



San Joaquin County is recruiting for Engineering Program Manager

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Recruitment Announcement
0916-RB6601-01

THE POSITION

The San Joaquin County Public Works Department is seeking a strong manager in its Community Infrastructure Division to serve as a member of the Department's Management team and participate in strategic planning for the County's 100+ special districts.

An ideal candidate will possess a high level of integrity and strong sense of ethics; excellent written and verbal communication skills; demonstrated leadership skills, sound judgment, and a positive attitude; proven ability to effectively manage and build consensus among staff, and to motivate staff and support their professional development.

THE DIVISION

The Community Infrastructure Engineering Division performs administrative, financial, and Proposition 218 functions related to the County's 100+ special districts; provides technical and engineering support to the Utility Maintenance Division; processes zone formation and annexation proceedings, and develops capital improvement projects for the special districts. Program areas include Community Development Block Grants (CDBG); County street lighting systems; outside agency utility service agreements and utility system capital asset management.

This Division is responsible for administering the master planning and engineering support of water, wastewater, stormwater drainage, lighting systems; utility system analysis; capital improvement program and engineering reports for the 105 Special Districts and Zones, as well as general engineering and support services to assist in the operation and maintenance of Special Districts' infrastructure in the unincorporated areas of the County. This includes utility rate analyses and recommendations, development of special districts budgets, review of development proposals to evaluate utility system capacity needs and service availability and preparation and presentation of public outreach materials.

The Division also facilitates zone formations and annexations, and provides engineering and support services to all the County Service Area (CSA) community infrastructure projects

MINIMUM QUALIFICATIONS

License: Possession of a valid California driver's license.

PATTERN I

Education: Graduation from an accredited four-year college or university with major coursework in public or business administration, engineering, environmental science, accounting, finance or a related field.

Experience: Three years of increasingly responsible administrative, engineering or analytical work, including at least one year administering or managing programs and/or projects, in an engineering, construction or similar setting. **Substitution:** A master's degree in public or business administration, engineering, environmental science, accounting, finance, economics or a related field may substitution for one of the years of experience required, other than the required one year administering or managing programs and/or projects in an engineering, construction or similar setting.

OR PATTERN II

Experience: One year as a Registered Civil Engineer performing diversified engineering activities, project management, or administrative duties in an organization performing engineering, construction or other public work projects.

Licenses and Certificate: Possession of a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors.

San Joaquin County is an Equal Opportunity Employer



Engineering Program Manager

TYPICAL DUTIES

The Engineering Program Manager plans and organizes engineering-related programs and provides administrative support in the Community Infrastructure division; develops short and long range goals, objectives and priorities for assigned areas; manages and supervises the activities of staff and consultants and provides informed recommendations to Public Works administration to ensure the Division performs in a manner that is consistent with the overall strategic direction of the Department. Typical duties include, but are not limited to:

- ♦ Select, assign, and evaluates staff; resolve personnel and staffing problems; prepare and administer budgets for both office staff and 100+ special districts; direct the development and implementation of cost accounting and related fiscal information management systems; oversee the production and maintenance of mandated fiscal reports; plan, direct and oversee studies to determine the costs of existing and proposed projects; recommend fees; develop and recommend policies and procedures to increase efficiency.
- ♦ Plan, coordinate and oversee engineering feasibility studies; oversee the development and preparation of engineering plans, specifications and/or other documents as required; oversee the preparation of specifications and other documents pertaining to the solicitations, receipt and analysis of project bids and proposals; recommend bids and proposals for approval by executive staff; negotiate adjustments with vendors and contractors as needed; coordinate and oversee the activities of professional technical and administrative project management staff.
- ♦ Manage contracts and agreements; monitor consultant performance; direct and oversee the preparation, review and recommends contract adjustments or modifications and ensures that contractual obligations are met.
- ♦ Develop and implement policies and procedures pertaining to assigned functions and areas; review, analyze, develop and recommend changes to broader departmental policies, procedures, practices, services, finances and other activities as appropriate.



COMPENSATION and BENEFITS

Monthly Salary: \$6,788 - \$8,252

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health, dental and vision insurance plans. Other benefits offered by the County include:

- ♦ A 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act plan with reciprocity with CALPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ♦ 10 holidays per year
- ♦ 10 days of administrative leave per year

For more information regarding the County's benefits please visit:

www.sjgov.org/hr



*Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the 10% unrepresented supplement in lieu of retaining their cafeteria allowance.



Engineering Program Manager

APPLICATION AND SELECTION

A completed application package, which must include an employment application and supplemental questionnaire, is to be submitted to the Human Resources Division. Resumes will not be accepted in lieu of the required application materials. Completed application package must be postmarked or received online by the **Final Filing Date: September 30, 2016.**

Apply online at www.sjgov.org/hr

Or submit application to:

San Joaquin County Human Resources
Attn: **Lisa Nebe**
44 N. San Joaquin Street, Suite 330,
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

All applications will be reviewed for qualifications. Qualified applicants may be invited to participate in an oral examination interview, with top scoring candidates being referred to the Public Works Department for selection processes.

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit one-page per question. When answering descriptions of your experience, please include the name of employer, dates of employment and your job title.

If you have no experience in any of the following, please type "none".

1. Describe your work experience administering or managing programs. Describe the organization, its size and your role and responsibility.
2. Describe the most complex project for which you were responsible. Describe the scope of this project and your role and responsibility.
3. Describe your experience managing or administering budgets. Describe the organization, the size of the budget and your role and responsibility.

