



MARIPOSA COUNTY
invites applications for the position of:

Deputy Director of Public Works

SALARY: \$7,825.68 - \$9,512.00 Monthly

OPENING DATE: 06/01/18

CLOSING DATE: 06/22/18 05:00 PM

DESCRIPTION:

DEFINITION

To perform responsible work in planning, organizing, coordinating and direction of services to assigned divisions and functions within the Public Works Department; to assist in budget development and control for assigned functions, and to perform related duties, oversight, and responsibilities as required.

This is a management position collaborating, assisting and serving the Director to accomplish the Department's goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works and Transportation.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES:

Collaborates with the Director and assists in the planning, organization and direction of activities of assigned divisions within the Department of Public Works.

Assists the director and oversees division managers and supervisors in the selection, training, evaluation, and discipline of personnel.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division and departmental policy, appropriate service and staffing levels.

Meets with staff as directed to identify and resolve problems.

Assists the Director and division managers and supervisors in the selection, training, evaluation and recommended discipline of personnel.

Assists the Director in the administration and management of all Local Transportation Commission; acts on behalf of the Director for all Local Transportation Commission business in his/her absence.

Assists the Director in planning, organizing, and directing the Department in the fiscal and administrative activities of the assigned divisions of the Public Works Department.

Assists the Director in the development and administration of the annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; makes adjustments.

Assists the Director in planning, organization and direction of the Department in construction, maintenance and repair of County-owned and operated facilities.

Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission, and several advisory committees administered by the Department.

Prepares and reviews correspondence, reports, and other materials.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Five years of full-time equivalent increasingly responsible professional experience in public works or construction management with at least two years in a management or supervisory position equivalent to a Deputy Director of Public Works.

Education:

A bachelor's degree from an accredited college or university with major in civil engineering, business or public administration, or closely related field. **A copy of your degree/transcript must be attached to your application.**

Substitution:

Additional qualifying experience may be substituted for the education on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstance, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

SUPPLEMENTAL INFORMATION:

EMPLOYMENT STANDARDS

Knowledge of:

Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure, and operational

needs.

Principles of project planning, development, coordination, and direction for operations functions and services.

Principles and practices of municipal budget preparation, monitoring, and administration.

Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.

Federal, state, and local laws specifications, rules, and regulations relating to the functions and operations of the department.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs, including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management; federal, state, local laws specifications, and rules and regulations relating to construction and maintenance of public works facilities.

Principles and practices utilized in the planning and construction of major capital improvement projects.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs, including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management.

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules, and regulations common to local government.

Ability to:

Interpret and apply various state statutes, ordinances, and codes that pertain to public work functions to ensure that activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize, and direct the budget, construction, and maintenance of public works projects.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand and interpret to others the aims, concepts, principles, and practices of public works engineering and the operations.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in a field environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

THE SELECTION PROCESS

All interested applicants must complete and submit a job application including any required supplemental questionnaires, and attach any required documentation. For those who meet the minimum qualifications, a competitive evaluation of the training and experience described on your application or supplemental questionnaire, a written examination, a structured oral interview, a performance rating, or a combination of any of these, may be performed. You will be scored based on that competitive evaluation. This process may be altered if there are ten or less applicants that qualified.

Mariposa County is an Equal Opportunity Employer. Women, minorities and disabled are encouraged to apply.

- For positions requiring a high school diploma Mariposa County will also accept a state-issued equivalent.
- All positions subject to Mariposa County's Nepotism Policy viewable at www.mariposacounty.org under the Human Resources/Risk Management Department.

It is important for your application to demonstrate all of your relevant experience and education. All questions must be completed with a written answer or N/A. If left blank, the application will be considered incomplete.

A resume may be attached but will not substitute for a Mariposa County Application. Failure to submit a completed application, supplemental questionnaire and/or other required documentation will eliminate you from the recruitment process.

Reasonable Accommodations for Individuals with Disabilities - The County of Mariposa makes reasonable accommodations for the individual with disabilities including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodations, in order to participate in the testing process, must inform the Mariposa County Human Resources Office. Also, those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodations needed to participate in the selection process and/or perform the duties of the job for which they have applied.

VETERAN'S PREFERENCE POLICY

Veterans of the Armed Forces of the United States who have received an honorable discharge or general under honorable conditions discharge shall be given preferences in initial appointment to County service. Such preference shall apply only to the first appointment to any County position. The preference shall be implemented as follows:

- Where examinations are scored, the preference shall be five (5) additional points if the applicant, without the preference, obtains a passing score on all portions of the examination process.
- In cases where examinations are not scored, the preference shall consist of advancing the applicant one full ranking if the applicant, without the preference, obtains a passing ranking on all minimum qualifications during the examination process.

Persons claiming eligibility for Veteran's Preference must attach a copy of Form DD214 to the job application.

To comply with the 1986 Immigration Reform and Control Act, Mariposa County verifies that all new employees are either U.S. Citizens or aliens authorized to work in the U.S.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mariposacounty.org>

Position #210
DEPUTY DIRECTOR OF PUBLIC WORKS
CW

P.O. Box 1917
4988 11th Street, Suite B
Mariposa, CA 95338
209-742-1379

dwass@mariposacounty.org

Deputy Director of Public Works Supplemental Questionnaire

- * 1. As a requirement of this position, you must possess and attach a copy of your Bachelor's degree or transcripts to your application showing graduation from an accredited college or university with a major in civil engineering, business or public administration, or closely related field (unless substituting additional experience.) Did you attach a copy of your degree or transcripts? Mark "No" if not applicable.
☐ Yes ☐ No

- * 2. Possession of a valid California driver's license is a requirement of this position. A valid driver's license from another State may be accepted if a California driver's license is obtained within three months of hire. Do you have a valid driver's license?
☐ Yes ☐ No

- * Required Question