

THE CITY OF GILROY

A Community with a Spice for Life



INVITES YOUR INTEREST FOR THE POSITION OF

**DEPUTY DIRECTOR
OF PUBLIC WORKS -
OPERATIONS**

The City of Gilroy

The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Pacific Coastline. Gilroy has emerged as a thriving city of almost 60,000 residents, with a healthy economic base consisting of food processing, wine production and retail shopping outlets. Gilroy's economy is diversified into non-agricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales, and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, is located within a 1/2-hour drive north of the city.

Gilroy is best known as the "Garlic Capital of the World." But the City is also known for its peaceful residential environment, its award-winning parks, golf course and recreation programs, and for its "urban forest." The Gilroy community has a remarkable spirit of volunteerism, which has contributed to the city being world renowned for its most famous product, garlic.

A variety of outstanding community facilities and resources have placed Gilroy high in recent surveys, which have attempted to measure the quality of life in Bay Area cities. The St. Louise Regional Hospital provides excellent care. The Gilroy library provides 50,000 square feet of state-of-the-art library services. Gavilan Community College is known for the beauty of its campus, set in the foothills that surround the city. Downtown, new vitality and a healthy respect for history make for a lively and interesting town center. Mature neighborhoods blend with newer homes to create an ambient atmosphere for residential areas, served by nearby schools, parks and churches, and just the right combination of rural and suburban amenities. Nestled between the Diablo and Santa Cruz mountains in the Santa Clara Valley, Gilroy residents enjoy mild temperatures, while missing most of the coastal fog. A state climatology report says up to 70 percent of Gilroy's days are sunny. Gilroy's central location, healthy economy, bucolic charm, and a positive quality of life make it an excellent place to live, play and work.



City Government and the Public Works Department

The City of Gilroy is a full-service charter city operating under a Council/Administrator form of government. The Gilroy City Council is made up of seven members with four-year terms, including a separately elected mayor, who can serve any number of terms. The Mayor and Council appoint the City Administrator and the City Clerk.

The City operates on a biennial budget with a projected FY 2022 General Fund of almost \$56 million and an all-funds budget of over \$174 million. An approved FTE staff of 258 employees supports city operations. Gilroy takes great pride in meeting or exceeding its General Fund reserve target of 25% of the annual General Fund.

The Public Works Department is a full-service public works operation including 49 FTEs and a five-year CIP of over \$76M. The Department includes two divisions. The Engineering Division is responsible for capital improvements, development, environmental considerations, and traffic/transportation. The Operations Division includes parks & landscaping, water, and streets/wastewater/trees. The Department also oversees the capital budget and operation of the South County Regional Wastewater Authority (SCRWA). SCRWA treats wastewater for the Cities of Gilroy and Morgan Hill and produces recycled water for South Santa Clara County. Public Works priorities include timely completion of a wide array of capital projects, traffic control and mitigation efforts, and providing quality landscape and maintenance services.

The Position and Ideal Candidate

The Deputy Director of Public Works – Operations oversees a wide variety of operational areas including Parks & Landscape, Streets & Sewers, and Water. In reporting to the Public Works Director, the new Deputy will be a progressive and exceptional leader, an excellent administrator with a strong operational budget background, and a collaborative partner that works effectively within the city and with all constituencies. A leadership style that is action oriented and focused on positive results and accountability is expected in this role.



Among the operational priorities for this position is the need to develop and implement divisional goals, objectives, work plans, reporting methodology and policies and procedures. Ability to effectively manage the delivery of multiple projects on schedule and budget. Customer service is a critical component to this role. The need is to deliver top notch and responsive services that create and foster positive community and internal support for the operation. The Deputy is expected to serve as a role model who embodies the commitment to efficient service delivery and engages the entire organization towards this sense of mission.

Problem solving and self-organizational skills, and the ability to adapt and address multiple and sometimes changing priorities are essential attributes for the new Deputy. A positive interpersonal style with the ability to develop and maintain positive work relationships with all city employees and with the community is an additional priority area for this role. The successful candidate will operate with a high level of ethics and integrity and reflect a value system of coaching and mentorship, collaboration, commitment to public service.

The ideal candidate will be proficient in the application and utilization of computer systems and software and will utilize this expertise to develop more efficient and productive work efforts and reporting and measurement methods. This position requires a background that includes a Bachelor's degree in Civil Engineering, Construction

Management, Environmental Sciences, Public or Business Administration or a related field along with five or more years of progressively responsible experience in public works operations including experience with at least three of the following operational areas: parks & landscape, street maintenance, wastewater collection systems, urban forest management, or water distribution. Supervisory level experience of at least three years managing public works operations personnel including hiring, training, evaluating and in making disciplinary recommendations is also required. Certification in the areas of water distribution, wastewater collection, and/or urban forest management is highly desirable as is registration as a Professional Civil Engineer.



Compensation and Benefits

The City of Gilroy offers a competitive and comprehensive salary and benefits package. The salary range for this position is \$128,388 - \$171,204 annually, DOQ. The excellent benefits package includes:

- ◆ Retirement:
 - Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
 - New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 6.25%).
- ◆ Health Insurance and Flexible Benefits Plan: City participates in the PERS Health Program with a choice of providers and coverage options. The Flexible Benefits Plan includes medical and dental coverage as core benefits and provides a range of optional benefits including vision care and medical and dependent care accounts.
- ◆ Vacation: The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.
- ◆ Holidays: The City observes 10 paid holidays per year.
- ◆ Administrative/Personal Leave: 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.
- ◆ Sick leave: Accrued at the rate of 8 hours each month.
- ◆ Additional Benefits: Term life insurance policy equal to annual salary, long-term disability plans and employee assistance plans are provided at city expense.
- ◆ Exploration of the 9/80 work schedule is currently underway.

The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at 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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The final filing date for this position is February 4, 2022.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.