant aerospace growth and need for housing, commercial development and infrastructure needs. In recent times, however, other manufacturing companies have relocated to Palmdale seeking more affordable land and a skilled workforce. The largest employers in Palmdale (in order of employee size) are: Lockheed Martin, Northrop Grumman, Antelope Valley Mall, Palmdale School District, Walmart, Antelope Valley Union High School District, Boeing, Palmdale Medical Center, Westside Union School District, Los Angeles County, and CarMax.

The City of Palmdale also boasts excellent educational opportunities offered through the Palmdale, Westside Union, Keppel Union, and Antelope Valley School Districts, the Palmdale Aerospace Academy, and a number of Higher Education institutions including satellite campuses for the Antelope Valley Community College District, California State University System, Chapman University, University of La Verne, and University of Phoenix, as well as a campus for DeVry University that includes the Keller Graduate School of Management, the University of Antelope Valley, and the AERO Institute at the Palmdale Institute of Technology (operated by the National Aeronautics and Space Administration – NASA).

Perfectly located for an easy drive to world-class beaches, skiing, fishing and entertainment, Palmdale is located 60 miles northeast of Los Angeles, it is only an hour's drive to Los Angeles, 3 hours to Las Vegas, 2.5 hours to Coachella, and 4 hours to Mammoth Mountain.

Even with everything so close, you're going to want to stick around and enjoy all our amenities. We have outstanding parks, an amphitheater, a water park, theater, opportunities for hiking, biking, horseback riding, golfing, minor league baseball, an airpark, and the region's premier shopping and dining choices right in our own backyard.

Our diverse housing inventory provides everything from executive mansions to family homes — and very soon, brand new transit-oriented living.

With all this and 300+ days of sunshine a year, you'll soon see why Palmdale's motto is “a place to call home.”

## City of Palmdale Government

The City of Palmdale is a Charter City governed under the council/manager form of local government. There are four Council Members who (beginning in November 2016) are elected by District and a Mayor who is elected at large every two years for a two-year term. Every two years, two of the four District Council Members are elected to serve four-year terms. The City Council appoints the City Manager and City Attorney.

The approved City budget for 2017-2018 includes an operating budget of approximately \$117.9 million and a capital budget of about \$132.2 million. If, however, agency funds like our Successor Agency and Assessment Districts are also included, the Operating budget would increase to \$179.4 million and the total budget would be \$311.6 million. The City currently employs a workforce of about 197 FTE.

The City of Palmdale provides a number of municipal services to the community that are divided into major categories such as Economic & Community Development, Recreation and Culture, Neighborhood Services, Administrative Services and Public Works. Of note is the inclusion of economic development in the Community Development department, creating a partnership between economic development, planning, building and safety, and Public Works. This design illustrates the City Council's commitment to a team approach to economic development in the City. For more details and additional information about the City of Palmdale, please review the City website at: [www.cityofpalmdale.org](http://www.cityofpalmdale.org)

The City of Palmdale prides itself on being a great place to work. Our five core values: Grounded in Integrity, Nurture Teamwork, Cultivate Greatness, Committed to Service and Master the Possibilities are more than words; they are a way of life. We know that cities with a strong culture and high purpose perform better in the long run. More details on our core values is available at: [www.cityofpalmdale.org/values](http://www.cityofpalmdale.org/values)

The City of Palmdale is undergoing a remarkable transformation to become a vibrant city of tomorrow. Some of the many projects and opportunities are noted in this brochure under the section on Issues, Challenges and Opportunities. We invite you to review these and the rest of this brochure and to consider joining the city and our community in the exciting and challenging role of our Director of Public Works.

## The Department of Public Works

The Department of Public Works is responsible for the development and maintenance of the public infrastructure that contributes to the enhanced quality of life of our community.

Responsibilities of the Department include the administration of the City's significant capital improvement program; benefit assessment districts for landscaping and street lighting; development review and approvals; watershed management; traffic and transportation planning; development and maintenance of City buildings and grounds, public parking areas, parks, recreation facilities (including community pools & a water park), trails, transit amenities, streets, bridges, landscaping, traffic control systems, wastewater and recycled water systems, communication facilities and other various City equipment and assets.

The Department of Public Works is comprised of five divisions which manage all public works activities. The divisions include Program Management (Capital Improvements), Environmental & Technology, Engineering, Transportation/GIS and Maintenance.

