



## THE COMMUNITY

The City of Costa Mesa boasts of being one of Orange County's leading cultural and business centers. Located 37 miles southeast of Los Angeles, 88 miles north of San Diego and 475 miles south of San Francisco, Costa Mesa encompasses a total of 16 square miles with its southernmost border only 1 mile from the Pacific Ocean. The City is home to a diverse population of approximately 113,440 residents. The local economy is primarily based upon retail commercial business and action sports industries such as surfing, skateboarding, and snowboarding.

Costa Mesa offers 28 parks, 2 municipal golf courses, 20 public schools and 3 libraries. Additionally, Costa Mesa is home to Orange Coast College and Vanguard University as well as Whittier Law School and National University.

The Orange County Performing Arts Center, Renee and Henry Segerstrom Concert Hall and Theatre, Fair and Event Center, South Coast Repertory Theater and South Coast Plaza are prominent centers of cultural and economic activity within the City. The South Coast Plaza shopping center is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza, on the strength of 322 stores, places it among the highest volume regional shopping centers in the nation.

Costa Mesa residents enjoy an ideally mild Southern California climate. The City's location provides easy access to many of Southern California's major attractions such as beaches, mountain areas, high and low deserts, Disneyland, Knott's Berry Farm, Palm Springs and Los Angeles with its sports arenas and major league teams. Surrounded by the cities of Newport Beach, Irvine, Huntington Beach, Fountain Valley and Santa Ana, Costa Mesa is in an area where it is wonderful to live and work.

## THE DIVISION

The Public Services Department is comprised of four divisions: Administration, Transportation Services, Engineering, and Maintenance Services. The Transportation Services Manager is a Division Manager who oversees 7 full-time staff members that work together with the goal of providing for the safe and efficient movement of vehicles, pedestrians, and bicyclists within the City's public right-of-way.

The Transportation Services Division consists of two sections: the Traffic Planning Section is responsible for monitoring existing traffic conditions; forecasting future traffic demands, conducting investigations and developing remedial measures to improve existing conditions as well as planning adequate transportation infrastructures to meet future traffic demands and system circulations to year 2025 and beyond. This Section is involved in the review and mitigation of citywide traffic impacts resulting from private development projects. Transportation Planning is also responsible for the implementation of the Master Plan of Bikeways (MPB), the Master Plan of Highways (MPH), Congestion Management Program (CMP), Transportation Demand Management (TDM) programs, and the Circulation Element of the City's General Plan. The Traffic Operations Section monitors the existing traffic conditions, oversees the citywide computerized traffic signal system through signal timing, coordination and progression on major arterials. This section also monitors traffic flow via a series of Closed Circuit Television Cameras (CCTV) to adjust signals and manage incidents and events that result in increased traffic congestion. Traffic Operations designs and installs new traffic signals and monitors and

## CITY GOVERNMENT

A general law city, Costa Mesa has a council-manager form of government. Voters elect a five-member City Council at-large. The Mayor and Mayor Pro-tem are selected by their peers. Allan L. Roeder has served as Costa Mesa's City Manager for more than 20 years. City services are delivered with the assistance of 611 full-time staff and the General Fund budget of \$110.3 million for FY 2007-08. It is the City's priority to embark on an aggressive capital improvement program and has allocated \$7.2 million to include improvements of streets, curbs, sidewalks, parks, and traffic signals.

As the newest member of the City's management team, the incoming Transportation Services Manager will join a highly collaborative group of dedicated managers and executives who are mutually committed to the organization's success. Department directors rely on their division heads expertise and talent to lead and manage their divisions fairly autonomously so that they can dedicate their attention to the City Manager, City Council and the City's strategic direction.



## THE POSITION

The Transportation Services Manager is responsible for planning, organizing, and supervising the work of professional and subprofessional traffic engineering personnel engaged in the collection and analysis of traffic flow data; the preparation of plans and recommendations for management of pedestrian and vehicular movements; the design and implementation of traffic control devices, including, but not limited to, synchronized traffic signal system, CCTV cameras, electronic speed signs, etc.; and the preparation of plans and specifications for the installation and modification of street lights and traffic signals. The position also oversees the General Plan's circulation elements and the City's traffic model, as well as the review of development plans, related traffic studies, and oversees major transportation improvement projects. Work also involves the direction of personnel engaged in the manufacture and erection of traffic signs and street marking. Programs are developed and executed with considerable technical independence according to accepted traffic engineering principles and in conformance with broadly established policies and procedures. Work requires extensive verbal and written contact with a variety of governmental agencies, private industry and community groups.

