



**CITY OF  
RED BLUFF, CA**

INVITES YOUR  
INTEREST IN  
THE POSITION OF

**PUBLIC WORKS  
DIRECTOR/  
CITY ENGINEER**



## THE COMMUNITY

The City of Red Bluff, California is located approximately 125 miles north of Sacramento and is the county seat of Tehama County. The City lies in a geographically diverse area of rolling foothills, excellent range land, and spectacular, flat-topped buttes.

The fertile floor of the Sacramento River Valley cuts a rich, 20-mile-wide swath through the central portion of the County and provides endless varieties of outdoor recreation. Incorporated in 1876, Red Bluff is known as the "Victorian City on the River." Despite its relatively small population of just over 14,000 residents, the City is the third largest city in the Shasta Cascade region.

Red Bluff's warm, dry summers and mild, wet winters provide its residents and visitors with a climate that is ideal for year-round outdoor recreation and an abundance of community and cultural activities. Since 1921, the City has played host to one of the west's largest rodeos. The Red Bluff Round-Up draws crowds of 30,000 and is estimated to generate more than \$5 million annually. The City is also known for its scenic trails, camping opportunities, barbecue picnics, and popular bull competitions. In a 2015 list compiled by the insurance review website, Obrella, the City ranked #11 of the 40 Best Commuter Cities in California. Red Bluff's small-town charm and close-knit community is well-represented through its city motto: "A Great Place to Live."

## THE ORGANIZATION

The City of Red Bluff is a general law city and operates under a Council-Manager form of government. The City Council is made up of five members, elected at-large, serving four year terms. The Mayor is selected for a 1-year term from among the members of the City Council. The City delivers municipal services through 6 departments: Community Development, Finance, Police, Fire, Public Works, and Human Resources. The City has approximately 94 full-time employees and an operating budget of \$21 million dollars.

The City's statement of philosophy and mission reads: It is the mission of the City of Red Bluff to make decisions, plan and act in the best interest of the general populace of Red Bluff above and beyond the interest of City Government entities and City government officials in providing municipal services. We recognize that the City has been entrusted with the stewardship of financial resources which rightly belong to the community and we value prudent financial management. We believe that our first responsibility is to the health, safety, and welfare of our citizens through efficient and effective programs. We believe in the worth

The City lies in a geographically diverse area of rolling foothills, excellent range land, and spectacular, flat-topped buttes.

of every person in our organization. We strive to maximize everyone's potential. We seek ideas and participation from all levels. We have a bias for action and support reasonable risk-taking. To sustain consistency, growth and a high quality of life in our community, we are committed to long-range planning, effective management of resources and openness toward innovative ideas.

## THE DEPARTMENT

Red Bluff's Public Works Department includes: Airport Management, Design, Construction Management, and Parks. The CORB Street Department, Waste Water Treatment Facilities, Water Department, and Parks are under the direction of the Public Works Director. Public Works secures funding for projects from outside agencies, State, and Federal sources and prepares all required project documentation and regulatory agency reports.

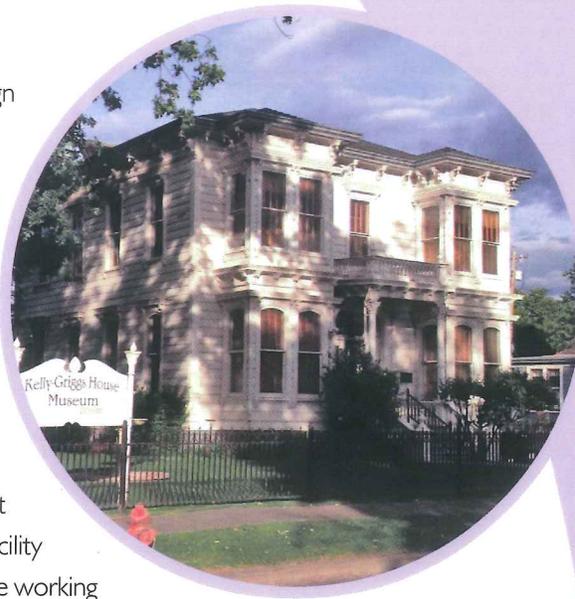
The Department employs 26 full-time employees and is responsible for: airport management; conducting land development project review and inspections; advertising projects, reviewing bids, and awarding projects; initiating State Transportation Improvement Program (STIP) projects and administering contracts; responding to public inquiries; developing technical reports; maintaining the City's Design Standards Manual; and maintaining improvement records and maps.

