



CITY OF SANTA ANA

INVITES YOUR INTEREST IN THE POSITION OF

EXECUTIVE DIRECTOR
OF THE
PUBLIC WORKS AGENCY



Where diversity thrives...

THE CITY VISION

The City of Santa Ana is a full-service City with a diverse population of approximately 335,000. The City's vision is to become "The dynamic urban center of Orange County acclaimed for our investment in children, neighborhood pride, enriching cultural experience, appreciation of diversity, thriving economic climate, quality government services, and leadership among California's cities."

THE COMMUNITY

The City of Santa Ana is located 10 miles inland from the Pacific Ocean, 33 miles southeast of Los Angeles and 90 miles north of San Diego. The City, which is the county seat of Orange County, encompasses an area of approximately 27 square miles and is the 11th largest by population in California.



...We value the creation of an environment, which focuses on solving problems through teamwork, participation, cooperation, and enthusiasm fostered by decisive, professional leaders who support creativity and innovation.

THE CITY GOVERNMENT

Incorporated in 1886, Santa Ana, a Charter City, established a Council-Manager form of government in 1952. The City Council is composed of seven members; the Mayor and six Council members, who appoint the City Manager, City Attorney and Clerk of the Council. The City Manager is ultimately responsible for the appointment of all other employees of the City, and personally appoints the Executive Directors of the City's agencies and the Deputy City Manager. The City's eleven agencies provide all the traditional municipal services, as well as water utility, library system, 20 acre zoo, and 512-bed City Jail. The City's fiscal year 2019-20 budget is \$646 million and there are 1,224 authorized full-time positions.

THE POSITION

This position manages a large, full-service public works department with significant capital projects and operational activities that continuously support and improve the quality of life in Santa Ana. The department has five divisions including Administration, Engineering, Water Resources, Maintenance Services and Construction, Fleet and Facilities. There are 224 employees in the department and an total annual budget of 173 million with a CIP budget of 90 million. The department is responsible for the maintenance, cleaning and repair of the City's right-of-way and utilities, including 400 miles of streets and 50,000 street trees. The department is also a key member of the City's inter-agency team on homeless services.

The Executive Director will oversee major projects including the successful delivery of the OC Streetcar and significant development opportunities at the Santa Ana Regional Transportation Center (SARTC) and along the OC Streetcar corridor. The streetcar system will provide transit service for commuters traveling from the train station to employment and activity centers in the heart of Orange County, and to residents and visitors wanting to circulate throughout the area. The project is anticipated to begin service in 2022.

Responsibilities of this position include oversight of a water distribution system and a sewer collection system that provide services to the residential community and 5,000 businesses. The Water Utility consists of twenty active groundwater wells, ten reservoirs, seven water connections to the Metropolitan Water District, sixteen interconnections with neighboring water utilities, and 478 miles of water mains. The Water Utility currently depends on two sources of supply – pumped groundwater managed by the Orange County Water District (OCWD) and purchased

surface water from the Metropolitan Water District. The Water Utility also provides recycled water to customers where available. The Sewer Enterprise owns and maintains



an extensive system of sanitary sewer infrastructure that includes approximately 390 miles of sanitary sewer, 9,000 manholes, 48,500 sewer laterals, and two sewer lift stations. All sewage is conveyed to the Orange County Sanitation District for treatment.

This position will also oversee management of the City's Urban Stormwater/NPDES Program and the City's Illegal Discharges/Illicit Connections Program, Water Quality Management Program (WQMP) and Total Maximum Daily Load (TMDL) compliance program including construction and commercial/industrial facilities, storm drain facility inspection/cleaning program, and other related programs.



THE IDEAL CANDIDATE

The ideal candidate has the background and ability to effectively manage a large Public Works agency; formulate Agency policy and recommend changes and improvements to the City Council; plan, implement and coordinate staffing of all Public Works Agency programs including contract labor; oversee development of department's operating and capital budgets; provide developmental, operational, and technical support to other City departments; and maintain intergovernmental and public relations with outside agencies and communities.

