

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities and a high quality of life for your family and friends. Enjoy living and working where you would come to vacation.

***BENEFITS:** Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

TO APPLY

Provide Mono County application and resume to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

PUBLIC WORKS DIRECTOR

At-Will position

FILING DATE:

Open Until Filled
Priority given to applications received by
10/15/2013

SALARY:
\$10,000 per month

Equal Employment Opportunity Employer

RESPONSIBILITIES

Under administrative direction, to plan, organize, direct, and manage the County's Public Works Department; to serve as County Engineer, and Road Commissioner; to oversee the planning, design, construction, maintenance, and operation of roads, public works, landfill, and transportation facilities; to develop and implement Public Works ordinances and policies; to perform special assignments as directed from the County Administrative Officer and Board of Supervisors; and to do related work as required. To review the existing functions of all county public works operations and develop a strategic plan for the delivery of more effective service.

Examples of Duties:

- Plans, organizes, directs and manages the functions and activities of the County Public Works Dept.;
- Develops and implements Department goals, objectives, and priorities;
- Provides administrative direction and oversight for Department staff;
- Develops and administers the Department budget; formulates Department policies and procedures;
- Oversees the planning, design, construction, and maintenance of County roads and transportation facilities;
- Performs long range capital improvement planning and develops a capital improvement budget;
- Approves the design of Public Works projects; provides oversight and direction for engineering and surveying functions; exercise oversight and management of County landfill and solid waste facilities;
- Oversees the development and operation of the County airports;
- Directs and coordinates the work of engineering consultants;
- Has responsibility for the development and administration of grants;
- Works with and provides expertise and coordinates the functions of a variety of boards and commissions.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of Civil Engineering as applied to the design, construction, and maintenance of roads, transportation, and public works facilities.
- Pertinent State, Federal and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department, including landfill and solid waste.
- Airport management and operations.
- Grant development and administration.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Budget development and control.
- Principles of project management, including planning, development, scheduling, resource allocation, coordination, and control.
- Principles, practices, and methods of surveying, especially as they apply to the Subdivision map Act and functions and responsibilities of the County Surveyor.
- Principles of public administration, management, staff supervision, employee training, and work evaluation.

Ability to:

- Plan, organize, manage, and coordinate the functions of the County Public Works Department through strategic planning efforts.
- Provide supervision, training, and work evaluation for assigned staff and build staff morale.
- Develop and administer a Department budget.
- Direct and oversee a wide scope of complex professional engineering and construction, surveying programs and projects, as well as manage the functions of the County Surveyor.
- Direct and manage the development and administration of grants.
- Direct the gathering and maintenance of information regarding Public Works Department, operations and functions.

- Develop, manage, and implement flood plain management and storm water quality systems.
- Perform special assignments for a variety of County Boards and Commissions.
- Direct the preparation and prepare clear, concise reports and presentations.
- Operate a computer and use appropriate software in the performance of public works administration and engineering responsibilities.

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:

Broad and extensive engineering experience in planning, development, construction and maintenance of roads bridges, and other transportation facilities, including at least 5 years in a management or supervisory position. Advanced educational/training in civil engineering.

Demonstrated examples of successful department leadership, teambuilding and reorganization with measured improvements in performance and services that builds on current, as well as past achievements.

Special Requirements:

Possession of a valid Driver's License. Possession of current license as a Professional Civil Engineer from the State of California, or comparable from other state and ability to obtain CA license within three months of hire.

A bachelor's or master's degree from an accredited US college or university, in planning, engineering, public or business administration, public works management or related field is preferred and (5) years of progressively responsible experience in public works management and program and budgetary planning is required.

THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge, experience and abilities as detailed on the application and supporting materials. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer and application by accessing the Human Resources Employment Opportunities website:

www.monocounty.ca.gov