## THE IDEAL CANDIDATE

### Experience, Education & Training

The ideal candidate possesses extensive experience in the field of traffic engineering and transportation planning, including considerable supervisory and administrative experience. Graduation from a four year college or university with major course work in civil engineering, traffic engineering, transportation or related field is required. Certification as a registered Civil Engineer by the State of California and registration as a Traffic Engineer by the State of California are desirable. Ideal candidates will bring a proven track record of planning and directing the work of a staff of professional traffic engineering personnel; evaluating technical traffic engineering information to arrive at valid decisions; presenting technical information effectively to various audiences including City Council, Commissions and other civic groups; and establishing and maintaining effective working relationships with employees, vendors, City officials, and the public. Successful performance also includes knowledge of traffic engineering and transportation planning principles and procedures, including an understanding of computerized traffic models and multi-model concepts; local, regional, State, and Federal transportation management; statistical and research procedures as they apply to traffic engineering problems; electrical design, the operation of electrical traffic control devices and computerized traffic control systems; and current management practices relating to budgeting and grant administration.

### Leadership Qualities & Management Style

In addition to the previously identified qualifications, Costa Mesa's next Transportation Manager will display the following professional attributes and skill strengths:

- Proactively shares information and welcomes input from staff at all levels
- Known for being a role model who exemplifies high standards and uncompromising integrity
- Accessible and outgoing
- Demonstrated ability to mentor and develop subordinates
- Sophisticated and resourceful problem solver
- Forward thinking with the ability to incorporate long range planning into a standard business practice
- Ability to anticipate and plan for probable challenges before they materialize
- Familiarity with budget/financial management of projects
- Inclusive and collaborative
- Good public speaking and excellent writing skills are essential for this position
- Comfortable interacting with a wide variety of audiences
- Creative problem solver



## COMPENSATION & BENEFITS

Salary – Appointment will be made within the range of \$101,436 – \$135,936 and will be DOQ

Retirement – The City is a member of the CalPERS system and offers the 2.5% @ 55 formula. Employees contribute 1% of their salary on a pre-tax basis towards the enhanced 2.5% @ 55 CalPERS retirement formula, anticipated to become effective on 10/1/08. The City does not participate in Social Security; however, federal mandate requires new employees to contribute 1.45% of wages to Medicare.

Health Insurance – Full contribution toward employee and family medical, dental and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2008 is \$1,446 per month.

Life Insurance – Costa Mesa provides a \$50,000 term life insurance policy. Supplemental life, short-term disability and/or cancer insurance are available.

AD&D Insurance – The City provides a \$50,000 accidental death and dismemberment insurance policy.

Deferred Compensation – In addition to a voluntary 457 deferred compensation plan, Costa Mesa offers a 401(a) deferred compensation plan through ICMA, with a City match of 0.5%.

Retirement Health Savings – Additionally, the City contributes 1% of base monthly salary to the employee's retiree medical account through ICMA, with a regular matching 1% of base salary contribution by the employee.

Leave – Ten executive leave days per year prorated to be used within the calendar year with additional executive leave (5 days) upon approval of the City Manager. Twelve paid holidays per year, including 16 floating holiday hours. Twelve sick leave days granted annually. Vacation is accrued in accordance with tenure ranging from 11.5 days per year to 26.5 days per year (20+ years of service).

Professional Development – Up to \$1,000 annually to be used for a variety of activities or professional memberships.



## APPLICATION & SELECTION PROCESS

First application review date is Wednesday, April 30, 2008. To be considered for this opportunity, please submit a detailed resume, including specific employment duties, population and employment size of agencies worked, breadth of functions supervised, salary history, and a list of six professional references representing various organizational levels.

All application materials should be submitted to:

Julie Creagh, Human Resources Analyst  
Human Resources Division  
City of Costa Mesa  
P.O. Box 1200  
Costa Mesa, CA 92628-1200



City of Costa Mesa, California  
Invites applications for

# TRANSPORTATION SERVICES MANAGER