## THE POSITION

Under administrative direction of the City Manager, the Public Works Director/City Engineer plans, organizes, and provides direction and oversight for all public works functions and activities, which include



infrastructure engineering; design and construction; streets and traffic control; underground lines; review of private sector development; facility, equipment, and infrastructure maintenance; construction and maintenance of water distribution and treatment systems and wastewater collection and treatment systems; airport operation, maintenance, and facility management; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.



Essential functions of the Public Works Director/City Engineer may include, but are not limited to, the following:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Public Works departments; prepares and administer the department's budgets.
- Plans, organizes, administers, reviews, and evaluates the work of professional, technical, maintenance, and office support staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Plans and coordinates the Capital Improvement portion of the Development Impact Fee Program.
- Performs the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance, and other contracts.
- Reviews, approves, and signs plans and specifications for City infrastructure and facilities, assessment districts, subdivisions, and developments.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups, and the public.

- Oversees the development or update of the City's stormwater, wastewater and water plans, and programs, the Capital Improvement Plan, and other plans related to municipal infrastructure.
- Oversees the traffic engineering and transportation planning activities; develops local, state, and federal funding sources for such activities.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, technology that may affect departmental operations; implements policy and procedural changes as required.

The ideal candidate will be a strong, but flexible and easy-going leader with a commitment to service.

## THE IDEAL CANDIDATE

The City is seeking an experienced and effective leader with strong interpersonal skills for its Public Works Director/City Engineer. The Director should be an experienced professional who understands and values the City's small town culture. The ideal candidate will be a strong, but flexible and easy-going leader with a commitment to service.

The incoming Public Works Director/City Engineer will be able to work collaboratively throughout the organization in a cooperative and responsive manner. An organized individual capable of communicating effectively, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the public is essential to success. The desired candidate will have experience and be comfortable presenting to the public and to the Council.

The City is seeking a candidate with considerable knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations affecting departmental activities. Candidates should be tech savvy and able to demonstrate skill in operating necessary tools and equipment.

Candidates must possess a bachelor's degree from an accredited four-year college or university in Civil Engineering or a closely related field and have five (5) years of responsible experience in the management of public works programs, preferably including supervision and development of supervisory, professional, and technical employees and two (2) years extensive and responsible experiences in the management and supervision of subordinate public works employees. Professional registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is also required. A license to practice Land Surveying is desirable. Candidates must possess, or have the ability to obtain, a valid California driver's license.

## THE COMPENSATION

The annual salary range for this terrific opportunity is dependent upon qualifications. The City also offers a highly competitive benefit package including:

**Retirement** – PERS 2%@55 for Classic members. PERS 2%@62 for PEPRA members.

**Health, Dental, and Vision Insurance** – Offered to employee and dependent(s) with an employee contribution dependent upon coverage and number of elected dependents.

**Deferred Compensation** – Red Bluff offers a deferred compensation plan with a City provided matching contribution up to \$75 bi-weekly.

**Life Insurance** – City provides coverage of \$50,000.

**Holidays** – 12 paid holidays per year.

**Sick Leave** – Employee accrues 3.69 hours bi-weekly.

**Vacation** – Paid vacation leave based on years of service. 0-3 years accrues at 5.54 (bi-weekly); 4-14 years accrues at 7.08 (bi-weekly); 15 years and over accrues at 8.62 (bi-weekly).

**Administrative Leave** – 40 hours per year.

**Bereavement Leave** – 40 hours per year.



## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:  
December 30, 2016**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Red Bluff. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

