The Community
The City of Santa Clara (pop. 120,973) lies at the center of the Silicon Valley just 45 miles south of San Francisco. Incorporated in 1852, it is a city rich with history. The eighth of 21 California missions is located on the grounds of Santa Clara University, the oldest institution of higher learning in California.

The City of Santa Clara enjoys over 300 days of sunshine annually; beautiful tree-lined streets offer residents a wide array of pleasant neighborhoods. Residents have access to an abundance of cultural and recreational opportunities, including a theme park, museums, theater productions, and a summer concert series. Santa Clara amenities also include an award winning Convention Center, numerous community and recreation centers, an International Swim Center, retail shopping, restaurants, and medical facilities. All this coupled with award-winning schools and a low crime rate help make Santa Clara a very attractive place to live and work.

The community is characterized by a small-town feel, while continuing to support high-tech businesses and prosperous industry. With a strong high-tech presence in the area, many of the world’s largest technology corporations are based in Santa Clara resulting in a population that nearly doubles during the day. Intel, Applied Materials, Agilent Technologies, Marvell, and NVIDIA are just a few of the companies that have established their headquarters in Santa Clara.

Economic Development remains a key priority for the City of Santa Clara. Directly tied to Santa Clara’s economic development efforts is to promote and enhance economic and housing development. Current development projects include new corporate campuses, Class A office buildings, housing, retail, entertainment centers, and mixed use. The largest project is located near Levi’s Stadium (a 68,500 seat NFL stadium, home of the San Francisco 49ers, as well as the site of Super Bowl 50 in 2016). City Place Santa Clara is a 9 million square foot multiphase office, retail, hotel and residential complex that is being planned on 230 acres of City owned land.

City Government
Santa Clara is a full-service Charter City with a Council/Manager form of government. The City Council consists of a Mayor and six Council Members. The City Council are elected at-large and serve a term of four-years each. The Police Chief and City Clerk are also elected at large. The City Manager, City Attorney, and City Auditor are appointed by the City Council. The City Manager is the Chief Executive Officer for the City and appointing authority of employees.

The City also has its own $66.4 million water and sewer utility; and unique to municipal government, operates its own $346.4 million electric utility (Silicon Valley Power). As a result, The City of Santa Clara creates an environment where business can thrive and proudly offers lower energy rates and the lowest combined utility rate in all nine Bay Area counties.

The City's total 2015-2016 fiscal year budget is $719 million. The City is in the midst of an effort focused on increasing revenues, reducing expenditures, and bringing ongoing expenditures into alignment with ongoing revenues. Santa Clara’s talented and committed workforce of 1,054.5 full time equivalent employees are dedicated to meeting these challenges.

City of Santa Clara is a national leader in incorporating community ethics and values into local government. The organizational culture is characterized by ethical decision-making and leadership, innovation, and creativity. The City adopted an updated Code of Ethics & Values that was designed to increase public trust and confidence in government by promoting and maintaining the highest standards of personal and professional conduct among the people who work in or represent the City. Santa Clara’s use of values as guidelines for public service has received national attention and has become a model for other communities seeking to infuse a higher level of integrity into municipal government.
**Department Mission Statement**
The mission of the Water and Sewer Utilities is to provide customers with a dependable supply of safe potable water, and collect, treat and dispose of wastewater in an efficient, cost effective and environmentally sound manner.

**The Position**
Under the general direction of the Director of Water and Sewer Utilities, the Assistant Director will be responsible for the day-to-day operations of the department and will exercise independent judgment and discretion in managing the department, formulating administrative policies, and act as Director in the Director’s absence. The Department is comprised of the following divisions: Water, Sewer, Recycled Water, and Solar Utilities. This is an “at-will” position and the person selected will demonstrate strong ethical, professional, and service-oriented leadership and interpersonal skills as well as set a good example and correctly apply the tenets of the City’s Code of Ethics and Values. In discussions with the Director and other representatives from the City, the following attributes and experience were noted to be components of the ideal candidate (in addition to what is described in the formal job description):

- A generalist with strong problem solving skills.
- A person who has excellent interpersonal skills.
- A team leader, who can accomplish goals and objectives department wide.

