

City of Oxnard, California

Special Districts Manager

Annual salary range: \$89,128.00 to \$147,284.80 DOE DOQ

The city provides an excellent benefits package.

Application deadline: Monday, July 19, 2021.

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with almost 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture.

The City of Oxnard is recruiting for a Special Districts Manager to join the Public Works Department, which consists of almost 500 budgeted FTEs and is responsible for the design, construction, renovation and operation of public projects ranging from seawalls to wastewater treatment plants; sewers; water; libraries; parks; facilities; and maintenance of streets, sidewalks, streetlights and street trees. The Department's executive team is committed to delivering projects and programs that enhance quality of life, economic growth, public health, and the environment to all residents. The Public Works Department is comprised of several divisions with an operating and capital budget of over \$332,000,000. Three Assistant Directors oversee the following key divisions: Water and Recycled Water, Wastewater, Engineering and Capital Projects, Environmental Services, Parks, Street, Facilities, Special Districts, Fleet Services, a City-owned 36-hole golf course, and the Oxnard Transit Center.

This is a unique opportunity for an individual who enjoys regularly interfacing with a variety of community stakeholders and excels at finding creative solutions to complex challenges. Although housed in the Public Works Department, this high profile position will work closely with several City departments, including the City Manager's Office and Mayor's office. Strong project and financial management skills are essential. The incumbent will plan, organize, coordinate, supervise, and administer the City's maintenance districts, including the Landscape Maintenance Districts (LMD), Waterway Assessment Districts, the Streetlight Maintenance District, and other special maintenance districts that may be created by the City of Oxnard. This position also oversees the work of staff and contractors/consultants and ensures

contractor compliance with agreements; monitors budgets; maintains cooperative working relationships with various representative boards, and public agencies; makes presentations before the City Council and committees; and performs other related duties as required. The incumbent manages contracts and works very closely with the various association boards regarding maintenance, budgets, and other issues. The City currently has 43 special districts and a division budget of \$15 million.

The ideal candidate will be an effective manager and communicator, with high integrity and excellent interpersonal skills necessary to communicate with different audiences of all levels, and to manage expectations of community groups and key stakeholders within the City. The successful candidate will be a collaborative and creative problem-solver with a solid understanding of city special financing and maintenance districts. This position requires a positive and energetic leadership style with a willingness to take a "hands on" approach to develop a team-oriented working environment within the division. Strong analytical and project management skills as well as the ability to develop and recommend comprehensive solutions are required. Past experience in contract administration, budgets development and administration, management analysis, and working with community organizations and commissions are a must.

Candidates must have a Bachelor's Degree in Business Administration, Public Administration, Parks and Recreation Administration, or a closely related field. A Master's Degree is preferred. Four (4) years of experience in Special District Administration, and one (1) year of experience at a supervisory level is required for this role. Positions in this classification are represented by the Oxnard Mid-Managers Association (OMMA).

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://www.cpshr.us/recruitment/1798>

For additional information, please contact:

Kylie Wilson
CPS HR Consulting
916-471-3325

To view an online brochure for this position visit: <https://www.cpsr.us/recruitment-solutions/executive-search>

The City of Oxnard website: <https://www.oxnard.org>



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The City of Oxnard is an equal opportunity employer.