



**CITY OF VENTURA**  
invites applications for the position of:

## **ASSISTANT PUBLIC WORKS DIRECTOR/CITY ENGINEER**

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<b>SALARY:</b>	\$134,464.72 - \$180,184.37 Annually
<b>DEPARTMENT:</b>	Public Works Department
<b>DIVISION:</b>	Public Works Administration Division
<b>OPENING DATE:</b>	12/16/21
<b>CLOSING DATE:</b>	01/31/22 05:30 PM
<b>DESCRIPTION:</b>	

The City of Ventura's Public Works Department is looking for an **Assistant Public Works Director/City Engineer** to join the management team. This new management position will serve as the City Engineer and have responsibility for overseeing three divisions within the Public Works Department. We are seeking candidates who have experience leading, directing, managing, planning, and coordinating different operating division and experience functioning as a City Engineer.

The Assistant Public Works Director/City Engineer works under direction of the Public Works Director and is responsible for providing leadership, management, planning, oversight, and direction for the City's Engineering Services, Design and Construction, and Transportation divisions. This position will assist in coordinating assigned activities with other City departments, divisions, outside agencies, and the public, while fostering cooperative working relationships among the various City departments, divisions, intergovernmental and regulatory agencies, and various public and private groups. provides highly responsible and complex professional assistance to the Public Works Director; and performs related duties as assigned.

The ideal candidate will be an experienced leader who succeeds at motivating teams while creating and maintaining a culture that stimulates and supports a multi-generational workforce. He/she will be an adept problem solver who is energized by challenges and proactively seeks opportunities that advance the goals of the City. This person will possess a track record that demonstrates the ability to develop and maintain cohesive interdepartmental relationships and function as a collaborative business partner, complementing Ventura's Public Works management team.

The Assistant Public Works Director/City Engineer is expected to bring considerable engineering depth and expertise to the position. The selected individual will have experience in selecting and overseeing consultants and contractors, as well as negotiating and managing contracts. The ideal candidate will bring experience with effective CIP planning and project management. This high energy leader will be an inspiring mentor who is passionate about developing his/her people and maximizing their potential. He/she will value the expertise and strengths of staff and support their professional growth.

*This position is designated as "at will." At will employees serve at the pleasure of the appointing authority and are subject to discharge without cause and without the right of appeal.*

The City of Ventura offers a rewarding career working with experienced professionals who value new ideas and taking the City's Public Works Department to the next level. Join our team as we

align our workforce to better serve our community together – they’re counting on us!

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### ***City of Ventura***

The City of Ventura is located just north of Los Angeles County and south of Santa Barbara County and is frequently considered one of America’s most desirable places to live. The City is a full-service municipality that was founded in 1782, incorporated in 1866, and serves nearly 110,000 residents within its 32 square miles. With nearly 600 employees, the City is dedicated to delivering key services to our businesses, residents, and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean, and desirable community.

Locals and visitors enjoy Ventura’s impressive park system that includes 32 parks and historic sites, and more than 800 acres of open green space. The City offers a remarkable year-round climate, friendly people, and a spectacular coastline. Ventura is an exciting location for a variety of outdoor activities such as biking, hiking, kayaking, paddle-boarding, sailing, surfing, whale watching and windsurfing. Other activities include the Channel Islands National Park, championship golf, world-class shopping, wine tours, and more. Learn more about the City of Ventura at [www.CityofVentura.ca.gov](http://www.CityofVentura.ca.gov)

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### ***Benefits and Additional Information***

The City offers a total compensation package that includes both a generous salary and other benefits! Refer to the **benefits tab** on the job posting for more information.

To be considered for this exciting opportunity, please complete an online City Job Application and supplemental questionnaire by the filing deadline, **Monday, January 31, 2022, at 5:30 p.m.**

For additional information on the duties and responsibilities of the position, refer to the job descriptions located on the City’s Career Page at [www.cityofventura.ca.gov/jobs](http://www.cityofventura.ca.gov/jobs) or by clicking here [Assistant Public Works Director/City Engineer](#).

If you have questions about the recruitment process, please contact Human Resources at [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov).

## **MINIMUM QUALIFICATIONS:**

A bachelor’s degree in civil engineering or related filed from an accredited college or university, seven (7) years of progressively responsible professional civil engineering experience in public works/utilities design and construction management, and three (3) years of supervisory level experience. A master’s degree is desirable.

**Certificates:** Registration as a Professional Civil Engineer in the State of California is required at time of appointment or within 18 months of appointment if currently registered as a Professional Civil Engineer (or equivalent) in a different state.

**License:** Possession of, or ability to obtain, a valid class C California driver license.

## **SELECTION PROCESS:**

Submit an online City job application and supplemental questionnaire by the filing deadline or first review date at [www.cityofventura.ca.gov/jobs](http://www.cityofventura.ca.gov/jobs). It is important that your City job application show all the relevant education, training, and experience you possess. Resumes, CVs and cover letters may be attached to your application but will not be accepted in lieu of a completed job

application or supplemental questionnaire. Submitting an incomplete application or supplemental questionnaire, may disqualify you from further consideration in the recruitment process.

