

ABOUT MONO COUNTY

Mono County is in the heart of California's Eastern Sierra, a region known for soaring granite peaks, sprawling desert vistas, deep winter snows, turquoise alpine lakes, and bright sunny skies. Mono County is an international tourist destination for generations, providing world-class recreation and a pristine quality of life for visitors and residents.



Photo: © Greg Newbry

The County is sparsely populated, with over 90% of the area as undeveloped federal lands where people are free to recreate. Yosemite National Park, the John Muir Wilderness, Mammoth Mountain and Mono Lake are among the local attractions.

The communities along the traffic-free highways of Mono County are quite diverse. Mammoth Lakes is the most populated, with amenities befitting a resort community. Elsewhere in the County, 15-60 miles from Mammoth, communities are generally less than 1,000 residents, with a few stores and restaurants, small-town values, and a much lower cost of living. These communities are where the majority of County employees reside to enjoy the pristine and unhurried quality of life afforded in this unpopulated and scenic region.

Thanks to its status as a four-season tourist destination, Mono County boasts a surprising

number of amenities such as fine shops, restaurants, cafés, and a regional airport with connecting flights to major hubs. The County is also within an hour drive of larger cities such as Bishop, CA and Carson City/Reno, Nevada, where ample opportunities for services and provisions await.

MONO COUNTY WORK CULTURE

The Mono County Board of Supervisors and County Administration are committed to making Mono County the 'best place to work.' The County offers competitive salaries, and a custom-made benefit package that not only funds employee retirement, but also provides time off and flexible schedules so employees can maintain the high quality of life and wellness that brings people to our County. We are here to enjoy this amazing place, and we want all our employees to share in that enjoyment.

As a rural government organization, the County employees a relatively small number of employees over a large geographic area. This dynamic creates numerous opportunities for new and exciting roles and responsibilities. Individuals capable of multi-tasking and mastering varied tasks do well in our environment. The organization is well-diversified in terms of years of service of its employees, ensuring ample opportunities for advancement.

With 14 paid holidays and 3 weeks of vacation per year (to start), as well as flexible work schedules, our employees have the time and freedom to make frequent escapes from the rigors of their careers in public service and enjoy the amenities of the region.

The California State Controller's Office lists Mono County as being 14th among California's 58 counties in average of combined salary and health benefit costs (2016 data).

BENEFITS: *Employment with Mono County includes a robust benefit package, including Cal PERS retirement, medical, dental and vision insurance for employee and dependents, 14 paid holidays per year, 3 weeks per year paid vacation (at start), 401 deferred compensation (3% match) as well as flexible work schedules.*

COUNTY OF MONO



INVITES APPLICATIONS FOR

PUBLIC WORKS DIRECTOR

Open Until Filled
First Application Review 1/1/2018

SALARY: \$120,000-\$145,000

Equal Employment Opportunity Employer

RESPONSIBILITIES

Under administrative direction, to effectively lead and direct the County's Public Works Department. To work with Division managers to oversee the planning, design, construction, maintenance, and operations of County roads, bridges, parks, facilities, landfills and transfer stations. To develop and implement Public Works budgets, ordinances and policies. To perform special assignments as directed from the County Administrative Officer and Board of Supervisors, and to do related work as required.

Examples of Duties:

- Plans and directs the functions and activities of the County Public Works Department
- Develops and implements Department goals, objectives, and priorities
- Provides administrative direction and oversight for managerial and other Department staff
- Develops and administers the Department budgets
- Formulates Department policies and procedures
- Oversees the planning, design, construction, and maintenance of County roads and transportation facilities
- Performs long range Capital Improvement Planning and develops a Capital Improvement Budget
- Provides general direction for County Engineer and County Surveyor
- Provides direction to managerial staff overseeing Public Works facilities, including solid waste, roads, fleet, airports and cemeteries
- Directs and coordinates the work of engineering and other professional service consultants
- Directs the pursuit, acquisition and administration of grants
- Works with and contributes to a variety of boards and commissions.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective public administration, management, staff supervision, employee training, and evaluation.
- Pertinent State, Federal and local laws, regulations, and ordinances related to the functions and operations of the Public Works Department.
- Budget development and control across numerous budgetary units, within a broad political context.
- Principles of project planning, development, coordination, and direction.
- Principles and practices of fleet management, including heavy equipment, within a high elevation rural setting.
- Principles and practices of transportation infrastructure development, management and operations within a high elevation rural setting.
- Principles and practices of public works facility development, management and operations, within a high elevation rural setting.
- Landfill, transfer station and recycling program permitting, regulations, maintenance and operations.
- Water quality and storm water monitoring and regulatory compliance.
- CEQA process and compliance.
- Airport, cemetery, and parks management and operations.
- Grant development and administration.
- Research, statistical and analytical methods essential to the effective management of a Public Works Department and related budgets.
- Principles and practices civil engineering and surveying, especially as they apply to functions and responsibilities of the County Engineer and County Surveyor.
- Methods and practice of collaboration with numerous external stakeholders;
- Communication practices and strategies, specifically technical communications, public speaking and presentations.

Ability to:

- Plan, organize, manage, and coordinate the functions of the County Public Works Department within a broad political context.
- Provide supervision, training, and work evaluation for assigned staff.
- Make meaningful contributions to Public Works staff morale, recognition and retention.
- Develop and oversee the administration of multiple Department budgets.
- Direct and oversee a wide scope of professional engineering and construction projects, and to manage the functions of the County Engineer and County Surveyor.
- Collect data relating to Public Works operations and functions, and to organize and publicly present that data in a compelling manner.
- Direct the preparation and prepare clear, concise reports and presentations.
- Operate a computer and use appropriate software in the performance of public works administration responsibilities.
- Perform special assignments for a variety of County Boards and Commissions.
- Direct and oversee the development and administration of grants.

Training and Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
- Extensive experience in the direction and leadership of a public works agency.
- Extensive experience in the administration of a high-profile, politically influenced organization
- Extensive engineering experience in planning, development, construction and maintenance of roads, bridges, and other transportation facilities
- Extensive experience in the planning, development, construction and maintenance of public works facilities such as solid waste systems, storm water systems, wastewater treatment systems or public water systems.

- 5 years or more in a management or supervisory position relating to the management of public infrastructure or other public utilities.
- 5 years or more in a position overseeing the management of passenger vehicle fleets, law enforcement and/or emergency medical fleets, and heavy equipment.
- Advanced educational training in public administration, civil engineering, environmental engineering, or business administration.

Special Requirements:

Possession of a valid Driver's License.

A bachelor's or master's degree from an accredited US college or university, in planning, engineering, public or business administration, public works management or related field and (5) years of progressively responsible experience in public agency management, program and budgetary planning.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or emails will be accepted.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.