REQUIREMENTS

Minimum requirements include graduation from a four year college with a degree in civil engineering, transportation or a related field. A master's degree in public administration, or the equivalent, is highly desirable. Possession of a valid certificate of registration as a civil engineer in the State of California and/or registration as a Traffic Engineer are highly desirable. Ten years of professional experience, including a minimum of three years with direct decision making responsibility administering major public works projects and managing professional staff.

**WE
KEEP IT
FLOWING**
Public Works Agency
Water Resources Division



COMPENSATION AND BENEFITS

The City has a comprehensive management compensation program. The specific features of the program include:

Salary: The annual base salary range is **\$149,328 - \$210,972** depending on qualifications, with an excellent benefits package

Auto Allowance: \$6,000/year or the use of a City provided vehicle

Electronic Device Stipend: \$100/month for business use of personal electronic device (phone and/or tablet)

Vacation: 120 hours per year, increasing to 200 hours after 19 years of service

Management Vacation Benefit: 100 hours per year

Holidays: Twelve days (96 hours per year), including one floating holiday

Bilingual Pay: \$175/month (if applicable)

Work Schedule: 9/80 plan

Sick Leave: 96 hours per year, with a maximum accumulation of 2,000 hours

Retirement: Membership in the California Public Employees' Retirement System (CalPERS)

2.7% at 55 formula for Classic Employees with:

- One-year final compensation period
- 8% Employee-Paid Membership Contributions (EPMC) paid to CalPERS and reported as special compensation
- Employees pay 8% toward the City's contribution as cost-sharing

2% at 62 formula for New CalPERS Members with:

- Three-year final compensation period
- Employees pay 5.5% member contribution

Medical and Dental Insurance: The City offers medical coverage (HMO and PPO) through CalPERS and dental coverage (HMO and PPO). Employees who waive medical and/or dental coverage receive a cash-back benefit.

Vision, Flexible Spending, and 457 Deferred Compensation Plans: Available at employee's expense.

Long Term Disability Insurance: The City pays 100% of the plan cost

Life Insurance: The City provides term coverage equal to three (3) times the employee's annual salary to a maximum of \$300,000. Optional additional coverage is available for employee and dependents.

Retiree Health Savings (RHS) Account: Employee contributes 1.25% of salary.

Tuition Reimbursement: 100% up to \$2,500.00 per year

SELECTION PROCEDURE

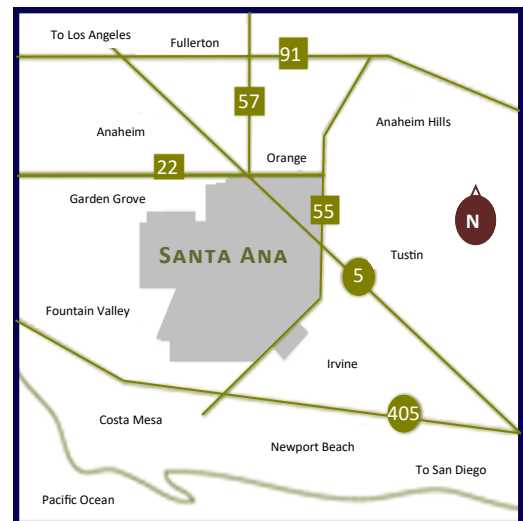
To be considered for this outstanding career opportunity, please complete and submit a City application form online with resume attached by January 31, 2020 at 11:59 p.m. Resumes or faxed copies will not be accepted in lieu of the City online application. To apply, click on the "Apply" link. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time:

[Online Employment Application Guide](#)

Applications will be thoroughly reviewed and the most qualified applicants will be invited to an oral interview.

If you require additional information or have any questions, please do not hesitate to contact Ellen Smiley at: **(714) 647-5358** or via email at Esmliley@santa-ana.org.

City of Santa Ana
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The City of
Santa Ana