

ASSISTANT PUBLIC WORKS DIRECTOR – TRANSPORTATION & BUSINESS SERVICES



City of
**Mountain
View**



THE COMMUNITY

Nestled between the Santa Cruz Mountains and San Francisco Bay, Mountain View is a diverse community with an estimated population of 83,601. Mountain View covers just over 12 square miles, featuring over 1,000 acres of park and wildlife areas, including the 750-acre wildlife and recreation area called Shoreline at Mountain View. In the heart of Silicon Valley, Mountain View is home to an attractive downtown and headquarters to many nationally and internationally known corporations, including Google, Microsoft, LinkedIn, Intuit, and other major technology companies, along with a thriving small business sector. While leading the region in innovation and ideas, Mountain View remains committed to the values of strong neighborhoods and community involvement.

The City of Mountain View prides itself on providing exceptional public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's historic and active downtown offers a wide range of attractions, including a vibrant restaurant and shopping scene, cultural events, concerts, and a weekly farmers' market. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, as well as a 60,000-square-foot, state-of-the-art Library.

Mountain View's 44 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline At Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, restaurant, and 9.7 miles of trail. Shoreline Amphitheatre boasts an exciting concert season bringing top-name performing artists to Mountain View.

The City has an impressive safety record and is regarded as one of the safest and best places to live and work in the Bay Area. The community is served by excellent public and private schools and is in proximity to some of the best universities in the nation, including

Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, San Jose State, and Carnegie Mellon-West.

CITY GOVERNMENT

The City of Mountain View is a forward-thinking, full-service city operating under the Council/Manager form of government. The seven Councilmembers are elected at large for four-year terms that are staggered, with elections held in even-numbered years. The Mayor and Vice Mayor rotate every year among the Councilmembers. Mountain View City Council has a well-earned reputation for demonstrating good governance, embracing innovation, taking the lead on challenging regional and state policy issues, working together with civility, and treating members of the community and City staff with respect and appreciation. The Council has adopted a Strategic Roadmap to guide the City through the current fiscal year, focusing on seven priorities: Community for All, Intentional Development and Housing Options, Mobility and Connectivity, Sustainability and Climate Resiliency, Livability and Quality of Life, Economic Vitality, and Organizational Strength and Good Governance.

The City Council appoints the City Manager, who implements the strategic direction and manages the day-to-day operations of the City government. The City Council appointed Kimbra McCarthy as City Manager in March 2020. Under her leadership, the City organization has gone through a positive transformation with a specific focus on enhancing the excellent organizational culture, fostering effective governance, and embracing a continuous improvement mindset. City Manager McCarthy has increased the organization's staffing levels and empowered employees to take bold and strategic steps to evolve the organization and implement unprecedented new programs to serve the Mountain View community.

Mountain View's sound fiscal practices, strong budget discipline, and diversified revenues, have allowed the City to maintain its AAA credit rating and helped it to remain resilient in the face of economic uncertainty. In fiscal year 2024-25, the City's expenditure budget is \$546.7

million, with over 709 employees citywide. The City is very intentional regarding maintaining a robust and vibrant organizational culture. This demanding yet rewarding environment is suitable for professionals who are at the top of their game or striving to, as this mid-size city performs more like a larger metropolitan municipality.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for a diverse set of programs and activities to protect and enhance the health, safety, and quality of life in our community. These responsibilities include:

- Planning, designing, reviewing, constructing, operating, maintaining, and improving the City's infrastructure.
- Managing the City's water, wastewater, and recycled water systems.
- Operating and maintaining the City's landfill postclosure systems to ensure regulatory compliance.
- Managing and implementing the City's annual Capital Improvement Program.
- Reviewing, permitting, and inspecting private development projects in the City's right-of-way.
- Conducting City transportation planning studies and implementing transportation policies and programs.
- Planning, designing, and implementing transportation operational improvements for the safe, efficient, and convenient circulation of vehicle, bicycle, and pedestrian traffic throughout the community.
- Maintaining City buildings and the City's vehicle and equipment fleet.
- Administering the City's Solid Waste and Real Estate Management programs.

The Department's crews, technicians, engineers, planners, managers, and other staff are proud of their contributions in making Mountain View such a great place to live, work and visit.

MISSION STATEMENT

The Public Works Department provides high-quality, cost-effective services that ensure that the design, construction, maintenance and operation of public infrastructure, facilities and services are responsive to the needs of residents, businesses, and other City departments.

ASSISTANT PUBLIC WORKS DIRECTOR – TRANSPORTATION AND BUSINESS SERVICES DIVISION

The Assistant Public Works Director for the Transportation and Business Services Division is essential in achieving the City Council's strategic priorities for Mobility and Connectivity, Sustainability and Climate Resiliency, and Livability and Quality of Life. Reporting to the Public Works Director, the Assistant Director, along with 40 staff positions, is responsible for leading various programs, including transportation planning/management, bicycle and pedestrian mobility, waste reduction and recycling, fleet and facility services, and property management. In addition, this Assistant Director leads the Department's administrative team in managing budget preparation and administration, overseeing contract management, and supervising administrative-support functions, staffing, and people management. Noteworthy projects/initiatives include developing a new Active Transportation Plan and a Citywide Transportation Demand Management Ordinance; enhancing the City's Safe Routes to School program; improving the City's popular Mountain View Community Shuttle program; reducing the City's carbon footprint by developing and implementing a Fleet Electrification Plan and converting City facilities to electric appliances and equipment; implementing a City Facilities Asset Management program; acquiring property for parks and open space; and implementing the City's Solid Waste Zero Waste Plan, including advancing recycling/reuse goals. The FY2024-25 budget for the Transportation and Business Services Division is \$38.9 million.



