

*Peckham & McKenney*  
*“All about fit”*

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EXECUTIVE SEARCH

# Public Works Director

CITY OF AMERICAN CANYON, CALIFORNIA



## THE COMMUNITY

Located in the southern portion of world-famous, wine-growing Napa County, approximately 35 miles northeast of San Francisco, American Canyon first developed following World War II and incorporated in 1992.

American Canyon plays an important role in the Napa Valley wine industry with continuous growth in wine logistics, wine making, storage and distribution. American Canyon is also home to growing major food production industries, such as Coca Cola, Barry Callebaut Chocolate, Mezzetta, and a new IKEA E-Commerce Distribution Center. With a current population of 20,500 in more than 6 square miles, the City plans for a population of 30,000 by 2030.

American Canyon has a mix of original and newer housing stock including single-family residential units, apartments, and manufactured homes. The City's residential growth rate justified the 2010 construction of LEED-certified American Canyon High School, home of the "Wolves," with its extensive athletic facilities. A new middle school and two new elementary schools will be constructed in the next few years.

American Canyon is poised for future growth in two industrial parks and two specific plan areas. The parks include 5 million square feet of space for industrial users; a Broadway District Specific Plan to include 1,200 homes and 850,000 square feet of commercial development along Highway 29; and the Watson Ranch Specific Plan, which includes 1,250 homes and rejuvenation of century-old mine ruin structures into a tourist and entertainment center known as the Napa Valley Ruins and Gardens.



## COMMUNITY, *Continued*

American Canyon residents take great pride in their community and highly value the outdoor spaces and trails, numerous parks, and quality schools. Residents and business owners feel very safe and enjoy their diverse and engaged community. For more information regarding the City of American Canyon, please visit [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org).



## THE ORGANIZATION

The City of American Canyon operates as a Council/City Manager form of government and is a general law City.

The City Council is comprised of a directly elected mayor and four elected council members. Members of the City Council also serve as the Board of Directors for the American Canyon Fire Protection District. City Manager Jason Holley was appointed City Manager in 2017 after serving as the City's Public Works Director for 4+ years.

The City employs approximately 88 full-time employees plus about 50 part-time/seasonal staff during peak

summer season. The City's FY 2019/20 General Fund budget is \$21.4 million and a total budget of \$72.8 million.

City departments include the City Manager's Office, Finance, Public Works, Community Development, Parks & Recreation, and Police (contracted through the Napa County Sheriff). The American Canyon Fire Protection District is a subsidiary entity governed by the City Council and administered by an appointed Fire Chief.





# Peckham & McKenney

## *"All about fit"*

The City of American Canyon is committed to public service and serving the community. At all levels of the organization, staff members embrace customer service, community engagement, professional excellence, and collaboration. The City organization is well respected by the community and enjoys a high level of community engagement.

In 2014, the City Council adopted a vision and strategic plan, and the City team is focused on delivering results. Current priorities include the following.

- **PUBLIC SAFETY:** Ensure that American Canyon remains a safe community.
- **Community and Sense of Place:** Build on the strength of our local community to develop a clear sense of place and establish our unique identity.
- **ECONOMIC DEVELOPMENT AND VITALITY:** Attract and expand diverse business and employment opportunities.
- **OUTDOORS AND RECREATION:** Expand opportunities for use of outdoor recreation and an active and healthy lifestyle.
- **TRANSPORTATION:** Improve the City's transportation network to mitigate traffic and enhance the quality of life for the community.
- **INFRASTRUCTURE:** Develop and upgrade infrastructure resources to support sustainable growth.
- **QUALITY SERVICES AND ORGANIZATIONAL EFFECTIVENESS:** Deliver exemplary government services.

The City of American Canyon's Public Works Department includes engineering, parks maintenance, street maintenance, transportation, development engineering/City Engineer, storm drain, water utility, recycled water, wastewater utility, solid waste and building and fleet maintenance. The department has an operating budget of \$14.1 million and a CIP budget of



\$31.1 million, of which \$20 million is for new projects; the department has a staff of 48 full-time employees.

The Public Works Department provides, for the health, safety and comfort of all American Canyon residents, workers and visitors on a daily basis. The services and functions provided by the Public Works Department make civilized life possible. Our goal is to meet the essential needs of the City and our larger service area in a way that brings pride to the community, with little or no awareness by the public. We are doing our jobs if no one knows, or needs to call in with concerns.

