

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR THE POSITION OF

## PUBLIC WORKS DIRECTOR

\$164,528 – 220,355 Annually



Beautiful Coastal Community  
Mediterranean Climate  
Excellent Quality of Life



**Application Deadline: Monday, March 5, 2018**

## PUBLIC WORKS DIRECTOR

The County of Santa Cruz is recruiting for a Director to lead the Public Works Department. The Public Works Director is responsible for administering the Department of Public Works including engineering, maintenance and construction of the County's roads, bikeways, sanitation and drainage facilities and solid waste disposal services. The incumbent also administers the real property and survey programs and manages various Board governed special districts and the construction of new County facilities. The Public Works Director serves as Road Commissioner and District Engineer. This position is a non-civil position serving at the pleasure of the County Administrative Officer.

## SUMMARY OF QUALIFICATIONS

This position requires the equivalent to graduation from college with a major in Civil Engineering in addition to four years of increasingly responsible public works management experience that includes public works engineering.

## SPECIAL REQUIREMENTS

- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.
- Possess and maintain a valid California Class C Driver License or the employee must be able to provide suitable transportation, which is approved by the appointing authority.

Additional qualifications:

- Thorough knowledge of engineering principles and practices as applied to the field of public agency public works, including planning, development, design, construction, cost estimating and maintenance; federal and state laws, rules and regulations relating to construction and maintenance of public works facilities; principles of public administration, including organization, budgeting, general management, staff development and supervision
- Some knowledge of the application of data processing to Public Works programs
- Ability to plan, organize and direct the inspection of roads, engineering, surveying, sanitation, and other public works activities through subordinate managers
- Interpret, explain and apply applicable laws, rules and regulations
- Serve as a technical advisor to public officials, boards and the general public on engineering, and other public works matters
- Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems
- Evaluate departmental policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve departmental operations
- Understand and interpret to others the aims, concepts, principles and practices of public works engineering
- Coordinate departmental activities with other departments and agencies
- Establish and maintain cooperative working relationships with others



## THE IDEAL CANDIDATE

The ideal candidate will possess the following:

- Strong leadership skills
- Extensive public works administrative and management experience
- Excellent communication skills
- Strategic thinking and planning skills
- Technical strength in engineering and departmental budgets

## 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.



## SUPPLEMENTAL QUESTIONNAIRE

Please respond to the following using no more than two pages per question.

1. Describe your public works management experience. Be sure to include details about your experience in the following areas:
  - Management of a sanitation district including waste water treatment
  - Road maintenance, repair and design management
  - Drainage program management
  - Land surveying
  - Construction project management and inspection
  - Development review
2. Describe your experience in budget administration for a public agency including the operation of an internal services fund, job cost accounting and administrative cost allocation. Please include the size of the budget for which you were responsible, broken down by functional area.
3. Describe your experience in the areas of performance measurement, identifying best practices, and results-driven strategic outcomes. What approach would you take to assess the current organization and implement any necessary changes?

## THE APPLICATION PROCESS

**Candidates must submit a County application, answers to the supplemental questionnaire and a resume.** The completed application packet must be received online at [www.santacruzcountyjobs.com](http://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 **Monday, March 5, 2018**. For more information please call Employment Services Manager Nisha Patel 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:	Monday, March 5, 2018
Review of Qualifications & Competitive Screening:	Week of March 5, 2018
Anticipated Advisory Panel Interviews:	March 15 <sup>th</sup> & 16 <sup>th</sup> , 2018
Anticipated Selection Interviews:	March 22 <sup>nd</sup> & 23 <sup>rd</sup> , 2018
Anticipated Appointment:	Approximately April 2018

## 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 \$100,000 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 and Relocation Assistance*

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. Qualified individuals may be eligible for relocation assistance up to \$10,000 based on actual expenses.

**The County of Santa Cruz is an Equal Opportunity Employer committed to building a diverse workforce.**

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Personnel Department  
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