**Application Filing Deadline:**

Applications and supplemental questions will be accepted until **Monday, January 31, 2022, at 5:30 p.m.**

**Application Review Process:**

All applications and supplemental questionnaires submitted will be screened in relation to the criteria outlined in this job announcement. Candidates will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process. Candidates will be notified about their status after the filing deadline.

**Department Selection Interview:**

A select number of candidates will be invited to a qualifying panel interview process that is tentatively scheduled for the week of **February 14, 2022**. Select candidates will be notified of specifics after the filing deadline. *Please note, given the current COVID-19 situation, initial panel interviews may be conducted via video teleconference. Selected applicants will be notified of specifics at the appropriate time.*

The department selection interviews will be scheduled promptly after the panel interview process is completed.

*The Eligibility List established for this classification may be used to fill other regular and temporary vacancies at the discretion of the City.*

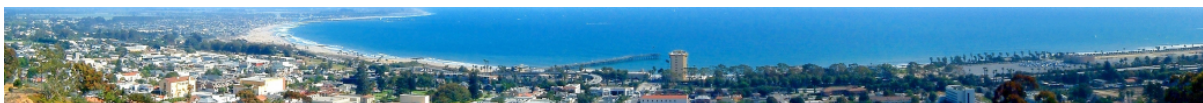
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In compliance with the Americans with Disabilities Act (ADA), if you need an accommodation in a selection process, please notify the Human Resources Department in writing by the final filing date of the position you are interested in. The Human Resources address is: 501 Poli Street, Room 210, Ventura, CA 93001, (805) 654-7853, e-mail: [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov).

**DIVERSITY AND INCLUSION:**

The City of Ventura values human rights, goodwill, respect, inclusivity, equality, and recognizes that the City derives its strength from a rich diversity of thoughts, ideas, and contributions. As leaders in public service, we aspire to be an employer of choice by promoting an organizational culture that reflects these core values. We seek to attract, develop, and retain a talented and dedicated workforce where people of diverse races, genders, religions, cultures, political affiliations, and lifestyles thrive. Our goal is to create a welcoming and inclusive environment that empowers our employees to provide the highest level of service to our community of residents and businesses; they're counting on us.

*The City is an equal opportunity employer and strives to attract qualified applicants from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, ancestry, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other status protected under federal, state and/or local law. We aim to create an environment that celebrates and embraces the diversity of our workforce. We welcome you to join our team!*



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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofventura.ca.gov>

Position #21-00358  
ASSISTANT PUBLIC WORKS DIRECTOR/CITY  
ENGINEER  
BF

501 Poli Street  
Ventura, CA 93001  
(805) 654-7853

[recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov)

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## **ASSISTANT PUBLIC WORKS DIRECTOR/CITY ENGINEER Supplemental Questionnaire**

- \* 1. The qualifications for this position require A bachelor's degree in civil engineering or related filed from an accredited college or university. Please indicate your highest level of education completed below.
  - Doctoral degree
  - Master's degree
  - Bachelor's degree
  - Associate degree
  - Some College
  - High School Diploma/GED
- \* 2. For the degree completed and selected above, please list your major area of study, (e.g. civil engineering).  
  
If you have no degree mark N/A.
- \* 3. Select the total year of years of progressively responsible professional civil engineering experience in public works/utilities design and construction management you possess.
  - 7 or more years of experience
  - 5 to 7 years
  - 3 to 5 years
  - 1 to 3 years
  - Less than 1 year
  - No related experience
- \* 4. For the answer selected above, indicate the government agency or company where you obtained the professional civil engineering experience in public works/utilities design and construction management and your dates of employment.  
  
If you have no experience as indicated, mark N/A
- \* 5. Select the total year of supervisory experience you possess.
  - 3 or more years of experience
  - 2 to 3 years
  - 1 to 2 years
  - Less than 1 year
  - No related experience
- \* 6. Describe your supervisory experience.

Within your answer, list the title(s) of the positions supervised, total number of staff supervised, and the agency where you obtained the experience.

If you have no experience mark N/A.

- \* 7. Are you currently registered with the State of California as a Professional Civil Engineer?

Yes  No

- \* 8. Please list your Professional Civil Engineer License # below.

If you do not have a current California Engineering license, mark N/A.

- \* 9. Are you currently registered as a Professional Civil Engineer (or equivalent) in a different state?

Yes  No

- \* 10. Please list your Professional Civil Engineer License (or equivalent) # and state where you hold the license below.

If you do not have a current Professional Engineering license (or equivalent), mark N/A.

- \* 11. If currently registered as a Professional Civil Engineer (or equivalent) in a different state, can you obtain your registration as a Professional Civil Engineer in the State of California within 18 months?

**NOTE:** Obtaining your registration as a Professional Civil Engineer in the State of California is a requirement of the position and must be done within 18 months of hire.

Yes

No

Not Applicable

- \* 12. Do you currently possess a valid California Class C driver license or the ability to obtain, a valid class C California driver license.?

Yes  No

- \* 13. I certify that my responses are true and complete, and any misstatements of material facts, or failure to answer questions will subject me to disqualification from the testing process and/or dismissal from employment.

Yes  No

- \* Required Question