- A mentor, with the ability to implement succession planning for the department.
- Strong budgeting and finance skills.
- Able to manage the day-to-day operations and identify opportunities and impacts to the department.
- Strong regulatory and legislative analysis.
- Believes in the tenet that safety comes first.

Education and experience equivalent to a Bachelor’s degree in Engineering or related field along with four (4) years of increasingly responsible experience in the industry; a Master’s degree in Engineering, Management, Business or Public Administration is desirable. Also, possession of a Water Distribution Operator’s Certificate D4 issued by the California Department of Public Health is required, possession of a D5 certification is highly desirable and may be required within two (2) years of appointment.

A Grade 3 Wastewater Collection Maintenance Certificate issued by the California Water Environment Association and/or registration as a Civil Engineer by the California State Board of Registration for Professional Engineers is/are highly desirable.

**The Compensation**
The City of Santa Clara offers a highly competitive compensation and benefits package. The Assistant Director of Water and Sewer Utilities’ annual salary is expected to be set at 85% of the Control Point, which is approximately $151,392, upon appointment. Hiring above 85% of the Control Point of $178,116 may be considered based on qualifications and years of experience. Through time the incumbent of an unclassified position has the opportunity to reach 110% or $195,924 of the Control Point. Appointment above the Control Point is subject to approval by the City Council.

**Retirement – Classic Employees:**
2.7% at age 55 – employee pays approximately 8% of gross pay, minus
To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.

Also provided by the City are LTD, SDI, Paid Family Leave, Tuition Assistance, Emergency Paid Leave, Family Medical Leave, Employee Assistance Programs/Plans and an Alternate Work Schedule Program (eight 9-hour days and one 8-hour day per bi-weekly pay period for employees, with City Manager approval).

**Search Schedule**

- Resume filing deadline ............................................... September 21, 2015
- Preliminary Interviews .................. September 22 through October 8, 2015
- Recommendation of Candidates ....................... October 13, 2015
- Panel interviews ............................................................ October 29, 2015
- Final interviews ..............................................................October 30, 2015

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

**Deferral Compensation**

- Voluntary plan.

**Retiree Medical Reimbursement Plan**

Employees who retire from the City with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum. Up to age 65, retirees are eligible for reimbursement up to $326/month in 2015 (amount adjusted annually). After age 65, retirees are eligible for reimbursement up to $195/month in 2015 (amount adjusted annually).

**Holidays**

- Thirteen (13) paid eight-hour holiday per calendar year.

**Auto Allowance**

- alternative to mileage reimbursement or use of a City vehicle - $200 per month (up to $500 with City Manager approval).

**Mobile Phone Allowance**

- $80 per month in lieu of carrying a City-issued cell phone.

**Flexible Spending Account**

- Section 125 Plan - pre-tax dollars for health care ($2,550 limit), dependent care ($5,000 limit), and/or commuter benefits ($130 per month).

**Vacation**

- Based on years of service, starting with 80 hours per year after six months of service.

**Sick Leave**

- Accrual equivalent to 12 days (96 hours) per calendar year.

**Management Leave**

- 80 hours per calendar year.

$61 bi-weekly. New Employees:
- 2.0% at age 62 – employee pays 6.25% of gross pay.

**Social Security and Medicare (FICA)**

- Employee pays 6.20% (Social Security) and 1.45% (Medicare) of gross pay.

**Health Insurance**

- Choice of health insurance plans provided through PERS Health Insurance Program, with a health allocation of $745.74/month (reimbursement provided if allocation is not used to pay for health or LTD premiums). Employee pays for additional premiums above the health allocation.

**Dental Insurance**

- Choice of two Delta Dental plans, Employee pays premiums.

**Deferred Compensation**

- Voluntary plan.

**Retiree Medical Reimbursement Plan**

Employees who retire from the City with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum. Up to age 65, retirees are eligible for reimbursement up to $326/month in 2015 (amount adjusted annually). After age 65, retirees are eligible for reimbursement up to $195/month in 2015 (amount adjusted annually).