



**COUNTY OF DEL NORTE, CA**  
invites applications for the position of:

## **Deputy Director of Community Development - Public Works Branch**

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<b>SALARY:</b>	\$4,458.13 - \$5,160.83 Biweekly \$115,911.38 - \$134,181.58 Annually
<b>DEPARTMENT:</b>	Community Development
<b>DIVISION:</b>	Engineering/Surveying
<b>OPENING DATE:</b>	04/28/22
<b>CLOSING DATE:</b>	05/28/22 12:00 AM
<b>DESCRIPTION:</b>	

**Salary range at \$4,458.13 - \$5,160.83 paid biweekly**

**Beginning salary commensurate with experience**

This position has branch level administrative responsibility of the department (Public Works Branch), including a variety of contract management and intra- and inter-agency coordination activities under general direction of the Community Development Department Director. Under an administrative team concept, plans, organizes, coordinates and directs work of personnel in the Public Works Branch which includes the Engineering and Surveying Division, Roads Division, County Service Area (sewer collection system), and Flood Control District. Employees in this classification receive indirect supervision within a broad framework of policies and procedures. Employees in this classification supervise personnel. Errors in work or judgment could result in inadequate public and private projects, misallocation of time, money or personnel, poor community relations and possible litigation against the County. This classification is designated as Management.

### **DETAILED WORK ACTIVITIES:**

Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Has responsible charge for County engineering functions including approval of construction improvement drawings, County Service Area No. 1 functions and Public Works facilities.
- Supervises and review construction inspections of Public Works contracts including preparations of change orders, project record keeping, processing progress payments, and coordinating grants and permits.

- If holder of a California Land Surveyor License serves as County Surveyor, signs all records of survey, parcel maps, and subdivision maps and maintains compliance with Land Surveyors Act and Subdivision Map Act.
- Reviews and oversees the preparation of plans, specifications, and cost estimates for Public Works projects such as roads, bridges, airports, drainage channels and related structures.
- Reviews building permits and makes recommendations as to encroachment on County maintained roads, access requirements and drainage improvements.
- Supervises and analyzes the more complex traffic counts, accident data, existing traffic patterns and vehicle speed studies.
- Directs the preparation of a variety of studies and reports relating to current and long-range county construction and capital improvement needs and develops specific proposals to meet those needs. May provide technical assistance to staff regarding specific contract development and project management.
- Assists in the preparation and administration of the department's budget.
- Assists in the selection, supervision and work evaluation for department staff and oversees their training and development.
- Prepares or reviews reports for the County Administrative Officer, Board of Supervisors or commissions; works closely with various groups to explain or coordinate plans for proposed projects and to respond to their concerns.
- Monitors developments related to department functions; evaluates their impact on county operations and implements policy and procedure improvements.
- Acts as liaison between the county and various governmental agencies including making presentations to the Board of Supervisors.
- Ensures adherence to codes, applicable laws, regulations and guidelines relating to department activities.
- Performs related duties as required or assigned.

## **QUALIFICATIONS:**

Education: Bachelor's degree in engineering or a related field; Must be a registered California Professional Civil Engineer (PE) with the California Board for Professional Engineers, Land Surveyors, and Geologists.

Experience: Five (5) years of experience as a Registered Professional Civil Engineer. A non-California applicant must be registered as Civil Engineer in their state of residence, have five (5) years of experience as a registered Civil Engineer, and obtain registration as a Professional Civil Engineer from the State of California within four (4) months of hire.

Desirable Qualifications: Professional Land Surveyor (PLS) registration with the State of California.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Engineering principles and practices including planning, development, design, construction, operation and maintenance of public works. Primary emphasis placed on roads and drainage infrastructure and secondary emphasis placed on wastewater collection systems.
- The methods used in preparing designs, plan specifications, estimates, reports and recommendations.
- Land surveying principles and practices and laws regulating surveying and mapping in California.

- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Principles and practices of contract administration and project management and evaluation.
- Legal guidelines for public works and engineering activities.
- Principles and practices of budget development and administration.
- Demonstrated ability to manage and direct varied public works and engineering programs.
- The use of computer applications and office/departmental related business machines and equipment.

Skills in:

- Analyzing complex technical and administrative issues, evaluating alternate solutions and recommending or adopting effective courses of action
- Selecting, motivating and evaluating staff and providing training and professional development.

Ability to:

- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Develop and implement policies, procedures, work standards and internal controls.
- Prepare clear and concise reports, correspondence and other written materials.
- Prepare and deliver effective public presentations.
- Exercise sound independent judgment with general policy guidelines.
- Establish and maintain effective working relationships with all individuals contacted in the course of work.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.del-norte.ca.us>

Position #22-00030  
 DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT -  
 PUBLIC WORKS BRANCH  
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 Suite 250  
 Crescent City, CA 95531  
 707-464-7213

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**Deputy Director of Community Development - Public Works Branch Supplemental Questionnaire**

- \* 1. Indicate your level of responsible professional civil engineering experience in planning, development, construction, and maintenance of public works facilities, including at least three (3) years in a management or supervisory capacity.
  - 1 to 2 years
  - 3 to 4 years
  - 4 to 5 years
  - 5 or more years
- \* 2. Do you have experience in civil engineering pertaining to public works projects?
  - Yes
  - No
- \* 3. Do you have a valid Certification as a Civil Engineer by the Sate Board of Registration for Professional Engineers and authorization to practice land surveying in California?
  - Yes

 No

\* Required Question