



# COUNTY OF GLENN DIRECTOR OF PUBLIC WORKS

## Annual Salary

Licensed: \$129,084.80— \$156,873.60

Without License: \$115,065.60— \$139,880

The County of Glenn is seeking a Director of Public Works who is a strategic, collaborative, and confident leader with effective communication skills and broad experience in all areas of public works. The ideal candidate will possess expertise in the management and development of staff, promoting a sense of team and purpose. The selected candidate will be expected to be creative, innovative, and proactive while meeting the position's leadership challenges and providing excellent customer service.



## GLENN COUNTY

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

### QUALIFICATIONS:

#### Knowledge of:

- Incumbents in this class must possess a thorough knowledge of public works functions at the County level
- Pertinent federal, state and local laws, codes and regulations.
- Planning, development, land use, public works, and resource management functions at the County level.
- Principles and practices of organization and management, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision and performance evaluation.

## DISTINGUISHING CHARACTERISTICS

The Public Works Department, headed by the Director of Public Works combines several inter-related functions under centralized administration. These functions include, but are not limited to solid waste operations, flood control districts, airports, roads, bridges, surveyor, engineer, special districts and public works.

Within this framework, the Director of Public Works reports to the County Administrative Officer, formulates broad objectives and policies that carry out the mission of the Department and provides administrative direction to division managers regarding the operations of their respective divisions. This class may act as ex-officio Road Commissioner and County Surveyor if assigned by the Board of Supervisors in accordance with the Streets and Highways Code Section 2006.



## EXAMPLES OF DUTIES

- Plans, organizes and directs, the Codesign, construction, maintenance of roads and other public works facilities, and coordinates engineering surveying, and inspection activities.
- Reviews and approves design, plans, specifications, estimates, and right-of-way matters for new road and bridge construction, water and flood control projects.
- Inspects work done on County public works projects; reviews bids and advises the County Administrative Officer and Board of Supervisors of contract provisions.
- Establishes and evaluates goals, programs, structure, policies and procedures of the Agency.
- Communicates and interprets the goals, programs, policies and procedures to staff, the public, other County departments and agencies, and state and local agencies.
- Maintains knowledge of changes in directives, policies, statutes and regulations that affect operations and makes suggestions on proposed legislation and regulations concerning the Department.
- Represents the Department in meetings with the County Administrative Officer and/or Board of Supervisors and other County agencies and departments, state and local agencies, and the public.
- Confers with the County Administrative Officer and/or Board of Supervisors on resolution of operational issues; advises and directs subordinate managers in the resolution of operational issues to increase efficiency and ensure compliance with Agency policy.
- Facilitates and coordinates with and between other agencies regarding cooperative projects and funding for public works.
- Surveying, design, construction, maintenance of roads and other public works facilities, and coordinates engineering surveying, and inspection activities.
- Prepares and administers the annual Department budget; monitors and approves budget expenditures.





## EXAMPLES OF DUTIES continued

- Serves as technical advisor to the County Administrative Officer, Board of Supervisors and other boards on public works matters; reviews and presents public works project requests to the Board.
- Interprets laws, codes and regulations pertaining to county surveyor and public works activities and functions; receives and responds to public inquiries, concerns and complaints regarding department activities.
- Attends professional meetings, conferences and training seminars to enhance professional job knowledge and skills and maintain certifications.



## Plus an excellent benefits package: Department Head Summary of Benefits

### EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education and Experience:

Equivalent to the completion of twelfth (12th) grade and graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related field.

Five (5) years of increasingly responsible experience in Public Works, Engineering, Construction or other related field with three (3) years in the supervisory capacity.

#### License & Special Requirements:

Requires a valid California driver's license.

Possession of a valid Certificate of Registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers. Registration as a Professional Land Surveyor by the State of California is desired.

Applications will be accepted until: November 12, 2021 at 5:00 p.m.

#### A complete application packet MUST include:

- **A Glenn County Employment Application**
- Résumé
- Cover Letter
- Transcripts

**A complete job description and application may be obtained from and are to be returned to:**

#### **GLENN COUNTY PERSONNEL DEPARTMENT**

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: [www.countyofglenn.net](http://www.countyofglenn.net)

**THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.**

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY. WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT