CULVER CITY
CALIFORNIA

Public Works Director

Recruitment Services Provided by Ralph Andersen & Associates
The Opportunity

The City of Culver City is a thriving, year-round community with a vibrant business community and downtown area bustling with restaurants, shops, and people! Culver City features big-city resources as a full-service municipality in a friendly, small-town setting offering safe and clean streets as well civic and community engagement. Interested candidates should know and value that the Public Works Department is high performing, focused on customer service and plays heavily into the City’s overall goal to be well managed and well maintained.

The Community of Culver City

Culver City is a thriving community of 40,000 residents, located eight miles from downtown Los Angeles and five miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. This ideal Westside location provides great access to the entire LA basin and is within a 20-minute drive to Santa Monica and Marina Del Rey to the west, and Hollywood, Beverly Hills, and Westwood to the north. Also, Los Angeles International Airport is only minutes away.

Quality of life is the cornerstone to this exciting and vibrant city. Culver City is proud of its stable and delightful neighborhoods, beautiful parks, excellent schools, and strong economic base. The City’s compact, friendly ambiance provides great “walkability” through virtually all parts of the City. This highly diversified and successful economic base is deeply rooted in the entertainment industry, as several major movie studios and post-production houses are based in Culver City. Attractive retailers, traditional manufacturing and an active healthcare industry provide exceptional support to the economic vibrancy of the City. Additionally, Culver City is also known for its dynamic downtown that is a Westside hub for restaurants, live theater, and art galleries.
The Community of Culver City continued

The area is also proud of the landmark Culver Hotel and live entertainment at the Kirk Douglas Theatre.

Sony Pictures Studios is situated on the MGM lot which dates back to 1924. Other major businesses in Culver City include Apple, Amazon, Symantec, Nantworks, and HBO Corporate Office.

The City’s diverse population enjoys a rich cultural and ethnical mix of citizens. This strategic location, excellent quality of life, and the warmth and charm of Culver City makes it an exceptional community in which to live, work, and enjoy.

The City offers an Art in Public Places Program which was established in 1988 with the fundamental view that cultural and artistic resources enhance the quality of life for individuals living and working within the City.
City Government

Culver City was incorporated as a charter city and celebrated its Centennial Anniversary in 2017. Culver City has a Council/City Manager form of government with five Council members elected “at-large” and the Mayor and Vice-Mayor are selected by their peers to serve one-year terms. The City has a committed staff of 721 personnel with a FY2021-2022 budget of $267 million. The City provides a full range of municipal services including transportation services by way of a municipal bus system; public safety (police and fire); community development; public works, including a full service refuse and recycling operation; and community services which includes parks, recreation, and senior services.

The City Council adopted its 2018-2023 Strategic Plan in 2018. This Strategic Plan informs the City Budget as well as acts as a roadmap to guide the organization from vision to reality. The Strategic Plan renews the City Council’s pledge to Culver City—the commitment to live up to our heritage of being “The Heart of Screenland” in our pursuit to make Culver City the ideal place to live, do business, visit, and attend school.
Overview of the Position and Responsibilities

This opportunity to join Culver City is the result of an upcoming retirement. This at-will exempt management position, reports to the City Manager, and serves as the head of the Public Works Department. This position also functions as a valued and contributing member of the City Manager’s executive management team.

This organization has a history of providing a wide range of basic services. With the prospects of ongoing budget constraints and an aging infrastructure, the new Public Works Director will need to take an active and assertive role in identifying, developing, and introducing more efficient and productive ways of providing outstanding services to constituents. This emphasis will require a strong and resourceful advocate who can inspire and motivate staff while accurately representing departmental needs to the City Manager’s Office and the City Council.

The Public Works Department includes five divisions:

- Administration
- Engineering Services
- Environmental Programs & Operations
- Maintenance Operations
- Mobility & Traffic Engineering

TOTAL REVENUE FOR FY 2022 EXCEEDS $43 MILLION

GENERAL FUND: $14,097,295
REFUSE FUND: $18,497,879
SEWER FUND: $10,714,920
Overview of the Position and Responsibilities continued

To view the detailed budget for Public Works (CLICK HERE) and the supporting budget presentation (CLICK HERE).

Staff oversight includes four key managers: Engineering Services Manager, Environmental Programs & Operations Division Manager, Maintenance Operations Manager, and Mobility & Traffic Engineering Manager as well as an Associate Analyst, Senior Management Analyst, and other staff members for a total of 120 budgeted positions. To view the organizational structure and staffing charts (see pages 15-20 of the budget presentation CLICK HERE).

Key responsibilities include:

■ Appear before City Council, commissions, boards and committees, and other governmental regulatory agencies to provide data and recommendations on public works and engineering matters affecting Culver City. Represent the City on regional and state technical and engineering committees.

■ Establish annual performance objectives for the Public Works Department and monitor results.

■ Develop and administer the budget for the Public Works Department and assure optimum service levels within the constraints of the budget.

■ Motivate, mentor, and retain a competent and motivated work force by providing leadership, training, and establishing evaluating metrics, individual goals, and department-wide objectives.

■ Maintain professionally active to address best practices, enhanced public works programs, procedures, and expanded uses of technology.

■ Regularly attend City Council meetings.
Challenges and Opportunities

Top priorities for this position include: continuing to streamline project priorities, continued improvement of management of the Capital Improvement Program and completion of long-term projects and deferred maintenance, cost control of storm water, waste water, and refuse operations.

Other opportunities to excel include the new Public Works Director embracing and continuing to promote the following:

- Community Engagement: Culver City has a high degree of civic engagement. Residents care deeply about their community and are vocal about community projects and issues. This level of community involvement leads to better decisions and is a key component of the overall decision-making process utilized in Culver City.

