



Koff & Associates
A Gallagher Company



ButteCounty
CALIFORNIA

Assistant Public Works Directors (Two Positions)

THE COMMUNITY

Butte County is a place of natural beauty with countless opportunities for recreation in both rural and urban environments where the fertile valley floor meets the recreation-rich Sierra Nevada. Within it, warm and friendly towns that feel like home beckon you to explore the unexpected in a corner of Northern California all its own. The County is home to five incorporated towns or cities: Biggs, Chico, Gridley, Oroville, and Paradise.

You can explore the region online at www.explorebuttecounty.com

The City of Oroville is the County seat and is the gateway to the Lake Oroville and Feather River recreational areas that offer waterskiing, sailing, swimming, fishing, camping and picnicking,

The City of Biggs is known as the “heart of rice country.” It has a population of 2,066; located in the fertile farmlands of the Sacramento Valley. Biggs is about 25 miles south of the City of Chico, just off State Route 99. This is a growing community where relatively inexpensive housing meets low crime rates and a family-like community setting. Agriculture has always been the basis of the local economy.

The City of Chico is Butte County’s largest city and home to California State University, Chico; Bidwell Park, which is one of the largest municipal parks in the nation; and Sierra Nevada Brewery. Chico embodies a combination of urban and rural assets that make it a wonderful place to live, work and play. Chico offers a year-round farmer’s market and a diverse artistic community.

The Town of Paradise, incorporated in 1979, is nestled in the foothills of California’s Sierra Nevada Mountains. Located on a ridge with elevations ranging from 2,000 to 2,800 feet above sea level, Paradise is twelve miles east of Chico and ninety miles north of Sacramento. The Town of Paradise is currently rebuilding following the most destructive fire in State history.

The City of Gridley is home to the annual Butte County Fair. Gridley is a small community of 7,000 residents conveniently located within a few hours of the Bay Area and the Lake Tahoe area. Residents have the advantage of living in a community with clean air, good water, and a rural lifestyle while having quick access to metropolitan areas.

In addition, 25 unincorporated communities provide opportunities to live in the valley or Sierra Nevadas, establish roots, and achieve a life-work balance and a quality of life few get to experience.

GOVERNANCE

The Board of Supervisors serves as the governing body for the County of Butte. The Board exercises the legislative, administrative, and appellate powers prescribed to it by the California State Constitution and Statutes, the Butte County Charter, and the Butte County Code. The Butte County Board of Supervisors consists of five members, each of whom is elected from the district in which he or she resides. Each Board member maintains an office within the district he or she represents. The term of office for Supervisors shall be four years and the Board elects a new Chair and Vice-Chair at the first meeting in January of each year.

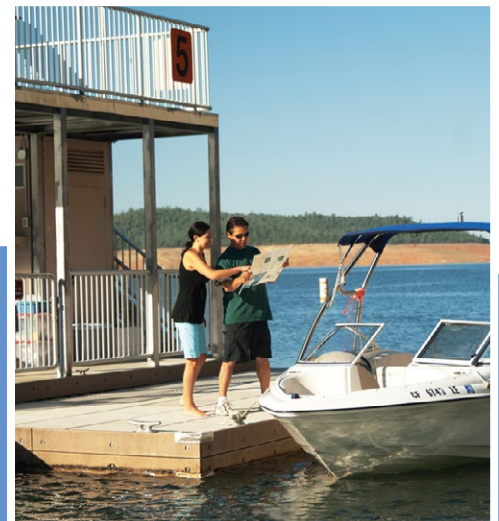
Butte County government provides services to residents through 23 diverse departments. Services include elections, road maintenance, public safety, solid waste disposal, and health and human services to name a few.

THE PUBLIC WORKS DEPARTMENT

The Butte County Department of Public Works is comprised of 150 employees, including engineers, surveyors, road workers, equipment mechanics, landfill staff, and fiscal & administrative personnel. Public Works serves the public by maintaining and improving the approximately 1,300 miles of roads and 240 bridges, designing and building capital improvement projects, operating the Neal Road Recycling & Waste Facility, reviewing private development projects, administering numerous County Service Areas (CSAs) and Permanent Road Divisions (PRDs), providing floodplain management, and servicing the County’s vehicle fleet. All this is done within an annual budget of more than \$80 million.

The past five years have seen significant challenges for Public Works and the communities in Butte County. Recent disasters – including the Camp Fire and North Complex Fire and additional flooding events in 2017 and 2019 – have tremendously impacted infrastructure and other Public Works services and resulted in nearly \$160 million in cumulative damage. Shifting weather patterns affected by global climate change have resulted in more chaotic and severe weather conditions that continue to stress antiquated infrastructure. These impacts result in more frequent (and costly) maintenance efforts, further affecting the services we provide the community.

