



Town of
Apple Valley
Director of Public Works





THE TOWN OF APPLE VALLEY

Incorporated in 1988, the Town of Apple Valley, CA is located in the heart of the Victor Valley in the County of San Bernardino, at an elevation of 3,000 feet. Known as the "High Desert", Apple Valley is strategically located 95 miles northeast of the Los Angeles metropolitan area, 140 miles north of San Diego, and 185 miles south of Las Vegas. The Town has 78 square miles in its incorporated boundaries, and a sphere of influence encompassing 200 square miles.

Apple Valley experiences an average of 350 days of sunshine per year with winter temperatures dipping into the low 20s to high 70s, and summer temperatures ranging from the low 40s through 110 degrees Fahrenheit.

Currently, 70,924 (2013) residents make Apple Valley their home. Once a playground of movie stars, Apple Valley continues to provide a wide range of reasons for families to make Apple Valley their home.

TOWN GOVERNMENT

The Town operates with a five member Town Council, including the Mayor. Every even-numbered year an election is held for term-ending Council seats. Individuals are elected to serve four-year terms. All Council/Agency members serve the Town at-large. The Town Council has a reputation for fiscal prudence, community engagement and political stability. The Town Council appoints a Town Manager to be the executive lead of town government. Reporting directly to the Town Manager is the Director of Animal Services, Director of Business Development and Communication, Director of Government Services, Director of Finance, Assistant Director of Community Enhancement, Innovation and Technology Officer, Human Resources Manager, and Parks and Recreation Manager.

The Town is comprised of 15 departments providing

comprehensive community services, as well as contracted services for Building & Safety, Engineering, Public Works Inspection and Police services. The Town has approximately 154 employees and a total operating and capital expenditure budget of \$99.8 million for FY 2021-2022.

PUBLIC WORKS DEPARTMENT

With a staff of 23, the Town of Apple Valley Department of Public Works preserves, maintains, and enhances the Town's infrastructure and natural resources and provides environmental stewardship for the benefit of the residents, businesses, and visitors. The Department maintains Town roads and parks, manages integrated waste programs and services, designs capital projects and manages their construction. The major divisions of the Department of Public Works are: Grounds Services, Street Maintenance, and Wastewater System Management.

MISSION AND VISION

Mission Statement: To provide a better way of life through local control of public safety, development, services and amenities; enhancing our residents' lives and providing for our community's future.

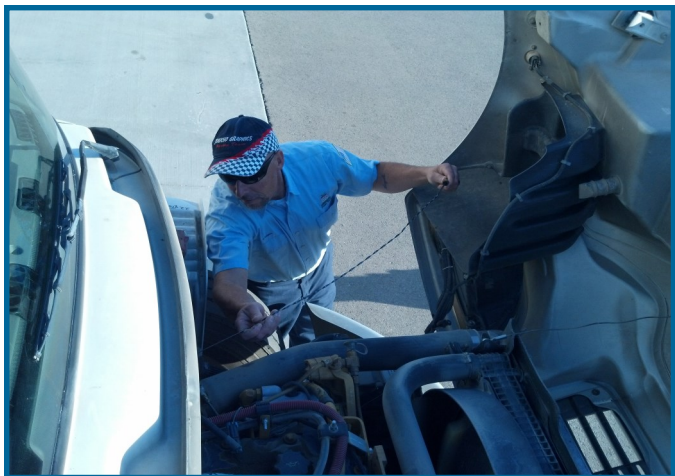
Vision Statement: A premier community, full of first-class amenities, events, and employment opportunities, Apple Valley will lead the High Desert in public safety and environmental stewardship defining "A Better Way of Life."

THE POSITION

The Director of Public Works is an at-will position appointed by and reporting to the Town Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

The ideal candidate will be an experienced, resourceful and innovative manager who seeks to lead and motivate a dynamic team in providing exemplary public service. This person will be able to prioritize, set goals and communicate expectations to employees. This candidate will possess the confidence and





knowledge to effectively present to elected officials and commissions as well as being able to build trust within the workforce and throughout the community. The ideal candidate will be an entrepreneurial, patient, and hardworking leader who thrives in working in a fast-paced environment. In addition, the candidate will be technically strong and hands on without micro-managing others. This person will be positive, compassionate and a coach and mentor. When it comes to decision-making, he/she will engage in meaningful dialogue, express his/her opinion, use best-practices to support recommendations and listen to the input of others. The ability to be inclusive, collaborative, and decisive is a delicate balance that an experienced leader must demonstrate. The selected candidate is expected to stay calm under pressure, be a polished public speaker, and be able to build consensus. The Town is committed to providing excellent customer service and the candidate will need to demonstrate this while balancing daily commitments.

Typical duties of the position include:

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department; establishes, within Town policy, appropriate budget, service, and staffing levels.
- Will provide oversight, supervision, review, and contract administration of the contract Engineering Department.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Participates in the development and update of the Town's Capital Improvement Plan in conjunction with the Town Engineer.
- May confer with engineers, developers, architects, and a variety of agencies and the general public in acquiring information and coordination of engineering, public works, utilities, parks, and related matters; provides information regarding these matters.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- A leader with a strong work ethic, high integrity, credibility, and trustworthiness that values transparency.
- Represents the Public Works Department to other Town departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.



- Negotiates public works contracts and agreements; coordinates with legal counsel and department representatives to determine Town needs and requirements for contractual services.
- Participates on and makes presentations to the Town Council and a variety of boards and commissions; attends and participates in professional group meetings;
- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Town Manager.

For additional information, please visit www.applevalley.org

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of four work-related references to Kristine Shoup, Human Resources Manager, by emailing kshoup@applevalley.org, by **5:30 pm on, September 7, 2021**. Résumé should reflect years and months of employment, as well as size of staff and budgets you have managed.

Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Town during the month of **September 2021**.

Appointment is expected **October 2021**.

EDUCATION AND EXPERIENCE

Education: Education or experience equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, public or business administration, or a closely related field. A bachelors degree in civil engineering is highly desirable. A master's degree is preferred.

Experience: Five (5) years of responsible relevant administrative supervision within a public works operation and maintenance setting, with considerable executive management experience in a diverse public works operation, and extensive experience with transportation infrastructure development and maintenance.

COMPENSATION AND BENEFITS

As of July 1, 2021, the base salary is \$128,124 to \$181,044 annually.

In addition to the base salary, the Town offers:

- Cafeteria Plan up to the amount of \$13,200 annually towards the purchase of medical, dental, and vision coverage.

Additional Benefits:

- 80 hours of administrative leave per fiscal year
- 80 hours of accrued vacation during first year
- 13 paid holidays, plus 3 floating holidays
- 9/80 Work Schedule
- Town paid life insurance of \$50,000
- Optional life insurance up to \$300,000
- Public Employees' Retirement System (PERS) 2% @ 55 plan for qualified "classic" employees as defined by CalPERS - employee contribution (7%) with prior public service; new members to PERS participate in a formula of 2% @ 62 - employee contribution (6.25%).
- 125 Flex Benefits Plan
- Retiree Health Savings Plan