The Department of Public works has been well recognized with numerous awards and accolades. Many are listed on the Department's website which can be found at: <http://www.cityofpalmdale.org/Portals/0/Documents/Public%20Works/PW%20Awards%20Summary.pdf> and include awards





from several agencies and organizations including the American Public Works Association (APWA), California Cities, Antelope Valley Air Quality Management District, and the California Geographic Information Association. The Public Works Department is also proud to be the first American Public Works Association (APWA) Accredited Agency in Los Angeles County. This Accreditation status demonstrates the Department's dedication to provide a high level of service to the community, and to meeting or exceeding nationally recognized standards in public works management.

## The Position

The Director of Public Works manages the Department of Public Works for the City of Palmdale and assumes full management and leadership responsibility for all Public Works divisions. Total budget oversight is in excess of \$165,123,000. Adopted staffing assigned to the Department for FY 2017-2018 is approximately 103 FTE's.

The management team reporting directly to the Director of Public Works includes a Superintendent of Maintenance, Capital Improvement Program Manager, Environmental & Technology Manager, Transportation/Special Projects Manager, and City/Traffic Engineer. The Director of Public Works reports to and receives administrative direction from the City of Palmdale City Manager.

The Director provides highly responsible professional and technical assistance in the administration and management of Public Works, which includes capital projects, wastewater & recycled water utility services, facility, street, fleet, parks, street and signal repair and maintenance; plans, directs, coordinates, manages and supervises activities for Public Works; and takes a leadership role in implementation of the goals and objectives of Public Works; implements policies and procedures related to program areas within the City; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager.

In general, the Director of Public Works is responsible (under administrative direction of the City Manager) for planning, directing, organizing and controlling the activities of Department of Public Works through his/her management team and other key staff.

Typical duties and responsibilities of the position include:

- Develop and implement departmental goals, objectives, policies, procedures, and priorities; develop strategies to build a sustainable organization and meet city strategic objectives, and provide staff leadership on policy planning for public works activities.
- Assume full management responsibility for all Public Works divisions.
- Manage and participate in the development and administration of the department's annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; direct and implement budgetary adjustments as necessary.
- Lead, Select, train, motivate, and direct department personnel; evaluate and review work for acceptability and conformance with department and city standards; coach, counsel, implement progressive discipline and termination procedures; respond to staff questions and concerns.

- Plan, direct, and coordinate all public works capital improvement program planning and execution.
- Plan, direct, and coordinate street, facilities, landscape, sewer, recycled water and fleet maintenance activities.
- In coordination with Director of Recreation and Culture - plan, direct, and coordinate park maintenance.
- Act as technical advisor to the City Manager, City Council and related commissions and committees on public works, engineering and traffic matters; research and prepare reports.
- Review and approve all bids for purchases for the Public Works Department and evaluates bidding procedures as necessary.
- Direct and participate in the preparation of the capital improvement program and budget.
- Ensure proper coordination of capital improvement project plan development with other City Departments and regulatory agencies.
- Coordinate public works activities with other City departments and with outside agencies.
- Coordinate public relations activities concerning departmental services and operations.
- Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.
- Make presentations to City committees, commissions, and City Council.
- Function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.
- Perform related duties as assigned.

## Issues, Challenges, and Opportunities

The City of Palmdale has many projects, challenges and opportunities on the horizon. Some of these include:

- High Speed Rail/Multimodal Transportation — A California High Speed Rail station is planned to open in Palmdale around 2029. It will connect with the Xpress West High-Speed Rail system from Las Vegas anticipated in 2025, making Palmdale the only city in the nation where two high speed rail systems converge.
- Renewing commercial air service at the Palmdale Regional Airport and develop/coordinate other local modes of transportation.
- Transit Oriented Development — Grant funded studies are underway to develop the downtown areas surrounding the multimodal high-speed rail station. This will include housing, retail and restaurants, all with a focus on creating a destination that provides a wide range of opportunities for existing and future residents and workers.
- General Plan — Exciting growth and changes are on the way! Palmdale's General Plan will undergo a fresh, new revision to reflect changes in everything from transportation to parks, and new regional highways to a potential inland port near the airport.
- Business Development — Manufacturing and business continue to grow along with Palmdale's newest economic driver — health care. The future Oasis Wellness Village, located next to the acclaimed Palmdale Regional Medical Center, will merge medical and retail to create a regional continuum of care.

