



COUNTY OF DEL NORTE

Invites Applications for the position of

Assistant Director Community Development/ County Engineer

SALARY: Beginning biweekly salary: \$3,214.31

JOB OPPORTUNITY AND APPLICATION: There is currently one vacancy for the position of Assistant Director of Community Development in Del Norte County's Community Development Department. This recruitment will establish an eligibility list that may be used for future vacancies or temporary help for up to one year. Applications are available at the Del Norte County Human Resources Office, 981 H Street, Suite 250, Crescent City, CA 95531, (707) 464-7213, or www.co.del-norte.ca.us. **A standard application is required. Resumes are encouraged, but will not be accepted in lieu of required application materials. Applications which are incomplete as of the final date to apply will be eliminated from consideration. This recruitment will remain open until filled. Applicant screening will take place on a regular basis. First screening will take place on Wednesday, September 26, 2018.**

ESSENTIAL DUTIES: 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. Under a team concept the Assistant Director of Community Development plans, organizes, coordinates and directs work of personnel in Engineering and Surveying, Roads, County Service Area (sewer collection system) and other divisions that may be assigned to the Community Development Department; supervises professional and technical staff and subordinate supervisors. The Assistant Director 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 the 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, 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 of 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. Ensures adherence to codes, applicable laws, regulations and guidelines relating to department activities. Performs related duties as required or assigned.

REQUIREMENTS:

- Possession of a valid Driver's License is required.
- Must be a licensed California Professional Civil Engineer and have a Bachelor's degree in engineering, public administration, business administration, or a related field. A non-California applicant must be registered as Civil Engineer in the state of residence, meet the three (3) year experience requirement as a registered Civil Engineer, and must obtain registration from the California State Board of Registration for Civil and Professional Engineers within four (4) months of hire.

BENEFITS: A generous package of benefits is provided, including: vision, health and dental care benefits, life Insurance and a retirement plan.

Paid annual leave:

Vacation:

1-5 years of continuous service: 15 working days per year
6-10 years of continuous service: 20 working days per year
11-15 years of continuous service: 25 working days per year
16 years or higher of continuous service: 30 working days per year

Sick Leave:

1 day of sick leave with pay for each month of service from the date of employment

Holidays:

13 working days each year

Floating Holidays:

3 working days each fiscal year

Retirement:

The County is a member of the Public Employees' Retirement System (PERS) integrated with Social Security.

Group Insurance:

The County pays a portion of the employee's group health, dental, and life insurance premiums with dependent health, dental care, and vision benefits available at group rates.

Voluntary Deferred Compensation Plan: Employees may elect to have a percentage of their salary deferred for pre-tax investment.

NOTE: The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

COMPENSATION: Appointment will be made at the minimum biweekly salary set forth in the range below. Appointment at the "II" level will be made if the applicant exhibits abilities and credentials that surpass those listed as requirements and upon recommendation by the appointing authority and approval by the Human Resources Manager. Appointee shall serve a six- month probationary period. The bi-weekly salary ranges are:

Assistant Director CDD	\$ 3,214.31	\$ 3,375.01	\$ 3,543.77	\$ 3,720.96	\$ 3,907.01
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SELECTION PROCESS: The County of Del Norte does not discriminate on the basis of race, national origin, religion, gender, age, sexual preference, or disability in any of its programs, activities, or hiring practices. All applications will be reviewed and those individuals with backgrounds most closely meeting the needs of the county will be selected for further review. In the event of a large number of qualifying applicants, a written examination may be given to determine which applicants will be invited to attend an oral interview. An eligibility list will be established upon completion of the oral interviews. Expenses (i.e. travel, food, lodging) incurred in connection with the interview shall be the burden of the applicant. In compliance with the Americans with Disabilities Act, if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office prior to the interview/examination so that appropriate arrangements can be made.

CONDITION OF EMPLOYMENT: In compliance with the Immigration Reform and Control Act, Del Norte County is required to verify, within three days of employment of any person, that he/she is: 1) a citizen or national of the United States; 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Naturalization Service to work in the United States.

EQUAL OPPORTUNITY STATEMENT: Del Norte County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Human Resources Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States. A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process. Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

DEL NORTE COUNTY: Del Norte County is located in the northwest corner of California on a singularly beautiful portion of California's North coast in the heart of the Redwood Forest. The Smith and Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the county's boundaries. The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the county seat. The population of the county is approximately 28,000.

Applications may be obtained from and submitted to:

DEL NORTE COUNTY HUMAN RESOURCES
981 H Street, Suite 250
Crescent City CA 95531
(707) 464-7213
www.co.del-norte.ca.us