



## EMPLOYMENT OPPORTUNITY

### **ASSISTANT PUBLIC WORKS DIRECTOR**

#### **SALARY AND BENEFITS**

\$40.60-\$49.10 hourly, plus benefits package.

#### **FILING DEADLINE**

Open until filled. First review date: February 7, 2020

#### **DUTIES AND RESPONSIBILITIES**

The Assistant Public Works Director plans, organizes, directs, administers, reviews and coordinates public works activities and operations, as assigned by the Public Works Director. The major duties of this job include:

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments, and customer service.
- Develops, monitors, administers and implements assigned budget(s); prepares special and recurring reports, proposals and contracts; recommends and implements changes to existing policies and procedures; Monitors and recommends cost recovery and fee adjustments.
- Directs department staff in the establishment of operational goals; provides fiscal controls by monitoring purchasing and spending activities. Apply for and implement grant programs.
- Provide highly complex technical and administrative support to the Public Works Director, County Administrative Officer, and Board of Supervisors or to outside agencies, as assigned.
- Maintain liaison and coordinate the development and implementation of permits, plans and projects with the city, state, federal and outside agencies and interests.
- Directs and supervises the establishment of maintenance program planning and financial evaluation; provides oversight of maintenance techniques, service requests, complaint reviews, corrective recommendations and operational problem solving.
- Directs and supervises capital project development, including programming, scoping and design; conducts technical reviews of designs and monitors financial and construction aspects of projects.
- Supervises and directs project surveying, monument preservation and right of way acquisition activities.
- Prepare, procure, and administer various professional services agreements, franchise agreements, and capital project construction contracts.
- As appropriate, brief the Board of Supervisors, advise the County Administrative Officer and/or appointive boards and commissions on projects and long range planning objectives.
- Other duties may be assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with course work in civil engineering or scientific/technical field preferred.

#### **Experience:**

Five years of increasingly responsible experience in public works administration, including two years of significant public works or engineering project management experience in a large public agency or two years of experience as a Registered Professional Civil Engineer with, or performing engineering work on behalf of, a public agency.

### **Licenses and Certifications**

Possession of or ability to obtain within six months of employment, a valid Registered Civil Engineer license from the State of California

Possession of, or ability to obtain, a valid California driver's license



## **SELECTION PROCESS**

Application materials will be reviewed and the best-qualified applicants will be invited to Susanville to participate in interviews.

## **HOW TO APPLY**

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

 (530) 251 -8320 

Opened January 9, 2020

### **GENERAL INFORMATION**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for safety sensitive positions.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.