

# ASSISTANT DIRECTOR OF OPERATIONS SERVICES CITY OF PLEASANTON, CALIFORNIA





## THE COMMUNITY

The City of Pleasanton, with a population of just over 70,000, has the well-deserved reputation of being one of Northern California's premier communities to live, work and raise a family. Situated 45 minutes southeast of San Francisco, Pleasanton is easily accessible due to its proximity to two major highways (I-680 and I-580) and the BART system. A number of well-known companies (Kaiser Permanente, Safeway, Oracle and Roche Molecular Systems to name a few) have a major presence in Pleasanton, whether on their own campuses or in one of the City's many business parks. The City boasts a highly educated and skilled workforce and is often referred to as the "second Silicon Valley".



Shopping opportunities abound in the City, from the very successful and diverse regional mall, the Stoneridge Shopping Center, to Pleasanton's historic downtown. The latter, a pedestrian friendly destination, includes the quintessential Main Street lined with unique boutiques and tempting restaurants. Many events are held under the Pleasanton arch in downtown, which has become a gathering place for its residents.

The strong community heritage in Pleasanton is seen in its appealing, family-oriented neighborhoods with well-cared for homes and manicured parks and trails. The City's unique amenities include the recently restored Alviso Adobe which provides a historic and cultural interpretive experience and a glimpse into three significant periods of the City's history. There are four golf courses in the immediate area, including the City's own Callippe Preserve Golf Course, rated in the top ten of "America's Best New Public Golf Courses" by Golf Digest. The Firehouse Arts Center, a historic fire station built in 1929, will celebrate its three year anniversary in September. The facility features a 227-seat flexible studio theater, an art gallery space, two large art classrooms, and a spacious grand lobby. This latest addition will add to the economic vibrancy of the historic downtown.

Pleasanton schools are considered a community asset. Twelve out of 14 Pleasanton schools received the California Distinguished School designation and the district is proud to have talented students with SAT scores that are among the highest in Alameda County. The highly committed and involved group of community members contribute to the City's quality of life. Consequently, Pleasanton has been selected as a "best city to live" on a number of occasions.



## THE VISION

Within the organization, the City has adopted a set of values to govern the way we do business. This vision is now the guiding force in our organization. We have committed that our organization:

- Provides excellent customer service at all levels;
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count;
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities;
- Fosters open and honest communication among all employees, across all departments and with the public;
- Is driven by clear objectives where strong performance is rewarded;
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving;
- Values all members of the organization and the community.



## THE OPERATIONS SERVICES DEPARTMENT

The Operations Services Department (OSD) is located at 3333 Busch Road in Pleasanton and is comprised of approximately 100 employees who are responsible for maintaining the City's infrastructure. The OSD is organized into the following divisions: Administration, Energy and Sustainability, Facility and Fleet Maintenance, Park Maintenance, Sewer, Water, Water Conservation, Storm Drains, Streets, Signs and Street Lights, and Utility (Water and Sewer) Billing.

## THE POSITION

The Operations Services Department is structured with two Assistant Directors sharing the divisions of the department and serving under the general direction of the Director. The current vacancy is responsible for Streets, Signs and Street Lights and Utilities with some responsibilities in Energy and Sustainability. The Assistant Director manages the everyday operations of assigned divisions, which includes supervising staff, establishing and/or auditing programs, developing and maintaining budgets and negotiating contracts. In addition, the position will be expected to serve as a liaison with other City departments as well as outside groups. Strong communication, presentation and management skills will be a key component to the success of the position.



## THE IDEAL CANDIDATE

The City is looking for a strong manager and supervisor to take over the daily operations of the Streets, Signs and Street Lights and Utilities divisions. Considerable experience in developing programs, managing budgets and programs, and supervising personnel is desirable. The divisions are well staffed with technical expertise lending this position's success to excellent management, organizational, communication, budget and supervisory skills.

The ideal candidate will have knowledge of general principles and practices of management, supervision and operations in assigned divisions with significant goal setting and program and budget development experience. Effective employee supervisory skills including selection, training, evaluation and discipline are a must.

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job will qualify for the position. A typical way to accomplish this includes graduation from an accredited college with a bachelor's degree in a related field and five years of relevant and progressively responsible supervisory experience. Possession of a valid, Class "C" California Drivers License and satisfactory driving record is required.



## WHY THIS IS AN ATTRACTIVE OPPORTUNITY

Pleasanton is committed to providing the best, most innovative and responsive problem-solving services. Other reasons include:

- The City has built a reputation for success and is committed to a promising future.
- It is a city that is applauded for its deliberate and planned progress – from its community development to its organizational growth.
- Pleasanton is a fiscally stable municipality with a management team that values organizational and community-wide problem-solving.

## ABOUT THE OPERATIONS SERVICES DIRECTOR

Daniel Smith joined the City of Pleasanton in February of 2000 as the Utilities Superintendent and was appointed Director in 2008. With 24 years of experience in the field, Daniel is an excellent resource from both the technical and management side of operations and looks forward to sharing his knowledge with the next Assistant Director. Daniel has been the cornerstone of the department's technological advances and development over the years with an emphasis on customer service. He is a direct communicator and is respected by all in the department, City and outside organizations.

## COMPENSATION AND BENEFITS...

Original appointment up to a maximum of \$11,100 monthly

Choice of one of three  
comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$100,000

11 Paid Holidays

7 Floating Holidays

Paid Sick Leave

Long & Short Term Disability Plans

Annual Vacation beginning with 10 days

PERS Retirement Plan



## TO APPLY...

If you are interested in this outstanding opportunity, please consider submitting your application online by June 28, 2013 at:

[WWW.CI.PLEASANTON.CA.US](http://WWW.CI.PLEASANTON.CA.US)

**OR BY MAIL TO:  
ATTN: DEBRA GILL  
HUMAN RESOURCES MANAGER  
CITY OF PLEASANTON  
P.O. Box 520  
PLEASANTON, CA 94566**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to an oral board interview with the City, tentatively scheduled for the week of July 15, 2013. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held with the Director of Operations Services. Candidates will be advised of the status of the recruitment following selection of the position. If you have any questions regarding this recruitment, please contact Debra Gill at (925) 931-5054.

