

Peckham & McKenney  
"All about fit"



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

**Director of Public Works**  
CITY OF SAN RAFAEL, CALIFORNIA

## THE COMMUNITY

Marin County's oldest city, San Rafael has a population of approximately 61,271 and lies midway between San Francisco and California's famous wine country. At 22.51 square miles, San Rafael serves as the county seat and Marin's central city. San Rafael is the county's premier economic, financial, cultural and service center. As a regional transportation hub, San Rafael is at the center of highway and transit access to west Marin, Sonoma County, the East Bay and San Francisco.

The city of San Rafael offers both a small-town atmosphere and a lively urban environment. It is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyles, and natural environments. Surrounded by open space and the bay, San Rafael is a vibrant city in an incomparably beautiful natural setting. Famous for its favorable climate, San Rafael provides a central base for taking day trips to scenic

locations such as the Napa/Sonoma wine country, Point Reyes National Seashore and Muir Woods. San Rafael's many attractions include its namesake Mission San Rafael Arcangel, the landmark Frank Lloyd Wright Civic Center, Victorian architecture, a lively downtown, China Camp State Park, and more.

San Rafael has a varied and rich economy fueled by high tech, biotech, entertainment, financial, service-oriented and industrial businesses. The city is home to major employers such as Autodesk, Kaiser Permanente and BioMarin and offers residents and visitors alike an array of regional retailers in addition to unique local shops.

San Rafael is one of the most ethnically and culturally diverse cities in Marin County. The city's residential neighborhoods are distinctive, each with its own history, character and identity. There is a wide diversity of housing ranging from old and new homes, apartments and condos.

The City has two public school districts with nine elementary schools, two middle schools and two high schools; Dominican University of California, a private liberal arts college, offers undergraduate and graduate degree programs.

San Rafael's diverse community, history, culture, modern sensibilities, and ideal location in the norther Bay Area region are advantages that are found only in San Rafael. For more information on this dynamic city, please visit the City of San Rafael's website at [www.cityofsanrafael.org](http://www.cityofsanrafael.org).

## THE ORGANIZATION

San Rafael was incorporated in 1874 and became a charter city in 1913. It is a full-service city with a City Council/City Manager form of government. San Rafael has an elected Mayor and four elected City Council Members who serve four-year terms. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment. The mission of the City is to enhance the quality of life and provide for a safe, healthy, prosperous and livable environment in partnership with the community. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. San Rafael has unique and distinct neighborhoods and the City desires to sustain the beautiful natural environment through informed and active residents and to be a responsive, innovative local government.

The City of San Rafael has a staff of more than 400 employees and a total annual operating budget for Fiscal Year 2021/2022 of over \$120 million. The City's Departments and Divisions include the offices of the



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City Manager, City Attorney and City Clerk; Community Development, Community Services, Police, Fire and Emergency Services, Library, Public Works, Human Resources, and Finance, Economic Development, Parking Services, Digital Services, and Sustainability. The organizational environment is collegial, respectful, and inclusive.



### THE POSITION

Under the general administrative direction of the City Manager, the Public Works Director oversees, plans, organizes and directs the Public Works Department, including maintenance programs, engineering and parks for the City. The Director is responsible for managing the maintenance of City-owned facilities such as roads, parks, buildings and vehicles, capital improvement project engineering, contract administration, traffic engineering and other related services.

Other essential duties and responsibilities include developing goals and objectives, preparing reports and analysis for City Council and staff,

participating in City Council meetings & Planning Commission meetings, serving on boards representing the City such as JPAs and coalitions, overseeing the management of the capital improvement program, overseeing the preparation of applications for State and Federal funding, and supporting and coordinating with the City Manager.

### THE IDEAL CANDIDATE

The City Manager seeks a highly effective Public Works Director to oversee the Public Works Department with a commitment to "high touch" customer service and a desire to serve and engage the San Rafael community in the various facets of public works. The ideal candidate will have political acumen, be flexible and have the ability to communicate effectively with elected officials, colleagues, staff and residents.

This candidate will have the ability to confidently and credibly talk to elected officials and the public about a variety of projects and open to explaining project progress, obstacles, pros and cons, and flexible when new ideas are shared by the community. The ideal candidate will be a hands-on director with the ability to prioritize the department workload, multi-task and support the department staff to meet the departmental goals, and have a commitment to talent development, mentoring, succession planning and open to grow and coach department staff.

The Public Works Director will work collaboratively and collegially cross-

departmentally, and intentionally engage in dialogue with other City departments. This director will have the skillset to build rapport with various internal and external stakeholders, be responsive and a strategic forward thinking leader. Lastly, the next Public Works Director will be goal and results driven, innovative, team-oriented, have the ability to explain purpose and lead with the heart, and be an excellent inclusive communicator who demonstrates vulnerability.

The minimum qualifications include a Bachelor's degree in Engineering or closely related field, and 6 years of increasingly responsible public works construction and maintenance experience including at least 2-years in a managerial position.



## COMPENSATION AND BENEFITS

The annual salary range is \$167,472 to \$203,556. Placement within this range is dependent upon qualifications. In addition, the City also offers an attractive benefits package, including:

**RETIREMENT:** Participation in MCERA (Marin County Employee Retirement Association) plan, which offers reciprocity with CalPERS agencies

**MEDICAL INSURANCE:** EE Only - \$693.62; Employee + 1 \$1,387.23; Employee + Family \$1,803.41; Waive - \$693.62

**DENTAL:** Fully paid for employee and dependents

**VISION:** Fully paid for employee and dependents

**ADMINISTRATIVE LEAVE:** 10 days per calendar year, pro-rated based on hire date.

**VACATION:** Vacation accrual 15 days per year for the first 5 years, pro-rated based on hire date. Additional accrual based on years of service.

## SEARCH SCHEDULE

Filing Deadline:..... May 31st  
Preliminary Interviews: ..... June 6th & 7th  
Recommendation of Candidates: ..... June 8th  
**Finalists Interviews:**  
Panel Interviews: ..... June 14th  
Finalist(s) Interviews w/CM & ACM:..... June 15th  
Meet & Greet: ..... June 16th

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

**HOLIDAYS:** 12 paid holidays, plus 1 floating holidays per year

**SICK LEAVE:** 12 days per year (accrued at 7.5 hours per month)

**CAR ALLOWANCE:** \$350/month or use of a City vehicle

**LTD:** 2/3 of monthly salary, up to a maximum benefit of \$7,500

**LIFE INSURANCE/AD&D:** \$250,000 life insurance policy

**OTHER:** Bereavement Leave, Gym Reimbursement

**The City of San Rafael is an Equal Opportunity Employer.**



## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at [maria@peckhamandmckenney.com](mailto:maria@peckhamandmckenney.com), if you have any questions regarding this position or recruitment process.

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