

COUNTY OF AMADOR



JOB ANNOUNCEMENT

(Open Recruitment)

DEADLINE	POSITION	DEPARTMENT	RATE OF PAY
Open Until Filled	Director of Public Works Agency	Public Works	\$10,387/mo.

Definition: Under Board of Supervisors and County Administrative Officer direction, to plan, organize, direct, and manage the County's Public Works Agency; to provide supervision and management oversight; to oversee the planning, design, construction, maintenance, and operation of roads and public works facilities; to oversee Special District services and County Service Areas; to administer grant programs; to develop and implement Public Works ordinances and policies; to be responsible for the proper enforcement of pertinent ordinances, rules, and regulations; to perform special assignments as directed from the Board of Supervisors and County Administrative Officer; and to do related work as required.

Examples of Duties:

- Plans, organizes, and directs the functions, programs, and operations of the County's Public Works Agency
- Oversees the operations and functions of Special Districts and County Service Areas
- Provides administrative direction and oversight for Agency staff
- Develops and administers the Agency budget
- Oversees the planning, design, construction, and maintenance of Public Works facilities and County roads
- Performs long range Agency and Capital Improvement Planning
- Develops a Capital Improvement Budget
- Approves the design of Public Works projects
- Provides engineering expertise and oversight for grading, flood control, sewer systems, water systems, and structures
- Directs and coordinates the work of engineering consultants
- Has responsibility for the development and administration of grants
- Participates in transportation planning for the County
- Works with, provides expertise, and coordinates the functions of a variety of boards and commissions
- Provides expertise for the County Planning Commission, LAFCO, and the Board of Supervisors
- Has responsibility for the development, submission, and presentation of Agency reports
- Approves Department expenses
- Maintains current knowledge of legislation, practices, and case decisions regarding Public Works operations and development
- Maintains contact with the press and community organizations
- Performs special assignments for the Board of Supervisors and County Administrative Officer
- Interprets policies and regulations for the public
- Represents the Public Works Agency with regional and local boards and commissions and other government agencies

Knowledge of:

- Principles of government administration, personnel management, and employee supervision and training
- Principles of project planning, coordination, and direction
- Budget preparation and expenditure control
- Personnel and management strategies
- Principles, practices, and methods of Civil Engineering as applied to the design, construction, and

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Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

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maintenance of roads and other public works facilities, and commercial and subdivision development

- Pertinent State, Federal, and local laws, regulations, and ordinances related to the functions and operations of the Public Works Agency, Special Districts, and County Service Areas
- Grant development and administration
- Proper inspection methods and procedures
- Research and statistical methods

Ability to:

- Plan, organize, supervise, and administer the functions of the County Public Works Agency
- Provide management, training, and supervision for Agency staff
- Perform a wide scope of complex professional engineering work
- Direct and manage the development and administration of grants
- Oversee the gathering and maintenance of information regarding Public Works Agency, Special District, and County Service operations and functions
- Develop and administer the Agency budget
- Operate a computer and appropriate software in the performance of public works administration responsibilities
- Direct the preparation and prepare clear, concise reports
- Effectively represent the County Public Works Agency with the public, community organizations, boards, commissions, and other government agencies
- Establish and maintain cooperative working relationships

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

B.S. Degree in Business Management, Public Administration, Engineering or related field. Diverse professional engineering experience in planning, development, construction and maintenance of Public Works facilities, including at least four (4) years in a management or supervisory position. Advanced educational training in civil engineering is highly desirable.

Possession of current and valid registration as a Professional Civil Engineer from the State of California desirable.

Selection Requirement: All interested applicants must fill out an Amador County employment application. Applications will be evaluated by a screening committee. The best qualified candidates will be selected to interview.

For Job Application and Complete Job Description Contact:

AMADOR COUNTY HUMAN RESOURCES
810 Court Street, Jackson, CA 95642
(209) 223-6456 . Fax: (209) 223-6426 . www.amadorgov.org

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