



Modoc County





The Region

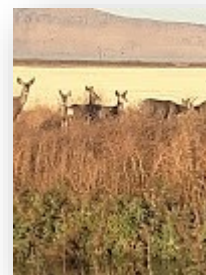
Modoc County est. 1874

Modoc County is located in the rural northeastern corner of California, bordering Nevada and Oregon. With a population of 9,147 (2013 estimate) within an area of 4,200 square miles, the population density in the region is extremely low with only 2.25 people per square mile. Congestion and over population are extremely unlikely. Clean air and lack of automobile traffic are virtually assured. Agriculture and tourism are the economic mainstays for Modoc County.



Among Modoc County's many treasures is the **Lava Beds National Monument** which features over 700 caves, Native American rock art & campsites along with volcanic features.

Tulelake National Wildlife Refuge is a National Wildlife Refuge of the United States in northern California near the Oregon border. It covers 39,116 acres in the Tule Lake Basin. Many bald eagles are found here as well.



Modoc County boasts many lakes, rivers, and streams. Whether you like fly fishing or casting from the shore or in a boat, there is plenty to do and many fish to catch.



Snow skiing is also popular amongst the locals in Modoc County.

Mission Statement:

The primary mission of the Modoc County Road Department is the provision of safe mobility to the current and future users of the roadway system within the Unincorporated area of Modoc County



THE POSITION

The position of the Deputy Road Commissioner of Administration & Project Delivery is to assist the Road Commissioner in the administration of the Road Department and assure proper project delivery; participate in the preparation of the department budget; act as a lead in the performance of administrative and analytical functions related to providing a variety of personnel and administrative services to department; serve as the primary personnel management advisor to the department; act as the purchasing agent; oversee project delivery; perform other related work as assigned.

This class plans, oversees, manages and directs all activities of the Road Department, including significant short and long-range capital improvement planning and development, as well as day to day operations and administration activities, under the direction of the Road Commissioner. Responsibilities include coordinating with management staff and other county departments and governmental agencies to manage and accomplish the complex and varied functions of the Road Department. This class is distinguished from the Road Commissioner who has overall management responsibility for county road functions.



QUALIFICATIONS:

Knowledge of:

- Management principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through supervision of subordinates
- Principles and practices of human resources/personnel
- Techniques for making effective public presentations
- Principles of public sector accounting and reporting, such as fund and cost center management, budgeting, accounts payable, invoicing, inventory management, and timecard/payroll accounting.

Skill in:

- Administering programs and managing staff through supervision of subordinates.
- Demonstrating appropriate leadership behaviors that promote productive communication and cooperative interaction.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Providing for the training and professional development of staff
- Interpreting, applying and explaining complex Federal, State and Local laws related to the areas of responsibility.
- Preparing clear and concise reports, procedures, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines
- Using tact, discretion and prudence in dealing with those contacted during the course of the work.

Salary & Benefits



ANNUAL SALARY: \$51,228 — \$65,364

The salary and benefits for the Deputy Road Commissioner of Administration and Project Delivery include:

- Retirement: 2% at 55 (Current) 2% at 62 (PEPRA)
- Health: County pays for employee and dependent premium up to \$1304.13 per month through Anthem Blue Cross. Dental and Vision are paid for by the County.
- Vacation: Accrual of two weeks during years one through four of employment; 3 weeks after four years; 4 weeks after 12 years; and 5 weeks after 19 years of service
- Holiday Pay: 14 scheduled days annually
- Sick Leave: Accrual at the rate of 3 weeks per year with unlimited maximum accrual
- Life Insurance: A \$10,000.00 term life insurance policy paid by the county
- Deferred Compensation: The county has plans available for employee participation through Aflac, Valic, New York Life, Edward Jones, and Nationwide 457(b) plans. However, the county has no match or contribution





Application Process

Modoc County Road
Department
202 West 4th Street
Alturas, CA 96101

To be considered for this career opportunity, please forward a letter of interest and your resume with five work-related references (who will not be contacted until mutual interest is established) to:

Modoc County Road Department

202 West 4th Street

Alturas, CA 96101

roaddept@co.modoc.ca.us

OPEN UNTIL FILLED

Following the first review date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Preliminary reference checks will then be conducted and qualified candidates will be reported to the County Road Commissioner. The County Road Commissioner will determine which candidates to invite to participate in the formal interview process. Selection of the Deputy Road Commissioner of Administration and Project Delivery will follow shortly thereafter.

Modoc County is an Equal Opportunity Employer