



**CITY OF CERES  
ANNOUNCES AN EXCELLENT  
CAREER OPPORTUNITY**

**DIRECTOR OF  
PUBLIC WORKS**

**\$11,535—14,021 Monthly (paid bi-weekly)**

**Masters Degree Education Incentive of 12%**

**(plus other EXCELLENT FRINGE BENEFITS)**

**(OPEN: March 10, 2022)**

*Until Filled*

**First review of candidates: March 28, 2022**

**City website: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us)**





**Ceres**  
California



**The City of Ceres** is located in the heart of California’s Central San Joaquin Valley, 95 miles east of San Francisco and 80 miles south of Sacramento. First settled in 1867, Ceres has a strong history and connection to the region’s diverse agriculture as its economic base. The city is home to many large industrial businesses including a WinCo Distribution Center, Bronco Winery, and G3 Enterprises, a bottle-labeling division of Gallo Wines. During the past three decades, Ceres expanded its boundaries and increased significantly in population and is now home to almost 50,000 people. Like many cities in the San Joaquin Valley, Ceres weathered a harsh economy 10 years ago and is prepared to handle the current conditions related to COVID-19. The City’s progress and development is continuous and our future is exciting. With new leadership in key positions within the City, there is a renewed commitment to change and improvement in all areas of operations.

Many residents cite the City’s proximity to a wide range of outdoor activities as one of the primary reasons to live in Ceres. With its accessible location in Central California, easy weekend or day trips to the Sierra Mountains or the Pacific Coast are common, including visiting San Francisco, Lake Tahoe, Monterey-Carmel and Yosemite National Park. While continuing to grow in size and number, Ceres residents desire the best of the characteristics that represent a “small town.” Citizens, businesses, and nonprofit community groups and organizations jointly support many local activities during the year; the annual Downtown Street Fair each May, summertime Concerts in the Park, Halloween Children’s Fun Festival, and a Christmas Tree Lane venue.

The Public Works Department operates with sixty full-time staff members with an annual budget of approximately \$27 million (not including CIP).

## THE POSITION

The Director of Public Works is a regular, full-time, administrative, at-will, exempt position. Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Works Services Department including street maintenance, facility maintenance, landscape maintenance, equipment maintenance, wastewater collection and treatment, and water production and distribution; coordinates assigned activity with to other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

The ideal candidate will have a Public Works background with excellent communication skills, ability to cultivate positive relationships, approachable, responsive, and innovative. The City is seeking a leader with emotional intelligence and knowledge of performance/change management to implement the City Council’s and City Manager’s vision. Experience working with streets, wastewater, water distribution, parks, fleet, facilities, engineering workforce are desirable.

This is an excellent opportunity for a seasoned leader to advance progressive City initiatives. The successful candidate will be offered an employment agreement based on their qualifications for the position.

## ESSENTIAL DUTIES

- Assume full management responsibility for all Public Works Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Plan, direct, and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; conduct field inspections of work-in-progress and completed projects; ensure the maintenance of safe working conditions and good housekeeping practices; meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct and review the work of contract consultants providing assistance to staff.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Keep informed of the status and availability of necessary tools, equipment, and material to ensure availability in advance of need; ensure that material and equipment are properly stored, protected, and maintained; initiate purchases of equipment and supplies required for the Department; coordinate and approve purchasing, bidding, and project cost estimation.
- Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; provide periodic reports on department activities.
- Represent the Public Works Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Participate on a variety of boards, commissions, and committees including City Council meetings.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the operation and maintenance of the City's infrastructure; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

## QUALIFICATIONS

### EDUCATION & EXPERIENCE GUIDELINES

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/Training:**

A Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, construction management, engineering, or a related field.

**Experience:**

Eight years of increasingly responsible experience in public sector construction management, public works maintenance management, or related activity including three years of management and administrative responsibility in a municipal setting.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**"Preferred Qualifications" (not required):**

Licensed as a Professional Engineer in the State of California, possession of wastewater treatment and/or water distribution certifications.

## BENEFITS

**Retirement/Pension:** The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employee Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "*Classic members*" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, e.g. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "*new members*" are enrolled in the 2% @ 62 plan and employees are required to pay 100% of the normal contribution rate as prescribed by PEPRA, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family. Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield EPO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and VSP Vision.

**Base Leave:** 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year; 80-120 hours of management leave; sick leave conversion options.

**\*Other benefits and leave subject to negotiation (mgmt. leave, incentive pay, professional development)** The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.

## COMPENSATION & BENEFITS

**TO APPLY:** You must submit a completed application on [www.calopps.org/city-of-ceres](http://www.calopps.org/city-of-ceres) and completion of the supplemental questionnaire is required.

**OPEN UNTIL FILLED—FIRST REVIEW:** **March 28, 2022**

No incomplete applications will be accepted; all information should be entered into the CalOpps system.

**TO BE CONSIDERED, YOUR APPLICATION MUST ALSO INCLUDE THE FOLLOWING:**

1. A cover letter expressing interest
2. A resume of qualifications
3. Three (3) professional references

The qualifications of each applicant, as set forth in the application will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phases of the evaluation process. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* A more detailed job description and information about the City is available on the City's web-site at: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us)

**SELECTION PROCESS:** Applications will be reviewed and candidates who possess the most desirable qualifications will be invited to interview for this position. Interviews are anticipated to be scheduled in mid to late September. The testing method may consist of a dual oral board panel and/or other skills assessment.

**HIRING PROCESS:** FINGERPRINTING & BACKGROUND: Must pass City-paid, post-offer fingerprint scan which is required before hire. A background investigation, employment check reference check will be conducted.

MEDICAL EXAM: Must pass a post-offer employment fitness medical and/or physical assessment exam and drug screen. At the time of hire, City employees must meet the I9 documentation requirements of the USCIS.

**ACCOMMODATIONS:** The City of Ceres will provide reasonable accommodations to qualified individuals with disabilities who are applicants or employees. If you need an accommodation, you must notify the Human Resources Department in writing prior to the final filing date for this recruitment.

*The City of Ceres is an Equal Opportunity Employer Committed to Diversity*

If you have any questions, please contact Shirley Ventura at  
[Shirley.ventura@ci.ceres.ca.us](mailto:Shirley.ventura@ci.ceres.ca.us) or **209-538-5747**  
City of Ceres, 2220 Magnolia Street, Ceres, CA 95307

ANNOUNCEMENT DATE: March 10, 2022