



Stanislaus County invites your application for

## Deputy Director of Public Works

### **A Well Planned Infrastructure System**

Stanislaus County Public Works is a team of more than 100 dedicated men and women serving the residents of the unincorporated areas of the County by managing and improving the infrastructure through safe and efficient use of resources and assets for the benefit of our citizens. We accomplish this with innovative design, construction, and maintenance of the 1,512 mile road system and 232 bridges; efficient connections to 16 communities and the Bay Area by a regional Transit system; responsive transportation permitting processes and traffic engineering studies; and dedicated oversight of storm water management, land survey documentation processes, and administrative functions.



## THE IDEAL CANDIDATE

Stanislaus County is seeking an experienced, knowledgeable, and public service orientated Deputy Director for Public Works. Under limited supervision by the Director, the Deputy Director will assist in planning and directing the activities of the Public Works Development Services Division which provides design standards, encroachment and transportation permits, off-site development standards, inspections and stormwater mandate enforcement, traffic studies and traffic control plan checks.

The ideal candidate is an experienced public works professional with exceptional leadership, interpersonal, and project management skills. The desired individual will be flexible and able to quickly build credibility and positive relationships. The Public Works Department is a team-oriented environment that focuses on overall department progress, rather than personal progress. The Deputy Director will serve as a mentor and develop and encourage staff to make decisions and to take responsibility for those decisions.

## THE DEPARTMENT



The Public Works Department supports the Board of Supervisors' goals and priorities of a well-planned infrastructure system and efficient delivery of public services through its five major operating divisions.

The Department strives to be the leading Public Works Department through innovative stewardship of infrastructure and environment. The Administration Division is responsible for coordinating the work in all other divisions. Engineering Division designs, surveys, and inspects roads and bridges while the Operations/Roads and Bridges Division maintains

them. The Transit Division operates the StaRT bus system, and the Morgan Heavy Equipment Shop maintains road maintenance vehicles.



The Stanislaus County Public Works Departments main office is located at 1716 Morgan Road Modesto, CA. The Development Services and Transit Divisions are located at the government administration center ("10<sup>th</sup> Street Place") located at 1010 10<sup>th</sup> Street, on the 4<sup>th</sup> floor. The 4<sup>th</sup> floor Development Services offices are located among the City of Modesto and Stanislaus County departments dealing with planning, zoning, and building inspection to provide an easy one-stop shop for a customer's permitting and inspection needs.

## THE COMMUNITY

Located in the heart of California's fertile Central Valley, Stanislaus County is blessed with mild weather year round and some of the world's richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multi-cultural lifestyles. The area offers a mixture of urban, suburban, and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail. California State University Stanislaus and Modesto Junior College are higher educational institutions located in the County.

The area offers a variety of cultural events including the Gallo Center for Performing Arts and a Minor League baseball team. We are centrally located, with the San Francisco Bay Area, Silicon Valley, Sacramento and California's Central Coast only a 90 minute drive from Modesto. To the East are the foothills of the Mother Lode gold country which lead

to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.



## COUNTY GOVERNMENT

Stanislaus County is a general law county and is governed by a five-member Board of Supervisors. The members of the Board are elected by district on a non-partisan basis for four-year staggered terms. The position of chairman rotates annually among the five members. The County provides a wide range of services, including health care, law enforcement, corrections, library services, social services, roads services, and general government programs.

The Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating budget of more than \$1 billion.