In the coming years, the Department is committed to meeting the needs of our community and driving the collective positive change within the organization. The Department is in the process of developing the first comprehensive Capital Improvement Program (CIP) in recent memory and hopes to have it adopted in 2022. The CIP will provide a



road map for future projects and the allocation of available resources over the next decade. Despite the challenges that COVID-19 has had on government organizations, we continue to reimagine the services we provide the community and embrace the opportunities that arise from the aforementioned challenges. We have also adopted flexible work environment strategies and have embraced alternative work schedules and telework policies that contribute to the pursuit of improved live-work balances for all Public Works employees. A recently adopted Employee Recognition and Awards Program also strives to recognize and appreciate the great work our employees perform in service to the community.

Public Works has a significant role to play in the unique and exciting environment of Butte County. Our citizens need us to be proactive leaders and engaging partners. To be a good leader and partner, we need to be strong as well as respected, responsive, and reliable to our citizens. We need to evolve in our thinking when delivering projects and programs while the environment in which we work continues to become more complex. Given the constraints we face, extraordinary efforts are required to succeed. We aspire to be indispensable to our residents and strive to be viewed as their team of professionals whom they can count on to deliver vitally needed public works projects and services, on time and within budget.

The new Assistant Director(s) will play a prominent role in the resurgence of the Department and the future of Butte County.

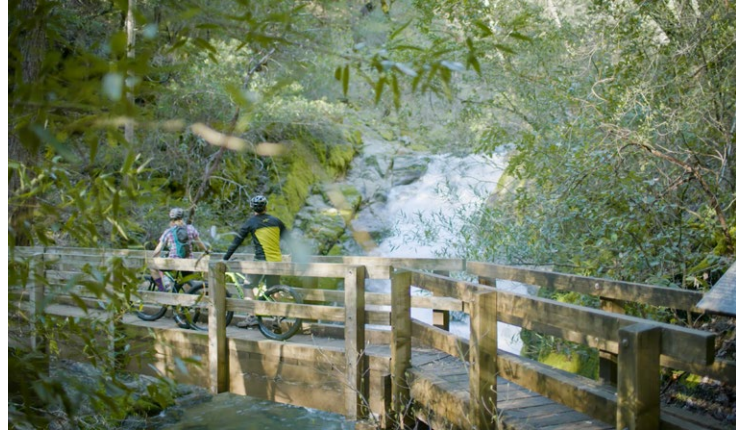
THE POSITION(S)

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.
- 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.

QUALIFICATIONS

- Bachelor's degree in Civil Engineering, Planning, or a closely related field.
- Five (5) years of professional engineering or planning experience that may involve the design and construction of roads, bridges, and related public works facilities.
- Four (4) years of managerial or supervisory experience.
- A Master's degree in Business Administration or Public Administration may substitute for two (2) years of managerial experience and a master's degree in Civil Engineering may substitute for one (1) year of professional civil engineering experience.
- Registration as a Professional Civil Engineer with the State of California is preferred. The County may consider allowing qualified candidates 12-18 months to obtain a PE. For the Administrative Assistant PWD position, this requirement is not mandatory.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

SALARY AND BENEFITS

The salary range for Assistant Public Works Director is \$115,523.20 - \$154,814.40 depending on experience and qualifications.

A generous benefits package includes:

- Retirement Plan - 2% @ 55 for Classic PERS members and 2% @ 62 for New PERS members.
- Vacation and Other Leave - Vacation is based on years of service beginning at 15 days per year. *
- 11 paid holidays per year.
- 12 days of sick leave per year.
- 10 days of administrative leave per year.
- Health, Dental, and Vision Insurance. These are provided to the employee and dependents with costs being shared by the County and employee.
- Boot Allowance \$100/Year
- Car Allowance \$250/Month
- Cell Phone Allowance County issued cell phone or \$70/Month

Relocation Assistance Is negotiable if the selected candidate is not from the Butte County area.

To view the full list of benefits, please click here: <http://www.buttecounty.net/humanresources/employeebenefits>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, January 21, 2022.

To be considered for this exceptional career opportunity, please submit your cover letter, resume, and five work-related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of employment, positions held, as well as the size of staff you have managed.

Forward to: <https://koffassociates.com/assistant-public-works-directors/>

For additional information, please contact:



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A Gallagher Company

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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

