



# CITY OF BIG BEAR LAKE

Invites applications for the position of

## DIRECTOR OF PUBLIC SERVICES

Annual Salary Range \$158,870 - \$171,579

Based Upon Qualifications

Candidates Must Apply By Friday, January 8, 2021

EXCELLENT CAREER OPPORTUNITY IN A BEAUTIFUL MOUNTAIN  
RESORT COMMUNITY SURROUNDING A MAGNIFICENT ALPINE LAKE





## THE OPPORTUNITY

An excellent municipal career opportunity awaits a Public Services/Engineering professional in Southern California's Premier Four-Season Resort Community. The successful candidate will have the ability to effectively lead a team of approximately 30 experienced Engineering, Public Works and Sanitation staff in an organization known for its great work environment. Additionally, this opportunity would allow the selected applicant to personally enjoy all of the year-round recreational activities available in this beautiful mountain resort community.

## THE POSITION

The Director of Public Services is a management position responsible for a wide variety of professional duties that manage the activities of the City's Engineering, Public Works and Sanitation divisions. This position will serve as the City Engineer and will oversee all aspects of the City's capital improvement program; including project planning, budgeting, securing grant funding, design, construction inspection and overall project management. In addition, this position is responsible for the maintenance and operations of the City's infrastructure; including streets, parking lots, parks, trails and facilities. The Public Works division also provides snow removal, street lighting maintenance, local community event support, and upkeep of City vehicles and equipment. The City's Sanitation division services approximately 10,500 properties by maintaining a sewer system with over 200 miles of sewer lines, 6000 manholes and 13 lift stations. The sewer system collects and transports the City's wastewater to an outside Agency's treatment plant for processing. In addition to the routine duties, the successful candidate will be responsible for developing long-range plans for the Public Services department based upon analysis of the needs and interests of the community, projected future demands, capacity of facilities and funding opportunities.

## THE ORGANIZATION

The City of Big Bear Lake was incorporated as a Charter City in 1980 and operates under the Council-Manager form of government. All five Councilmembers are elected by-district for four-year overlapping terms. The Mayor is chosen on an annual basis amongst the five Councilmembers. The Council is responsible for selecting the City Manager and that position oversees a full-time staff of approximately 60 employees.

The City is located in Southern California and is a popular tourist destination, nestled in the heart of the San Bernardino National Forest at an elevation of 6,752'. Visitors and residents enjoy the beautiful alpine lake, mountain ski resorts and four seasons of outdoor recreational opportunities. Big Bear Lake is located approximately two hours from major metropolitan cities, such as Los Angeles and San Diego. The City's year-round population is approximately 5,500 residents, but the community welcomes between 20,000 to 100,000 weekend and holiday visitors depending upon the season and special events schedule.





## QUALIFICATIONS

**Experience:** Six years of progressively responsible experience in public works, public utility, or city engineering including at least three years supervisory experience.

**Education:** A bachelor's degree in civil engineering or a closely related field from an accredited college or university is required.

**License/Certificate:** Current Certificate of Registration as a Professional Civil Engineer in the State of California is highly preferred.

## BENEFITS PACKAGE

**Benefits:** The City provides competitive insurance plans for employees including paid family HMO health, dental and vision coverage, in addition to a \$50,000 life insurance policy, auto allowance, longevity incentives and 457 Deferred Compensation matching opportunities. Also available at the employee's expense are voluntary life, accident, critical illness, cancer/short-term disability insurance and flexible spending accounts.

**Leave Accruals:** The City offers the option of a 9/80 alternative work schedule, twelve (12) paid holidays per year and generous leave accruals including: Vacation, Sick, Personal and Administrative Leave.

**Retirement:** The City is a member of the San Bernardino County Employees' Retirement Association (SBCERA) which is reciprocal with CalPERS. The City's retirement formula is 2% @ 55 with prior qualifying public service or effective January 1, 2013 the formula is 2.5% @ 67 for new participants.

## RECRUITMENT PROCESS

Interested candidates must submit a City application and comprehensive resume by 5:00pm on **Friday, January 8, 2021**. Top applicants may also be asked to complete a supplemental questionnaire and/or submit examples of prior work products. The most qualified candidates will be asked to participate in a panel interview appraisal process.

Please submit all required documents to:

City of Big Bear Lake, Attn: HR  
39707 Big Bear Blvd. / P.O. Box 10000  
Big Bear Lake, CA 92315  
EMAIL: [bblr@citybigbearlake.com](mailto:bblr@citybigbearlake.com)

For information or questions please contact Erica Stephenson at 909-866-5832. Applicants are encouraged to visit the City's website ([www.citybigbearlake.com](http://www.citybigbearlake.com)) for additional relevant information including budget, organizational structure and to learn about City services, community initiatives and exciting upcoming capital projects.

**THE CITY'S MISSION STATEMENT**  
Secure our future through a proactive, open and responsive government focused on infrastructure, development standards, fiscal responsibility, public safety and community pride for our residents, visitors and businesses.

**THE VISION FOR OUR CITY**  
Provide an exceptional mountain resort experience for our visitors and our residents.