## KEY RESPONSIBILITIES:

- Provides direct technical and administrative assistance to the Director of Public Works concerning the operations of the Public Works Department;
- Develops and implements policies, programs, practices and procedures for proper delivery of transportation infrastructure projects within the County; including programming, prioritizing, designing, constructing, and maintaining those facilities;
- Conducts special studies as needed and evaluates the effectiveness and efficiency of department operations, including the establishment of short and long term priorities to meet departmental goals;
- Directs and provides oversight of activities of department supervisors and staff, including assignment of workload and work schedules. Supervisory duties include instruction, mentoring, review and planning of work, maintaining standards, coordination of activities, allocation of personnel, interviewing and selecting new employees, administration and/or resolutions of employee issues and problems, approval of employee performance evaluations, including pay for performance evaluations, approval of employee transfers, promotions, discipline actions and discharges;
- Interacts on formal and informal basis with County officials, residents, citizen groups, etc. to discuss and resolve issues related to Public Works operations and projects;
- Receives and responds to complaints and requests for information or service from County residents concerning roads, bridges, drainage, and permit issues. Provides public information regarding department projects and operations as appropriate, including media interviews, public meetings and presentations;
- Receives, reviews, prepares and submits various records and reports, including but not limited to , routine reports, technical analyses, requisitions, budgetary documents, financial statements, accident reports, job applications, performance appraisals, disciplinary actions, statistical analyses, cost estimates, invoices, specifications, presentation materials, memos, correspondence, etc.;
- Interacts and communicates with various groups and individuals such as the County Executive Office, County Council, Caltrans, Stanislaus Council of Governments, (StanCOG) and other cities and counties, consultants, and resource agencies;
- Provides consultant oversight, coordinates and chairs assigned committees, coordinates and prepares board agenda items, attends/participates in Project Development

Team Meetings, coordinates agreements between agencies;

- Acts as County Project Manager for the Regional Flood Management Program;
- Oversight of the County's Stormwater NPDES State Permit Implementation and Enforcement; and
- Performs related duties as may be required.

## QUALIFICATIONS

### Skills/Abilities:

- Able to coordinate the efforts of several teams, divisions, departments, agencies, utility companies, or consultants to successfully deliver a project on schedule and within budget;
- Able to analyze current business processes and identify and implement improvements;
- Able to prioritize the project management of large and small projects to assure delivery within budget and on schedule. Manage a workload that could include supervising County employees, consultant contracts, and individually assigned tasks or projects;
- Able to identify the need for and to implement progressive disciplinary actions;
- Able to exercise responsibility, take initiative, independently analyze and use prudent judgment in solving higher level issues and problems;
- Able to prepare comprehensive reports with solid recommendations;
- Able to work effectively in emergency and stressful situations;
- Able to communicate effectively and be self-motivated in prioritizing and completing tasks without reminder;
- Able to establish and maintain effective working relationships with everyone;
- Able to manage individuals in their roles within the respective divisions, while also successfully managing my own workload as it relates to everyday duties or project management of special projects;
- Able to prepare and deliver oral presentations to other divisions within Public Works, other county departments, Municipal Advisory Committees, and the County Board of Supervisors; and
- Prepare board agenda reports to go before the County Board of Supervisors for consideration and approval.

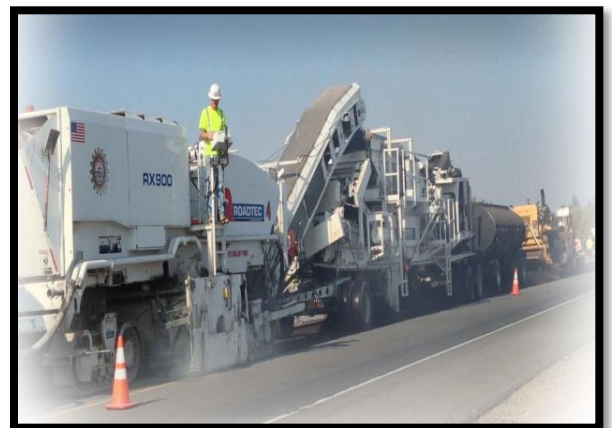
### Knowledge:

- Principles of administration, supervision, and personnel management;
- Principles and practices of civil engineering;
- Principles and practices of construction management;
- Principles of contract writing;
- Principles of contract management;
- Principles of Right of Way Acquisition;
- Principles of Planning and Program Development;
- Subdivision Map Act and the Development Process;
- Stormwater Regulations, NPDES and MS4 Permits;
- Codes, regulations, laws, court decisions and standards of practice relating to Public Works; and
- Federal and State grant programs.

