

# Assistant Public Works Directors

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**JOB TITLE: Assistant Public Works Directors (Two Positions)**

**AGENCY: Butte County**

**LOCATION: Oroville, CA**

**FILING DEADLINE: January 21, 2022**

**SALARY RANGE: \$115,523.20 – \$154,814.40 Annually**

## **The Position**

Reporting to the Department Director, the Assistant Public Directors manage and direct employees involved in the planning, development, and implementation of department programs and projects involving full management oversight of various divisions within the department that includes Administration, County Service Areas, County Surveyor, Engineering, Fiscal and Accounting, Fleet Services, Land Development, Planning, Road Operations, Solid Waste, and Surveying.

Depending on the area of assignment, the Assistant Director will perform professional technical work under limited supervision to manage and direct employees managing various technical, administrative, and maintenance divisions within the Department of Public Works. It is anticipated that the two Assistant Directors' skill sets will be complementary, and full management oversight duties and responsibilities will be allocated thoughtfully and deliberately to best align with the Department's needs. Those with backgrounds in Engineering, Planning, Maintenance, Landfill Operations, Land Development, Surveying, or other duties aligned with Butte County Public Works are strongly encouraged to apply.

## **Essential Job Functions include, but may not be limited to, the following:**

- Assist Department Head with departmental management activities, including program analysis, planning, implementation, and coordination responsibilities.
- Manage and provide staff development, direction, and mentoring.
- Develop and monitor department budget.
- Prepare special and recurring reports, proposals, and contracts; recommend and implement changes to existing policies and procedures.
- Participate in the development and implementation of department goals regarding communications, customer service, and program cost evaluations.
- Monitor and review trends in public works administration and recommend operational and policy improvements.
- Conduct technical studies and investigations.
- Prepare written reports and deliver oral presentations before the Board of Supervisors, Planning Commission, and other elected or appointed bodies.
- Perform other related duties as assigned.

## **The Ideal Candidate**

The ideal candidate is a strategic, collaborative, and autonomous leader and effective communicator with broad experience in all areas of public works and/or planning; possessing extensive expertise managing and developing staff and creating an organizational structure and a sense of team and purpose. As the Director interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance. The successful candidate will have a proven track record creating efficiencies, implementing best practices, and removing unnecessary bureaucratic obstacles, while establishing clear procedures and policies, both written and verbally. A background effectively engaging with labor unions and ensuring positive outcomes is helpful. The ideal candidate will possess a passion for public service and is someone who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success while helping people in the community.

## **Key Attributes and Characteristics**

- A solid combination of technical and communication skills to advise on problems related to the design and construction of public works projects.
- A supportive leader who creates a cohesive structure and team-oriented working environment.
- An inclusive and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders.
- Good organizational skills with a transparent style of leadership; outward-facing who can successfully interact and resolve internal issues, as well as resolve difficult citizen inquiries and complaints.

## **Assistant Public Works Directors**

- Flexible and resilient. Able to provide clear goals and expectations, while remaining agile and can adapt to changing priorities.
- The ability to effectively communicate with staff. Remove roadblocks and be willing to allow for project ownership, employee development, and a sense of pride. Able to attract and retain a solid, high-performing workforce.
- Stays current in new technologies and legislation.
- Effective at community engagement and follow-through.
- An active listener.

For more details about this opportunity, please visit the job brochure at:

<https://koffassociates.com/wp-content/uploads/2021/11/Rev2-Butte-County-APWD.pdf>.

To be considered, please submit a resume, cover letter, and five work-related references (who will **not** be contacted in the early stages of the recruitment) at: <https://koffassociates.com/assistant-public-works-directors/>.

Resumes should reflect years and months of employment, positions held, as well as the size of staff you have managed.

For additional information, please contact:

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