



The City of Citrus Heights is seeking a full-time Traffic and Signal Operations Supervisor with strong supervisory, project management, and customer service skills to join the City's Engineering Division. The position, reporting to General Services Director, will be responsible for work related to the maintenance and improvement of the City's traffic and signal operations. As part of the City's General Services Department, the Engineering Division is responsible for a variety of areas including development review, construction inspection, assessment district administration, capital improvement program development, traffic/transportation engineering and planning, storm water drainage planning, inspections, engineering, and community outreach to residents and businesses affected by construction projects.

### The Position

The position will be involved in a variety of projects that are intended to enhance the City's transportation modes incorporated into the City's roadways and traffic coordination movement. The position will review, design, assess, and oversee projects related to the City's Traffic Signal Management System, coordinate the city-wide street lighting study, participate in street and road construction projects, and will be an active member of the City's Traffic Management Team. The position will provide oversight of the red light monitoring system, the traffic signal timing, and manage database systems for monitoring and evaluating various contract services. This position will be responsible for future transportation/traffic planning, traffic safety improvements, and special projects as assigned.

### Ideal Candidate

- Possesses knowledge of principles and practices of electric power, lighting, and electronic control circuits as applied to traffic control devices.
- Demonstrates the ability to plan, organize, direct and supervise traffic and signal operations including, development and maintenance of City signal and street lighting standards.
- Understands, interprets, and can apply traffic signal operation codes and ordinances, rules, regulations, and guidelines in accordance with pertinent local, State and Federal laws and practices.
- Demonstrates the ability to interact with other agencies regarding traffic signal coordination issues, and participate in City committees and work groups to improve traffic safety.
- Demonstrates project management skills that include budget preparation, cost estimate projection and analysis, monitoring and control of expenditures.
- Has the ability to plan, coordinate and oversee day-today capital improvement projects for a variety of traffic signal and control equipment and system expenditures.
- Enjoys the challenges of simultaneously running multiple projects in a demanding and fast-paced environment.
- Works collaboratively with consultants, contractors, utilities, and other City departments and staff members.
- Is highly organized and possesses strong administrative abilities in monitoring contractor performance and contract compliance.
- Focuses work effort to carry out the City's Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates "a better way of doing things" by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered equally and with respect, basing actions on honor and ethics.

### About the City of Citrus Heights

Citrus Heights, located in Sacramento County, California, is an established densely populated suburban community with a population of approximately 90,000. A well-developed commercial base exists within its 14-square mile radius. The City also has numerous creeks winding through neighborhoods that provide drainage for the community. The City has approximately 200 employees serving the community. Careful planning and strategic decisions have created a sound fiscal condition for the City, which now has a \$70 million annual budget and over \$30 million in General Fund reserves. The City helped to create 10 neighborhood associations and a business improvement district for its central commercial corridor. These organizations are vibrant and communicate regularly with the City. In response to this highly involved citizenry, our work environment is fast-paced and customer-driven. We expect and encourage our employees to use initiative, be flexible and go the extra mile to provide a high level of customer service internally and externally.

### Compensation and Benefits

**Traffic and Signal Operations Supervisor, \$76,450 - \$91,740 annually. The hiring salary may be set anywhere within the salary range, based on a candidate's experience and current compensation.** The City has a unique Pay-for-Performance system that recognizes employees for their accomplishments and compensates them with a base salary increase on an annual basis per individual performance. This unique system replaces the traditional step system and annual COLA. You will have the ability to differentiate yourself and your related compensation. This unique and powerful system is a core component in the City's human resources system.

## Traffic & Signal Operations Supervisor

\$76,450 - \$91,740

*Salary range effective 10/1/2008*

*Recruitment closes: 5:00 pm  
September 12, 2008*

## Compensation and Benefits, continued...

The City offers first class benefits, including: 100% City-paid CalPERS retirement (2.7% @ 55); 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; \$1,284 monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$500/month cash-out may be added to salary or deferred compensation; and fully paid dental, vision, and long-term disability insurance. The City does not participate in Social Security, but does participate in State Disability Insurance (SDI). In addition, the Traffic and Signal Operations Supervisor is a part of the City's management team; the position receives 80 hours of Management Leave, a \$100,000 life insurance policy, and up to a 3% City-matching 457 deferred compensation contribution.

## Minimum Qualifications

A summary of the minimum qualifications for the position is listed below. The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications requirements does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City will be invited to the next step(s) of the selection process. Additional information is available in the job description which is available on-line or by request.

- **Experience and Training:** Four years of increasingly responsible experience in traffic signal operations, design, installation and maintenance including one year of responsibility in a lead role.
- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in electrical engineering, electronics, computer science or a related field.
- **License:** Possession of a valid California driver's license and proof of automobile liability insurance are required by the position. Possession of certifications and memberships in various traffic signal operations is highly desirable.

## Application Process

To be considered for this position, you must submit a completed, official City Employment Application **and** responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting [www.CalOpps.org](http://www.CalOpps.org) to complete the City Employment Application and Supplemental Questionnaire. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting <http://jobs.citrusheights.net> and downloading these materials, or you may request these materials by calling the City's Recruitment Hotline at (916) 727- 4900. Submit hard copy application materials to: City of Citrus Heights/Human Resources, Attention: Traffic & Signal Operations Supervisor, 6237 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed, or e-mailed materials will be accepted.**

## Schedule and Examination/Selection Process

All application materials will be carefully reviewed. Those candidates whose experience and training most closely match the City's needs will be scheduled to be interviewed by the General Services Director and/or designee, and/or a formal interview board may be utilized. The finalist(s) identified will be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check. Upon completion of this process, a final offer of employment may be made.

## Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

## Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email [hr@citrusheights.net](mailto:hr@citrusheights.net), or call Human Resources at (916) 727- 4900.

### ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

**Closing Deadline:** This recruitment closes at 5:00 pm, September 12, 2008. No postmarked, faxed, or e-mailed application materials will be accepted.

*This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.*

*The City of Citrus Heights is an Equal Opportunity Employer and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer.*