



# *The City of Concord*

*invites your interest  
for the position of*

**Public  
Works  
Director**



## The Community

Nestled in the foothills of Mt. Diablo, Concord is a major East Bay community located 29 miles east of San Francisco and 58 miles north of San Jose. With a population of almost 130,000 residents occupying an area of 31 square miles, Concord is the largest city in Contra Costa County. The City's central location offers easy access to the entire Bay Area including Oakland, San Francisco and the Silicon Valley. The scenic redwoods of Northern California, the wineries of Napa Valley, the rugged coastline of Monterey, and the majestic beauty of the Sierra Nevada mountain range are all within close driving proximity. Bay Area Rapid Transit (BART) high-speed trains, local and regional bus services, and the San Francisco and Oakland international airports, along with the local Concord Airport-based JetSuite Airlines, provide numerous transportation options for residents, commuters and visitors.



The community of Concord has much to offer. The local lifestyle reflects a careful blending of the City's early California heritage with modern planned development. It is a harmonious community of quiet neighborhoods, an excellent park system, convenient shopping centers, large preserves of open space, a state-of-the-art hospital, and a wide variety of restaurants. Residents enjoy a Mediterranean climate with warm dry summers and mild winters. The perfect weather and natural beauty make the area ideal for visitors and locals seeking active outdoor activities. In Concord, where "Families Come First," one is never far from a park or an open green space for active play or just relaxing. The City has been designated a Tree City USA for over 35 consecutive years. The extensive park system includes 27 parks, playgrounds, ball fields, swimming pools, picnic areas, tennis courts and miles of scenic hiking, biking and equestrian trails, a golf course, two community centers, the Concord Senior Citizens Center, and a water park. Concord also has an exciting downtown business core that radiates from historic Todos Santos Plaza, the heart of downtown Concord. The Plaza features a year-round Farmer's Market, the seasonal Music & Market series, holiday and community celebrations, as well as serving as a wonderful outdoor space to enjoy.

Diverse public and private educational opportunities for students of all ages are available in Concord. The Mt. Diablo Unified School District, along with highly regarded private and parochial schools, provide quality education for all ages from K-12 and adults. Secondary education options include many public and private institutions in the immediate region. Concord is also home to a satellite campus for Cal State East Bay University.



## City Government and the Public Works Department

Concord is a General Law city incorporated in 1905, operating with a City Council/City Manager form of government. The five members of the City Council are elected by district to overlapping four-year terms in even numbered years. The five Council Members annually select one of its

members as Mayor. As the legislative body for Concord, the City Council sets policy, goals, and priorities for the City. They appoint the City Manager to implement policy and goals and the City Attorney to provide legal advice. The City Treasurer is directly elected.

The City Manager is responsible for day-to-day operations of city government. This is done in partnership with City Administration and the City Attorney's Office, along with nine departments including Police, Community Development, Economic Development/Base Reuse, Public Works, Parks & Recreation, Finance, Information Technology, City Manager's Office, and Human Resources. The City is on year one of a Biennial Budget with a FY 2021-22 General Fund of almost \$108 million, and a total budget of \$230.4 million, and an FTE of 384 staff.

The Public Works Department implements a variety of customer driven maintenance services and programs to protect the City's investment of infrastructure and public facilities, and to ensure the health and safety of Concord's community in the most efficient and cost-effective manner. The Department consists of four divisions: Administrative Services (which includes Fleet), Facility Maintenance, Infrastructure Maintenance, and Parks Maintenance. The annual operating budget is nearly \$28 million with an approved staff of 76 FTEs.

The City works from a well-defined Mission Statement: ". . . to join with our community to make Concord a city of the highest quality. . . by providing responsive, cost-effective, and innovative local government services." The organization's values can be explored by visiting the City's [website](#).



### **The Position and Ideal Candidate Profile**

The Public Works Director (PWD) leads a diverse department, focused on providing excellent services to city constituents and creatively and responsively resolving community public works' maintenance concerns. Reporting to the City Manager, the PWD is a key executive within the City's leadership team who brings a collaborative, team-oriented presence to the organization.

