

## Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$89,617—\$108,930 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRA including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month.
- Administrative Leave: 64 hours awarded on July 1 of each fiscal year.
- Paid Holidays: 14 holidays per year.

## The Recruitment Process

To apply for this exciting career opportunity, please send your resume, cover letter and City of Sonoma employment application electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager  
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

## Search Schedule

Application/Resume filing deadline..... 5:00pm, Friday, October 1, 2021

First interview date will be the week of October 18th.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

No. 1 The Plaza  
Sonoma CA 95476  
707.938.3681 phone  
707.938.8775 fax  
www.sonomacity.org



# City of Sonoma California



## Administrative and Project Manager Public Works Department

~Apply Immediately~

Application deadline is 5:00 p.m., Friday, October 1, 2021

*The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Public Works Administrative and Project Manager position. This position will plan and organize administrative services, perform project management duties including preparing and managing budgets, and provide professional level support to the Public Works Director. The Public Works Department serves the needs of Sonoma's citizens by maintaining, operating, and improving the City's infrastructure, including transportation, water distribution, storm drainage, parks and trails, buildings, and cemeter-*



## The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together year round.

## The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a community with robust non-profits, many providing traditional public services. The City of Sonoma has a staff of 39 full-time and six part-time employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is provided wholesale from the Sonoma County Water Agency (and City of Sonoma wells). Sanitary sewer collection and treatment is provided by the Sonoma Valley County Sanitation District. The Public Works Department has a staff of 20 full-time and two part-time employees.

## Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, accounting, engineering, planning, or a related field.

### EXPERIENCE:

Three years of professional level experience in public administration and project management.

### LICENSE AND CERTIFICATE:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

## The Position

The Public Works Administrative and Project Manager position reports to the Public Works Director and supports the activities of the Public Works Department. Specifically, the position will provide responsible professional, administration and technical assistance in the development, administration and implementation of Public Works Department programs and projects; plan and organize administrative services in the Public Works Department; perform project management during including preparing and managing budgets; and assist in Public Works Department management functions.

The Public Works Administrative and Project Manager position is a management position that will work on a variety of projects. The position manages the City's 5-year Capital Improvement Program and budget (3.7 million in Fiscal Year 2021-22) to support a safe, healthy and vibrant community, including transportation, water, parks, buildings/facilities, and cemetery projects. The Public Works Administrative and Project Manager will also assist with researching and preparing for the annual Public Works budget process as well as supporting and overseeing CIP project budgets throughout the year.

The Public Works Administrative and Project Manager plans and organizes administrative services for the largest department in the City, including contracts, grants, land development processes, policies and procedures, personnel, City Council reports, resolutions and ordinances,

*All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.*

## The Ideal Candidate

The Public Works Administrative and Project Manager will need to have a thorough understanding and broad management experience with municipal administration, organization and service delivery. This position will provide administrative and analytical support on Public Works initiatives, manage projects with coordination among the public and/or commissions, and serve as liaison between the Public Works Department and other agencies.

The ideal candidate will have experience managing complex projects both internally and externally. In order to be successful, we are looking for a candidate with these attributes:

### Leadership / Management / Analytical / Strategic Problem Solver

- Proven track record illustrating successful project management experience with significant accountability and stakeholder interaction.
- Experience with capital projects and budget management is highly desired.
- Excellent analytical, research and problem solving skills.
- Ability to think strategically, identify key issues in complex situations, evaluate options, and initiate roads forward for resolution.
- Leadership skills and ability to bring teams together to determine solutions and opportunities.
- Experience developing and implementing new programs, policies and procedures.

### Customer Service / Commitment to Serve / Integrity

- Exhibits a passion for his/her profession and conveys a genuine pride for public service with a commitment to honesty and integrity.
- Approachable and strives to foster healthy relationships throughout the organization and community.
- Fosters an environment that ensures superior customer experiences, a high degree of responsiveness and innovative problem solving.
- Ability to embrace opportunities for change and implement improvements, while respecting the importance of history and tradition.

### Communication / Collaboration / Teamwork

- Highly collaborative and proactively identifies opportunities to assist and collaborate with internal and external partners/customers.
- Exhibits a strong team orientation as Sonoma's Public Works Department team works closely together to address organizational as well as community challenges and opportunities.
- Exemplifies excellent communication (written and verbal) and interpersonal skills including public presentations.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.