



# City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

## Employment Opportunity

### STORMWATER PROGRAM MANAGER

SALARY: \$74,904 – \$101,035

**DEFINITION:** Plans, coordinates, implements, and oversees the City's stormwater quality management program and related programs, projects, and initiatives. Participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; analyzes program requirements and prepares policy recommendations on various City functions and operations pertaining to stormwater regulations; makes necessary changes in procedures to meet regulatory requirements; ensures City-wide compliance with requirements; researches and interprets proposed environmental legislation, lawsuits, and actions by other municipalities for potential impact to City-wide programs and policies. Coordinates assigned program activities with those of other City departments and staff as well as federal, state, and local agencies to meet program goals and objectives; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment. Ensures that the City complies with Total Maximum Daily Load (TMDL) requirements; participates on various committees regarding TMDLs; reviews, comments, and prepares reports as necessary. Represents the City in the Ventura Countywide Stormwater Quality Management Committee and various stormwater subcommittees; reviews, analyzes, and comments on various requirements, materials, and forms. Meets with state and local regulatory agencies to negotiate permit and related stormwater quality requirements; attends and provides information at Regional Water Board meetings as well as Regional Board staff meetings and various stakeholders meetings; prepares technical reports, City Council agenda items, and presentations for City Council and Regional Board members on permit and related stormwater regulatory issues. Directs, assigns, and monitors the work of field inspection personnel and private contractors responsible for maintaining the storm drain system, inspecting construction sites, businesses, and industries, responding to illicit discharges, and other duties related to the stormwater program. Prepares, administers, and monitors of assigned program budget(s) and fiscal activities; tracks expenditures; monitors current benefit assessment revenue and investigates other potential funding sources; prepares requests for proposals and purchase orders; administers service contracts for activities related to the program.

**EDUCATION/QUALIFICATIONS:** A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, environmental science, or a related field. Three years of experience performing general administrative and program coordination work in a similar type of program or technical area. Some supervisory experience is desirable. Possession of a valid California driver's license at a level appropriate to the equipment operated. Successful completion of P.O.S.T. 832 P.C. course within six months of employment.

**KNOWLEDGE/SKILLS:** Knowledge of operational characteristics, services, and activities of the stormwater quality management program and related programs, projects, and initiatives. Principles and practices of program development and administration. Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Public administration principles and practices. Principles of lead supervision and training. Basic principles and practices of budget preparation and administration. Pertinent federal, state, and local laws, codes, and regulations including the federal clean water act and other legislation regulating stormwater discharges. Stormwater treatment technologies and practices. Ability to participate in planning, organizing, directing, coordinating, and evaluating the stormwater quality management program and related programs, projects, and initiatives. Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative. Participate in the development and administration of program goals, objectives and procedures. Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems. Prepare clear and concise technical, administrative and financial reports.

**RECRUITMENT SCHEDULE:** City application and supplemental questionnaire must be received by:

**5:00 P.M. FRIDAY, JUNE 15, 2018**

**APPLICATION PROCEDURE:** To be considered for this position, please submit City application and supplemental questionnaire to: Human Resources, City of Camarillo, 601 Carmen Drive, Camarillo, CA 93010 or send via email to [employment@cityofcamarillo.org](mailto:employment@cityofcamarillo.org)

Please visit [www.cityofcamarillo.org](http://www.cityofcamarillo.org) for recruitment material. To have an application mailed, please call (805) 383-5633 (leave message). We do not accept faxes or postmarks after the recruitment has closed.

**SCREENING PROCESS:** Applications and supplements will be screened and only those candidates best suited to the needs of the City will be invited to continue in the recruitment process. Post offer physical including drug testing, fingerprinting and credit check for some positions required. All applicants meeting the minimum qualifications are not guaranteed advancement through subsequent phases of the recruitment process. A full job description is available on City of Camarillo website.

## **City of Camarillo**

The City of Camarillo, a community of 69,924 situated in a fertile agricultural plain near the coast of Southern California, blends rural and urban features into one unique and appealing lifestyle.

Incorporated in 1964, Camarillo has evolved into a thriving city that today is very much like its founders envisioned, dedicated to preserving its Spanish land grant heritage without sacrificing the economic growth that is vital to the city's continued existence.

The balanced approach to development and preservation is carefully maintained by the City's officials, who work closely with local businesses, residents and community leaders to ensure that the qualities which make Camarillo so attractive today are not overlooked in the competition for new development tomorrow.

We invite you to "Discover Camarillo" by exploring the pages of our web site and to see for yourself why we think Camarillo is a great place to live, work and play!

## **Employee Benefits**

- **Retirement** – All regular employees are enrolled in CalPERS. "Classic" members: 2% @ 55; City pays the employee contribution. "PEPRA" members: 2% @ 62; employee contributes 6.75% of salary.
- **Social Security** – The City does not participate in Social Security. Receiving a CalPERS benefit may affect your Social Security upon retirement. For further information contact a Social Security office or [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945).
- **Medicare** – Employees hired after April 1, 1986 are required to contribute 1.45% of earnings, with an equal amount paid by the City.
- **Defined Contribution** – The City contributes 7% of employee's gross salary to a 401a Plan.
- **Deferred Compensation** – Employees have the option to contribute to a 457 Plan up to the maximum allowed by law.
- **Health Insurance** – The City contributes \$133 per month towards a selection of plans. Health insurance is effective the first of the month after date of hire.
- **Flex Benefit/Cafeteria Plan** – \$1,319 monthly, which may be applied toward health insurance premiums. Unused money may be taken as cash, payable twice a month.
- **Dental/Vision Insurance** – City pays premium for employees and dependents. Dental/Vision insurance is effective the first of the month after date of hire.
- **Life Insurance** – City-paid term life insurance equal to the employee's annual salary, plus \$5,000, rounded up to next \$5,000 and dependent life insurance of \$2,000 per dependent, is provided.
- **Short/Long Term Disability** – City pays premium for employees. Eligibility period: 0 days for injury/hospitalization or 7 days for an illness.
- **Retirement Health Savings (RHS) Plan** – Specified employee groups are mandated to participate in the RHS Plan.
- **Holidays** – 11 days (88 hours) plus 3 floating holidays (24 hours) per year.
- **Management Leave** – Executive and mid-management exempt employees receive 32-80 hours per year.
- **Vacation** – Vacation is determined by number of years of service. (0-4 years = 80 hrs; 5-9 years = 120 hrs; 10-14 years = 160 hrs; 15+ years = 168-200 hrs). Employees are eligible to use vacation after 6 months of employment.
- **Sick Leave** – 96 hours per year.
- **Comprehensive Annual Leave (CAL)** – Sanitary District Only. Combined vacation, sick and floating holiday leaves. (0-4 yrs = 160 hrs; 5-9 yrs = 200 hrs; 10-14 yrs = 240 hrs; 15+ yrs = 248-288 hrs)

*Benefits listed may not reflect all benefits offered. Not all benefits apply to all positions. Regular, part-time employees receive pro-rated benefits. Additional information is available by contacting Human Resources.*

## **Equal Opportunity Employer**

The City of Camarillo is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability.

Individuals with disabilities requiring reasonable accommodation in the recruitment process must inform the Human Resources Department in writing no later than the closing date.

The provisions of this flier do not constitute a contract, expressed or implied, and any provisions contained in this flier may be modified or revoked without notice.