THE IDEAL CANDIDATE

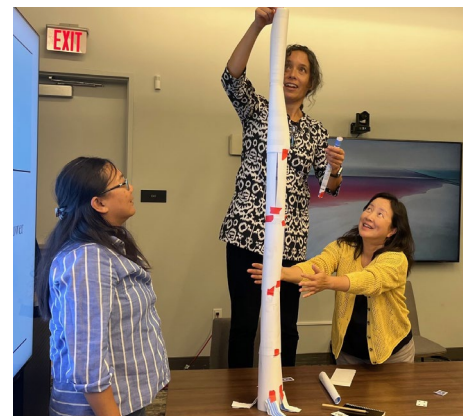
The ideal candidate will be a strategic thinker and thrive in a fast-paced, diverse work environment. They will be experienced in leading a collaborative team of talented individuals while effectively managing complex, state-of-the-art projects and programs. With a broad range of experience and administrative acumen, the successful candidate will welcome new challenges working closely with diverse stakeholders. They will possess exceptional communication skills, both orally and in writing, with the ability to effectively represent the department with elected and appointed officials and build relationships with colleagues in other departments, as well as the public and outside agencies.

The Assistant Director will lead a group of highly capable and motivated staff who contribute their talents and commitment to providing exceptional service and creative solutions to fellow team members, residents, and businesses. They will be an empowering manager who trusts and respects their team and can effectively delegate and engage employees in achieving the Department's goals. Highly qualified candidates will exhibit an inclusive leadership style that stimulates innovative thinking around complex challenges and model a continuous improvement mindset. Their open and flexible approach will not only help to attract talent but will enable this manager to effectively guide and

mentor a multigenerational workforce across different disciplines. The successful candidate will value ongoing training and continuous knowledge and skill expansion.

The Assistant Director will be a strategic leader with effective presentation skills, comfortably representing operations, programs, and policies before the City Council, commissions, and business and residential communities. Exhibiting exceptional project management skills, this results-oriented professional will work collaboratively with team members to develop creative solutions and position the division to proactively plan to avoid obstacles that could impede progress.

This position requires five years of increasingly responsible experience managing municipal programs, at least three of which have been at a supervisory or management level. A Bachelor's degree in engineering, planning, public or business administration, or a related field is required. Completion of a Master's degree in a related field and/or transportation management experience are highly desirable.





COMPENSATION & BENEFITS

The standard salary range for this position is \$194,632 - \$291,948, with a control point of \$243,290. Appointment beyond the midpoint may be considered depending on qualifications and experience. Salary growth after appointment is in accordance with pay-for-performance plan and increases may be awarded annually for meritorious performance. The City also offers a highly competitive benefits package that includes the following:

Flexible/Hybrid Work Schedule:

Flexibility will be offered for telecommuting or alternate work schedules after the successful candidate is established in the position.

Retirement: 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for fiscal year 2023-24; with no Social Security deduction.

Vacation Leave: Up to 23 days depending on years of service with Mountain View. Annual vacation cash-out program available.

Sick Leave: Accrues 12 days per year. An additional 8 hours of vacation leave is granted for each quarter when sick leave is not used.

Management Leave: Accrual up to 10 days per fiscal year; paid out at the end of fiscal year if not used.

Deferred Compensation: A deferred compensation plan is available for voluntary employee contributions.

Health Insurance: The City offers a choice of four medical plans (two HMO plans, one HDHP/HSA, and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee plus a significant portion of dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

Wellness: Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program.

Paid parental Leave: Up to 8 weeks paid leave for the birth, adoption, or fostering of a child.

Commute Incentives: Up to \$150/month City contribution for mass transit expenses, with \$10/month minimum employee contribution, and a bicycle commute incentive.

Tuition Reimbursement: Up to \$2,000 in tuition reimbursement for education advancement annually with a one-time opportunity for up to \$20,000 for the completion of a job-related bachelor's or master's degree or approved leadership program.

Retiree Health Plan: Employees can participate in a defined benefit or a defined contribution retiree health plan.

Housing: Low-interest loan options are available to assist with purchasing a primary residence in, or within a 10-mile radius of, Mountain View.

Relocation: Relocation assistance may be provided

Other Benefits: City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits, and pretax childcare.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, October 6, 2024.**

To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB&CO.

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TERI BLACK & COMPANY, LLC

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Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to participate in additional interviews and a meeting with the City Manager. The City anticipates making an appointment in a timely manner, once negotiations and background and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

