



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

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FINAL FILING DATE: July 22, 2016

ORAL INTERVIEW: TBD

DEPUTY PUBLIC WORKS DIRECTOR – EXEMPT Monthly Salary Range \$9,980 - \$12,131 THE POSITION

The Public Works Department is recruiting to fill two (2) Deputy Public Works Director-Exempt positions. Under the direction of the PW Director, Deputy Directors are responsible for the planning, organizing and administering the department's programs and operations.

One Deputy Director will be assigned to oversee and direct the personnel management, fiscal programs and general business activities. The second Deputy Director will be assigned to oversee the department's operations in the delivery of services, projects and programs. Specific assignments will depend on the qualifications and experience of the candidates selected. These positions are exempt from the County Merit System.

The employment list established as a result of this examination may remain in effect for a year (12) months.

Please click on the following link to view the brochure.

<http://www.co.contra-costa.ca.us/DocumentCenter/View/41557>

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Driver's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in business management or administration, public administration, engineering or a closely related field.

Registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers is required for Deputies responsible for Flood Control, Road Maintenance, Transportation Engineering, Engineering Services, and Design & Construction.

Experience: Six (6) years of progressive full time, or its equivalent experience, in a managerial/supervisory or administrative capacity in one or more of the following areas: Engineering, facilities or field maintenance, flood control, project management, personnel management, land acquisition and property management, or finance. One(1) year of the required experience must have been in a public agency.

Certificates and Licenses: Possession of a Certified Public Accountant Certificate (CPA), Certified Government Financial Manager certificate (CGFM), or Certified Management Accountant (CMA) certificate is desirable for the Deputy overseeing fiscal programs.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

1. Application Filing: All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filling date listed above. A completed Supplemental Questionnaire is required. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications WILL NOT be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination. Interviews are tentatively scheduled for August 23, 2016.

3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

**Contra Costa County
Deputy Public Works Director-Exempt
Supplemental Questionnaire (NAD0-2016A)**

Full Name: _____

Date: _____

A completed supplemental questionnaire is required for this position. Please answer the following questions below and submit your responses with your online application. **DO NOT** answer any of the questions by indicating, "see attached resume and/or application." Applications received without a completed supplemental questionnaire will be rejected.

NOTE: Applicants who completed their education outside of the United States must submit verification of degree/equivalency with their application.

Read the Job Announcement carefully for specific filing instructions, supplemental questions, and final filing dates. All documents must be received at the time of application.

1. Education:

I possess a Bachelor's degree from an accredited college or university with a major in:

- ☐ Business Management or Administration
- ☐ Public Administration
- ☐ Engineering
- ☐ Closely related field

2. If you marked "Closely related field" for question 1, please specify here:

3. I possess the following certificates/licenses:

- ☐ Possession of a Certified Public Accountant certificate (CPA),
- ☐ Certified Government Financial Manager certificate (CGFM),
- ☐ Certified Management Accountant certificate (CMA).
- ☐ Registered Civil Engineer in the State of California
- ☐ Licensed Architect in the State of California
- ☐ Other _____
- ☐ None

4. Describe your experience working in a supervisory or administrative capacity within a large organization performing diversified work activities. Describe the organization, its size, and your role and responsibility.

5. Provide examples of key goals and objectives you developed and implemented and describe how they improved the operations you managed.

6. Briefly describe your experience and/or key accomplishments in the following areas:

- a) Directing and or facilitating effective resolutions of complex administrative or budgetary issues
- b) Representing your department with other departments or outside agencies to resolve conflict.
- c) Administration and management of a major project or program.

7. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.

☐ Yes