- Collaboration: The Public Works Department’s role in providing capital projects delivery services to all city departments provides a unique opportunity to work collaboratively with the Director’s peers on the most significant projects. This collaboration requires a strong investment in genuine relationships and value demonstration that serves the best interests of all involved.

- Capacity: Culver City’s high activity level and robust activities translates to a high performance and high-output Public Works Department.
The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Public Works Director will also possess personal traits that are essential for success and include being:

- A leader who is charismatic, yet genuine; confident, yet humble; and empowering, while maintaining accountability.
- In tune with an organization whose strength is derived from teamwork and diversity. Collaboration and cooperation are essential elements for success in Culver City, where diversity is welcome and its value is appreciated.
- A strong proponent of exceptional customer service since this mindset has brought the Department much success.
- Able to build meaningful relationships across city government, community partners, neighborhood associations, and with employees at all levels is fundamental to this position. The next Public Works Director must be politically savvy without being political, and at the same time, must be consistently motivated by what best serves the citizens of Culver City.
- Willing to be flexible and have a strategic lens on broad policy issues and be astute at framing decisions, direction, and initiatives with a cross-functional executive team.
- Experienced with project delivery, and especially alternative methods; likewise, prior experience with public-private funding of capital projects will be an asset.
- A leader who is empowering, respectful, and rooted in genuine concern for others will be appreciated both within the organization and outside its walls. Additionally, the new Public Works Director must be accessible, engaged, and lead from outside the office.
- An innovative and creative leader able to inspire the same in others.
- Adept at managing in a fast-paced and dynamic environment. Both diplomatic and decisive, the successful candidate will work with a sense of urgency and timeliness, stay positive, and keep focused on progress and continued improvement.
**Desired Qualifications**

**Education/Experience:** A Bachelor’s degree from an accredited university in civil engineering, public works administration, and five years of municipal experience, including three years at a supervisory level, preferably at division head level. A graduate degree, from an accredited college or university in public administration or business administration is desirable.

**Licenses and Certifications:** State of California Professional Civil Engineer certification is desirable.
Compensation and Benefits

The annual salary range for this position is $172,593 to $210,674. Placement within the five-step range will be commensurate with experience and qualifications. An added education incentive will be provided as follows: $4,800 annual education incentive for possession of a Master’s degree; $2,400 for Bachelor’s degree. Additionally, 5% of annual base salary will be added for possession of registration as a Civil Engineer in the state of California.

In order to attract a strong pool of candidates, the City will consider moving and relocation expenses as part of the compensation package offered to the selected candidate.

Additionally, Culver City offers an excellent benefits package including:

- **Work Schedule:** 9/80 work schedule set for City Leadership Team. Remote work available.
- **Automobile Allowance:** $375 per month.
- **Cellphone Allowance:** $60 per pay period.
- **Retirement:** CalPERS 2% @ 60 for “Classic” members and 2% @ 62 for “New” members. Employees pay 7% employee rate and 3.1% cost sharing. Candidate should be aware that the City does participate in Social Security/Medicare and matches 6.2% for Social Security and 1.45% of earnings for Medicare.
- **Deferred Compensation:** City contributes up to a maximum of $160 per pay period for employee contributions over $76.25 in 401(a) Plan. If Employee contributions are less than $76.25, match will be dollar per dollar. Voluntary 457 plan available.
- **General Leave Including:**
  - **Administrative Leave:** 112 hours per fiscal year
  - **Holidays:** 9 City Holidays, plus 48 hours floating holiday time
  - **Sick Leave:** 104 hours annually
  - **Vacation:** Accrual of 80 hours annually during the first four years of service
Compensation and Benefits continued

- **Health Benefits:** Choice of CalPERS medical plans for employees and eligible dependents, HMO & PPO available. City paid dental, vision, and life insurance for employees and eligible dependents. City provides up to $1,801 per month towards health benefits.

- **Life Insurance:** $250,000 term life policy with an AD&D feature.

- **Disability Insurance:** Short-and Long-Term Disability provided by the City.

- **Wellness Program:** $500 allowance per fiscal year for medical exam, health club membership, formal wellness programs or other medical/dental expenses not covered by insurance. City also provides monthly indoor cycling and yoga classes at local studios, at no cost to employees.

- **Employee Assistance Program:** The City provides free confidential counseling to employees and their families.
Recruitment and Selection Process

Interested candidates should apply early in the process for optimum consideration. Resumes will be evaluated upon receipt of a complete submittal. This position is considered open until filled with the first review of resumes with the City to begin on Monday, August 30, 2021. To be considered, candidates must submit a compelling cover letter and comprehensive resume via email to apply@ralphandersen.com.

Prior to final interviews, candidates will be required to sign a release form to authorize verifications to be conducted including employment history, degrees obtained, and other certifications. First round of interviews will be conducted using video technology. Second round of interviews will be in-person and will include a meeting with the City Manager, members of the Executive Leadership Team and other introductions. Tours of facilities and operations will be done with the finalist(s) candidates.

Every effort will be made to accommodate availability and schedules for top candidates. Ideally, the start date for this position will be in October/November to allow potential overlap with the outgoing Public Works Director.

Confidential inquiries are welcomed to Ms. Heather Renschler at (916) 630-4900 or to heather@ralphandersen.com. Additionally, a specific date/time for an introductory discussion with Ms. Renschler may be scheduled by emailing scheduling@ralphandersen.com.

The City of Culver City is an Equal Opportunity Employer.