

## Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$99,978—\$121,524 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: 80 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, Monday, February 8, 2021

First interview (via Zoom) will be the week of February 22.

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



## Operations Manager Public Works Department

Apply Immediately  
Final Filing Date: Monday February 8, 2021

*The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Public Works Operations Manager position. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions.*





## 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 culture of civility in public discourse. 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 wholesale provided 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.

## The Position

The Public Works Operations Manager position reports to the Public Works Director/City Engineer and will plan, organize, direct, manage, oversee and coordinate the activities of the water, streets, parks and cemetery divisions within the Public Works Department. The position also manages maintenance of City buildings and facilities. Specifically, the position will be responsible for development of division goals, objectives, policies and procedures; overseeing and implementing safety programs; managing the Public Works work order system; participating in Capital Improvement Program decisions; performing project management on smaller maintenance projects; preparing and managing budgets; and assisting in Public Works Department management functions. The Public Works Operations Manager manages the largest team in the City,

The Public Works Operations Manager position is a management position with broad responsibility for operations and maintenance of the City's infrastructure to support a safe, healthy and vibrant community. The Public Works Operations Manager is expected to maintain discipline and high standards necessary for the efficient and professional operation of the department. The position represents the division and department to outside agencies and organizations. The Public Works Operations Manager will coordinate assigned activities with other divisions and departments and provide highly complex staff assistance to the Public Works Director/City Engineer.

*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.*

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## The Ideal Candidate

The Public Works Operations Manager will need to have skills and experience managing water systems, streets, drainage, parks, cemeteries and facilities. Employees at this level are generally expected to perform the full range of duties as assigned.

The ideal candidate will have experience leading through change as the department fills vacant water, streets and parks supervisor positions. We are looking for a candidate with these attributes:

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

- Proven track record selecting staff members, leading teams and motivating maintenance workers
- Experienced project manager for smaller maintenance projects
- Strong commitment to the safety of the City's maintenance workers
- Fosters an environment that embraces diversity, integrity, trust, and respect
- Exemplary work ethic and high standards for performance
- Adept with technology tools that support efficient and effective Public Works operations
- 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 service, 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.
- Embraces a strong team orientation as Sonoma's Public Works Department staff work closely together to address organizational as well as community challenges and opportunities.
- Demonstrates excellent communication, (written and verbal), and interpersonal skills.

## 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 an Associate's degree from an accredited college with major course work in maintenance technology, public administration, or a related field.

### EXPERIENCE:

Five years of increasingly responsible experience in public works maintenance operations, including two years of supervisory responsibility.

### LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a Water Distribution Operator Grade 2 certificate from the State Water Resources Control Board.



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.