### Education/Experience:

Please attach proof of the following valid documents to the online application or fax to the Chief Executive Office, (209) 544-6226, before 5:00 p.m. on the final filing date listed on the flyer or your application will be deemed incomplete and will be disqualified.

- Bachelor's degree in Civil Engineering or a closely related field, supplemented by five (5) years of progressively responsible engineering experience, three (3) years of which must have been at supervisory level **AND**
- Valid Certificate of Registration as a civil or professional engineer issued by the California State Board of Registration for Civil and Professional Engineers.



## DESIRABLE QUALIFICATIONS

Applicant screening, in addition to the minimum qualifications, will focus on the following desirable categories. Please list any desirables you may have within the "Additional Information" section of the online application.

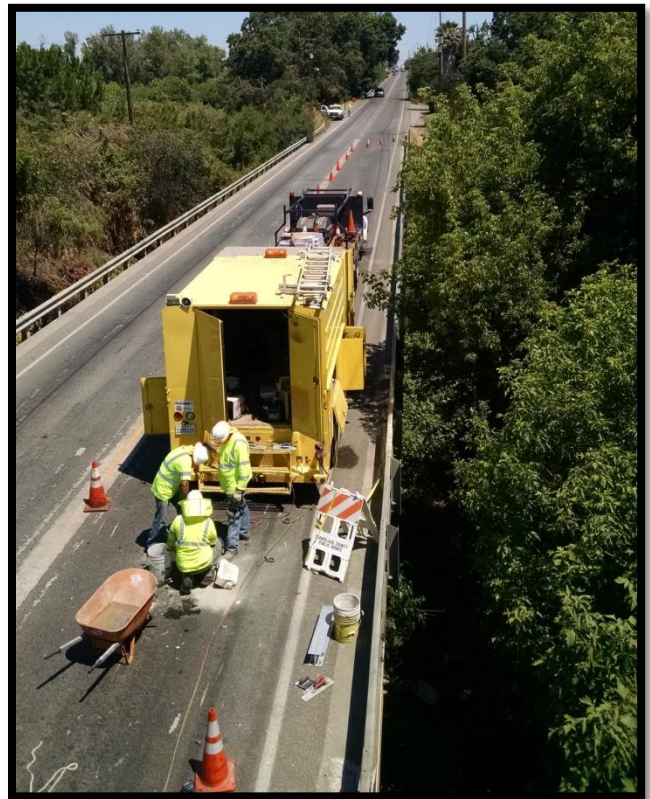
- Two (2) or more years experience in planning, programming and financing local agency projects with federal, state and local resources; AND/OR
- Two (2) or more years experience in developing and implementing processes to ensure efficient delivery of projects; AND/OR
- Five years of local government agency experience in Public Works.

## COMPENSATION PACKAGE

**\$92,310.40 – \$138,444.80 Annually**

Stanislaus County also offers an excellent benefits package that typically includes:

- Excellent retirement benefit;
- Health Plan coverage for employee and dependents (health, dental, vision);
- County paid Deferred Compensation at 1.5% of base salary;
- Two weeks annual vacation accrual upon entering County service, three weeks of annual vacation beginning the third year, four weeks of vacation beginning the 11<sup>th</sup> year, five weeks of annual vacation beginning the 21<sup>st</sup> year of service;
- 32 additional vacation hours annually;
- 40 hours of administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- Term life insurance;
- Disability protection;
- Portion of out-of-area moving expenses; and
- Candidates from other public organizations may qualify for lateral transfer hiring incentives and/or 1937 Retirement Act reciprocity.



## FILING PERIOD, CONSIDERATION, AND SELECTION PROCESS

To begin the application process, go to [www.stanijobs.org](http://www.stanijobs.org). Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications. Resumes are welcome but will not be accepted in lieu of a completed application form.

**Apply by – June 24, 2016**

**Oral Exam Date – Tentatively scheduled for the week of July 11, 2016.**