



CITY OF TURLOCK, CALIFORNIA

# Municipal Services Director



## THE COMMUNITY

Located in the heart of California's Central Valley, the City of Turlock has grown to reach a population of 73,631 based on the US Census Bureau's latest population records. Although Turlock is the second largest city in Stanislaus County, it continues to maintain a small-town atmosphere and friendly attitude with the conveniences and opportunities of a larger city. Turlock provides an unusual opportunity to combine a quality learning environment with relaxed rural living.

The backbone of the City's economy is agriculture, being located in the third richest agricultural county in the country. Turlock has become economically sound, agriculturally elite, and continues to seek growth and development that complements the city's business and industry and the needs of its residents. Cultural art experiences, sports activities, twenty-four parks, a full range of medical facilities and the attractiveness of the nearby Mother Lode, San Francisco Bay area and the Sierra Nevada's add to the pleasure of living in Turlock. Ideal weather, excellent facilities, and Turlock's central location make it a perfect place for one to live.

Home of the Stanislaus County Fairgrounds, CSU Stanislaus, and the Carnegie Arts Center, the community of Turlock hosts numerous special events, from cultural events to CSUS athletic events and the annual Stanislaus County Fair, providing something for just about everyone. Turlock also offers several shopping areas. From Monte Vista Crossings to the several diverse shopping centers on Geer Road and a newly renovated and revitalized downtown retail district, one is sure to find something for everyone on their shopping list.

## CITY GOVERNMENT

Incorporated in February 1908, Turlock is a General Law City with a Council-Manager form of government. Turlock's five-member City Council includes a Mayor (elected at-large) and four Council Members (elected by district), all serving four-year terms, without limit. Council Members also choose from among their number a Vice Mayor, who serves

a one-year term. The Council appoints a City Manager, who provides direction to all departments and supports the policy directives of the City Council. The Council also appoints a City Attorney, and the City Treasurer is elected.

## THE DEPARTMENT

The Municipal Services Department is a full service department, managing a variety of areas serving the citizens of Turlock. This Department provides and maintains important public infrastructure systems; such as water, wastewater, and stormwater. The Department's main objective is to provide effective leadership and fiscal responsibility in the delivery of municipal infrastructure to promote economic development and improve the quality of life for Turlock's citizens and visitors.

The Municipal Services Department's projected annual budget for Fiscal Year 2021-22 is approximately \$94 million for operating expenses and capital projects. Municipal Services consists of six divisions utilizing 85 full-time employees performing services in the following divisions:

- Electrical Mechanical Maintenance Division
- Utility Maintenance Division
- Fleet Maintenance Division
- Water Quality Control Division
- Administration Division
- Utility Billing Division

To learn more about the City of Turlock, please visit: <https://ci.turlock.ca.us>

## THE POSITION

The Municipal Services Director is responsible for the direction of departmental programs/functions in a variety of public works organizational components of the City as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas; serves as a member of the City







executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole; approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards, and policy adopting bodies; demonstrates professional competence while working as a team member; and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policies, federal, and state regulating entities. The next Municipal Services Director will inherit diverse, extremely talented, and committed employees eager to assist the Municipal Services Director in making Turlock the ideal place to live and do business again.

## THE IDEAL CANDIDATE

The ideal candidate is a strong leader and effective communicator who possesses broad experience in public works. As the position interacts with numerous and varied internal and external stakeholders including commissions and interest groups, exceptional interpersonal skills are required. A successful candidate has management, communication, and political skills to lead complex divisions dealing with extensive capital projects and contracts. The ideal candidate will have demonstrated dedication to the delivery of excellence through prior work experience.

### Additional desirable attributes include:

- Big-picture thinker who understands and manages all facets of Department operations and the many inter-related pieces and develops an integrated view.
- Decisive problem solver who is open to input and recommendations from staff.
- Exceptional communicator and presenter with the ability to effectively promote the accomplishments of the Department and convey the vision and mission of the organization.

- Visionary leader with the desire to help design what the City of Turlock infrastructure will look like in the next ten years.
- Strong knowledge of current and pending California regulations and mandates, along with the ability to effectively anticipate, plan for, interpret, and implement these regulations and mandates.
- Interpersonal skills and political acumen to establish and maintain effective relationships with representatives from other City departments/divisions, City Council, City Manager, state and local regulators, contractors, various community groups, and the public.

### Experience and Education:

- Five (5) years of increasingly responsible municipal public works program administration experience including three (3) years of supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge, and abilities.
- Equivalent to graduation from an accredited college or university with a major in civil engineering, public administration, business administration or closely related field.

## SALARY AND BENEFITS

The monthly salary range for this position is **\$11,145 - \$13,547**, with salary at appointment dependent upon qualifications and experience of the selected candidate. The City also offers an attractive benefits package that includes:

**Retirement** – Classic Employees participate in the public employees Retirement Systems (PERS) 2.7% at 55 for full and modified formula for all active local miscellaneous members only. New employees, as defined by AB 340, hired on or after January 1, 2013, will participate in the Public Employee Retirement System (PERS) 2% at 62 defined benefit formula. New employees shall have an initial contribution rate of at least fifty percent (50%) of the total normal cost rate for the defined benefit plan or the current





contribution rate of similarly situated employees, which is currently a 9% PERS contribution, whichever is greater. All employees shall be subject to the mandatory provisions of AB 340.

**Benefits Package** – The City offers a health, prescription, vision, and dental plan for City employees and their dependents. Employees currently contribute \$0 per month towards this benefit.

**Life insurance** – Life insurance is provided in the amount of 1 ½ times the employee's annual salary, plus \$5,000, not to exceed \$500,000.

**Holidays** – The City offers 11 paid holidays and 2 floating holidays.

**Vacation** – Vacation is accrued at 10 hours per month and increases with years of service.

**Sick Leave** – 8 hours of sick leave is accrued for each month of service.

**Management Leave** – 80 hours of Management Leave will be provided per fiscal year as time or cash equivalent.

**Continuous Service Pay** – Continuous Service Pay of 1.5% at 10, 15 & 20 years for a total up to 4.5%.

**Deferred Compensation** – A 401a Deferred Compensation Program is available with an employee contribution of 8% and an employer contribution of 3 1/2% of the employee's base salary. The employee is automatically enrolled in a Retiree Health Savings (RHS) Vantage Care Plan with an employer contribution of 3% of the employee's base salary. The City also offers the opportunity to participate in a 457 Deferred Compensation Plan and/or a Roth IRA.

**Long-Term Disability** – The City provides a Long-Term Disability plan.

**Professional Development** – The City provides \$700 per fiscal year in reimbursement for continuing work-related education and personal development in addition to attendance at professional conferences and meetings.

**Auto Allowance** – The City provides auto allowance of \$200 per month.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**This position is open until filled.** To be considered, please submit a resume, cover letter, and six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the recruitment) by the next resume review date of **Tuesday, November 30, 2021.**

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1839>

For further information contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