To learn more about the City of American Canyon and the Public Works Department, please visit [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org).

## THE POSITION

The Public Works Director is an at-will position and works under the general direction of the City Manager overseeing all activities and operations of the department. The ideal candidate will be an exceptional leader and manager of people and public works activities who has a solid understanding of the goals, functions, and operations of a full-service public works department. The ideal candidate will exemplify the following skills, characteristics, and attributes:

A creative thinker who will evaluate options and influence and enhance the continuous improvement process in delivering effective public works services, alternatives in programs, policies and service delivery challenges, and make careful and thoughtful recommendations to the City Manager.

An accessible, visible, and personable leader who communicates with credibility and confidence in order to quickly gain respect and stay connected to department staff at all levels.

Skilled in evaluating a staffing model for fiscal and programmatic effectiveness; anticipates future resource needs and provides the necessary leadership and management support to develop alternative staffing options.

Possesses a higher-energy, motivating style to provide coaching, mentoring, and action-oriented supervision with the willingness to teach and share her/his expertise with staff.

Collaborative and positive communicator with the Executive Team and all members of the organization; supports and promotes the City Manager and City Council's policies, goals, and vision.



Brings strong written communication skills to craft staff reports and correspondence as well as verbal presentation skills to effectively provide information to the City Council and a variety of audiences.

The individual selected for this key position will have an approachable style and willingness to get into the trenches and roll up their sleeves as necessary.

The Director will be committed to teamwork, be politically astute, and think strategically. Partnering with the City Manager and organization, the Public Works Director will be a champion of customer service to residents and businesses alike.

This position requires seven years of increasingly responsible experience in public works, utilities, and engineering, including four years of supervisory and administrative experience. A Bachelor's degree from an accredited college or university with major coursework in civil engineering, environmental engineering, public or business administration or a closely related field is required and possession of a State of California Professional Engineer's License is required.



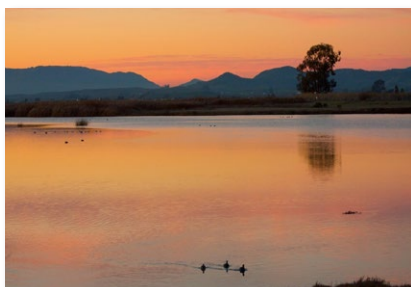
## THE COMPENSATION

The City is offering an employment agreement with a competitive annual salary of \$157,269-\$188,718/Annually DOQE. The City offers a competitive benefits package that includes the following:

**RETIREMENT** – CalPERS 2% @ 55 for Classic members; employee makes a 7% member contribution and employer portion (cost sharing) 3.399% is employee paid. CalPERS 2% @ 62 for new members of CalPERS. Employee pays half the normal cost.

**HEALTH INSURANCE** – City contributes a monthly payment equal to 90% of the Kaiser HMO premium rates at each level of coverage (employee only, employee plus one dependent, and family) for active employees. Employees covered by another insurance plan may be eligible for \$400 per month in lieu of health coverage.

**CAFETERIA PLAN** – \$357.98 to be used toward out-of-pocket medical health premium, if any, Life, Group LTD, Dental, and Vision Insurance and an Employee Assistance Program.



**VACATION ACCRUAL** – 12-25 days based on years of service.

**HOLIDAY LEAVE** – 15 days per year.

**MANAGEMENT LEAVE** – 15 days per fiscal year.

**SICK LEAVE ACCRUAL** – 12 days per year, unlimited accumulation.

**RETIREE MEDICAL** – City contributes 100% of the current “Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage Bay Area” (currently \$323.74) to assist with medical insurance costs for CalPERS covered retirees.

**DEFERRED COMPENSATION** – Two voluntary plans available. City will contribute 2% of employee's salary in a 401(A) with a 2% employee contribution.

**VEHICLE ALLOWANCE:** \$400 per month is provided.

The City of American Canyon does not participate in Social Security.



## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

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



Resumes are acknowledged within two business days. Call Bobbi Peckham toll free at (866) 912-1919 for more information.

## SEARCH SCHEDULE

Filing Deadline:..... October 21, 2019

Preliminary Interviews:..... October 30-31, 2019

Recommendation of Candidates: .....November 4, 2019

Finalist Interview Process: .....November 18, 2019

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