



County of Santa Cruz

Invites you to apply for the position of

Assistant Director of Public Works

Salary: \$129,688 – 173,742 Annually



**Beautiful Coastal Community
Mediterranean Climate
Excellent Quality of Life Environment**

Application Deadline: Friday, June 1, 2018

The Position

The County of Santa Cruz is recruiting for an Assistant Director of Public Works who is a qualified professional with broad experience in public works operations and engineering. Positions in this class manage one of the two divisions in the Department of Public Works which are: Special Services and Transportation. The current vacancy is in the Special Services Division.

The Special Services Division position is responsible for the planning, design, maintenance and operations of the County's sanitation facilities, drainage, flood control, landfill projects and administration of the County's waste and recycling collection program. The division is also responsible for the construction, supervision, and inspection of all contracted Public Works projects and subdivision inspection services. This division is divided into six organizational units: Sanitation Engineering, Sanitation Operations, Stormwater Management, Flood Control Engineering, Recycling and Solid Waste Services/Operations, and Construction Management.

The County of Santa Cruz

Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. Its unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas.



Qualifications

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

- Equivalent to graduation from college with a major in civil engineering
- Six years of civil engineering experience in design, construction or maintenance of public works' facilities, which has included three years of experience as a registered civil engineer and two years of supervisory or management experience

Special Requirements:

- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers
- Possession of a valid California Class C Driver License from the start of employment or the employee must provide suitable transportation that is approved by the appointing authority
- Availability to work a flexible schedule including evenings and weekends, and on an emergency, as needed basis

Ideal Candidate

The ideal candidate will have a strong understanding of public works' issues and practices; possess outstanding communication and interpersonal skills; be experienced supervising diverse groups of employees; possess the skills and abilities required to work with public officials, federal, state and local agencies, and community groups; and demonstrate strong problem-solving capability.

Supplemental Questionnaire

Please respond to the following questions using no more than one page per question.

1. Describe your experience in the following program areas and include the length of time you were responsible for the function:
 - a. Drainage/Flood Control program management
 - b. Wastewater collection and treatment program management
 - c. Solid Waste & Recycling Services program management
 - d. Construction project contract administration and inspection including contractor claims resolution
2. Describe your experience working with regulatory agencies and making presentations to Boards or City Councils, community groups, and/or commissions.
3. Describe the most complex project or situation that you have been directly responsible for that required anticipating changing needs, political astuteness, and effective use of staff resources. Include the most complex decision you made during the process.

The Application Process

Candidates must submit a County application and supplemental questionnaire. The completed application packet must be received online at www.santacruzcountyjobs.com before midnight or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m. on **Friday, June 1, 2018**. For more information please call Christine McAllister, Employment Services Analyst at (831) 454-2600. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation, please call (831) 454-2600.

Tentative Schedule

Application Deadline:	Friday, June 1, 2018
Review of Qualifications:	Week of June 4, 2018
Examination*	Week of June 25, 2018
Anticipated Appointment:	Approximately July 2018

* You may be required to compete in any combination of written, oral, performance examination or a competitive evaluation of training and experience as described on your application and supplemental application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental application.

Highlighted Benefits

Medical, Dental, and Vision

Medical coverage is available through CALPERS which includes cost sharing by the County for the employee and eligible dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

Retirement and Social Security


Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Administrative Leave

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.



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Personnel Department
701 Ocean Street, Room 510
Santa Cruz, CA 95060
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www.santacruzcounty.com