Upcoming opportunities for the new director include effectively addressing deferred maintenance activities in the midst of handling the myriad of day-to-day responsibilities. This includes the continued implementation and use of technological systems used for managing, assigning, tracking and reporting departmental maintenance activities, with the goal to maximize operational efficiencies with technology. The new Director shall create successful employee development and engagement opportunities in order to amplify the department's ability to recruit and retain talent.

For this position, the City Manager seeks a local government professional who demonstrates the following key attributes:

- ◆ A confident individual who is a creative and collaborate proactive problem solver with the ability to detect problems and issues, and will identify and implement solutions;
- ◆ An outstanding communicator - both verbal and written - and a relationship builder who works well with the community and motivates the workforce; and
- ◆ An ethical and resilient leader who works effectively with all employees, including represented employees, and creates and maintains a respectful relationship with union leadership.

This position requires a background that includes six or more years of increasingly responsible public works management experience, including at least three years directing the work of or supervising others, and possession of a Bachelor's degree in Public Administration, Civil Engineering, or a related field. The possession of an MPA is highly desirable.

## Compensation and Benefits

The City of Concord provides an attractive compensation and benefits package for employees. The salary range for this position is \$163,683 - \$225,052 annually, DOQ. The benefits package includes:

- ◆ Retirement: The City participates in the California Public Employees Retirement System (CalPERS), with a 2% at age 55 plan for Classic members or 2% at age 62 plan for new/reform members. Current members pay 7% of their salary towards the retirement plan, and new/reform members will pay 50% of the normal cost of the retirement benefit (currently set at 6.75% of their salary).
- ◆ Deferred Compensation: Employees may voluntarily participate in a 457(b) and/or 401(k) deferred compensation program (through ICMA-RC). For executive management, the City provides both a 3% employer contribution to the 401(k) (this is not a match; the employee does not need to contribute to receive this benefit), as well as an additional \$2,000 flat dollar employer contribution to the 401(k) (paid out over 26 pay periods).
- ◆ Health Benefits: The City provides PERS Health, which includes a variety of plans from which to choose. The City currently pays up to a portion of the Kaiser premium rate for employees and their eligible dependents. If the employee has coverage from another source, a cash benefit may be paid in lieu of coverage. Dental and Vision Benefits: Employees and eligible dependents are covered by a dental plan that includes orthodontics. The City pays premiums for employees and their eligible dependents. \$2,000 lifetime orthodontic limit. A voluntary vision plan is available to employees.
- ◆ Vacation & Sick Leave: Vacation leave accrues at a rate of 15 days during the first year of employment and increases to 27 days after 20 years of service. Executive new hires may combine previous years of experience from other public agencies to qualify for an increased accrual rate subject to the City Manager's authorization. Sick days are accrued at 12 days per year with no limit on accumulation. First year vacation and sick leave accruals will be frontloaded for executive new hires.
- ◆ Administrative Leave: Executive employees may be granted up to 10 days per fiscal year. Upon hire, administrative leave hours will be pro-rated for the current fiscal year.
- ◆ Social Security: City participates in the Federal Social Security and Medicare programs.
- ◆ Retiree Health Plan: Upon direct retirement from the City of Concord, participation in the CalPERS retirement medical program is offered with the City making an employer contribution towards premium equal to the PEMHCA minimum rate, as set annually by CalPERS.
- ◆ Employee Assistance Program: Provided to employees and eligible dependents.
- ◆ Life Insurance: City-paid benefit; coverage at twice the annual salary up to \$400,000.
- ◆ Long-term/Short-term Disability Insurance Programs: The City provides short and long-term disability protection.



## The Process

To pursue this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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### Key Process Dates:

Final filing date for this position is September 17, 2021

Initial interviews with Avery Associates will take place September 20-30

Preliminary interviews with the City of Concord will take place Thursday, October 14

Final interviews with the City Executive Team and City Manager will be Wednesday, October 20

Closed Session meeting with City Council is TBD



Please contact Paul Kimura at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or 408.472.7936 or Bill Lopez at [williaml@averyassoc.net](mailto:williaml@averyassoc.net) or 408.888.4099 if you have any questions related to this position.