- Other challenges include retrofitting street lights (some 18,000) in the City with LED; consideration of an operating Airport in the future and working through a joint use lease for an airport terminal with the U.S. Airforce; groundwater and recycling issues including working with three major water districts and many smaller districts; and numerous planned infrastructure improvements throughout the City. City staff has been successful in securing over \$132.5 million in capital grants and special funding to meet the challenges of growth and to provide adequate capital improvements for its citizens. Some 90 active projects will advance this year.

## The Candidate

### Education and Experience

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way, however, to obtain the required knowledge and abilities would be:
- Possession of a Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field. A Master's degree is preferred.
- A minimum of five years of increasingly responsible management experience in professional engineering and administration of public works.
- Possession of a certificate of registration as a professional civil engineer issued by the State Board of Registration for Professional Engineers or the ability to obtain the certification within six months of employment.
- Registration as a licensed surveyor in California, although not required would be a plus for this position.

### Knowledge, Skills and Abilities

The successful candidate should have strong leadership abilities yet also be ready to roll -up their sleeves and work through details when needed. He/she should also have excellent communication, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills that include:

- The principles and practices of public administration, budgeting, personnel administration, contract management, risk management, and a comfort level working with employee/ union representation, organization and management.
- A hands-on understanding of municipal government or other organizations of similar complexity including public works issues.
- Principles and practices of engineering, management, and administration as applied to land development, the design and construction of public works facilities, and traffic engineering.
- Recent developments, current literature and sources of information in municipal public works administration and public works financing including for Assessment Districts.
- Methods, materials and techniques employed in public works construction.
- Use of modern technology including computers and data processing applications relevant to municipal operations.
- Ability to interpret, apply and explain local City, County, State and Federal laws and regulations and codes relating to or impacting the City of Palmdale and public works operations.

In addition, she/he should be able to:

- Establish, prioritize, and maintain effective, productive and respectful working relationships with a wide variety of people, including members of the community, staff and colleagues, the City Council, the City Manager, and relevant local government, State and Federal officials.

- Communicate clearly and concisely both orally and in writing.
- Analyze problems and situations and take appropriate actions and deal effectively with complex and sensitive issues.

### Management Style and Personal Traits

The successful candidate should be a creative problem solver who enjoys a challenge, is results oriented and is a strong, yet inclusive, leader who is also visible, approachable and credible with staff and the community.

He/she must be an articulate, and direct communicator who is comfortable as a "servant leader" and enjoys an open, mentoring/supportive style of management. This person should also be a good strategic planner and thinker who considers both short and long-term goals and strategies. This individual should also have a strong customer service orientation, and be able to delegate authority and responsibility in appropriate situations in order to facilitate completion of important goals and tasks while also growing and building strength and competence in the public works staff.

The selected individual must also have a high degree of integrity, subscribe to the principles of good municipal government and manage in a manner that is conducive to full performance and high staff morale.

Finally, the person selected should truly enjoy the complexities of public works operations and services and be an advocate of quality service and accountability.

## Compensation

The salary for this position is open, with hiring dependent upon experience and qualifications. The current annual salary range is \$149,111 to \$190,302.

The City of Palmdale also offers a competitive benefits package including 14 paid holidays 4/10 work schedule (with every Friday off), administrative leave, sick leave, vacation leave, CalPERS retirement, a wellness program, health, dental/vision, long-term and short-term disability, deferred compensation, a life insurance policy, a \$400/month auto allowance and much more. Details are available upon request.

More information can be obtained by calling or contacting the telephone, fax and/or e-mail numbers noted below.

## How to Apply

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President or  
Rahn Sibley, Vice President

### Neher & Associates

3790 Millerton Place, Suite 100  
West Sacramento, CA 95691

Telephone: (916) 443-2421

Facsimile: (916) 443-5949

Applications are preferred electronically at:

robertneher@executivesearchneher.com

Should you have any questions regarding your own interest, or a recommendation of a colleague, please contact us at the numbers above.

This position will be officially open until filled, however; the search is on a fast track. Leading candidate applications will likely be reviewed with the City in mid to late December 2017 and potential interviews with any Screening/Interview Panels by late December 2017 to early January 2018.

***The City of Palmdale is an Equal Opportunity Employer.***