



EMPLOYMENT OPPORTUNITY

PUBLIC WORKS DIRECTOR

Salary Range: \$67,920 - \$91,020/Annually

Closing Date: March 27, 2009, 5:00 p.m.
Postmarks Not Accepted.

THE POSITION

Under general administrative direction, to plan, organize, direct, and coordinate the City's public works activities; and to do related work as required.

EXAMPLE OF DUTIES

Directs, through subordinate supervisors, the City's public works activities including engineering design and construction, maintenance of streets, sewers, public buildings, equipment, and other public works facilities, and operation and maintenance of a water system and wastewater treatment plant; confers with City Manager and other municipal officials on departmental and City policies, standards, procedures, and long range capital improvement program; directs the preparation of plans and specifications for public works projects; reviews contract proposals for public works projects and makes recommendations on awards; confers with business and community leaders and representatives of other government agencies on matters of mutual interest; provides engineering advice and information including recommendations concerning ordinances, standards, and policies to the City Council, staff, and appointed commissions; proposes and directs preparation of studies concerning engineering aspects of future City development including the general plan and master street and utility plans; coordinates the orderly extension of City services by conferring with developers during the planning of new construction improvements and subdivisions; analyze traffic patterns through speed, volume, and accident studies to determine requirements for signing, striping, signalization, and roadway classification; directs the preparation and maintenance of official maps, records, and files relating to departmental activities; maintains engineering records and directs all phases of engineering work required in connection with the functions of the City; maintains in efficient operable condition all automotive and other equipment and buildings and keeps possession and inventory control records of the City corporation yard; attends and participates in meetings of the City Council and Planning Commission.

DESIRABLE QUALIFICATIONS

Training and Experience - Any combination equivalent to graduation from college in civil engineering and five years of progressively responsible experience in engineering, including at least two years in a supervisory capacity.

Knowledge and Abilities - Knowledge of the principles and practices of municipal public works administration; knowledge of the principles and practices of civil engineering and construction; ability to plan, organize, direct, and coordinate the work of professional and other personnel engages in diversified activities; ability to review engineering plans for public works projects; ability to communicate effectively orally and in writing; ability to develop and administer long range plans, programs, and budgets; ability to establish and maintain effective relationships with others.

HOW TO APPLY

Submit cover letter, resume, and City application (required). Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Anderson, CA 96007, (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

Upon receipt of completed applications, each candidate's education and experience qualifications will be evaluated. Selected candidates will be asked to participate in an oral interview.

EMPLOYMENT BENEFITS

- Vacation: 10 days per year; 15 days after 5 years; 20 days after 10 years.
- Admin. Leave: 10 days per year.
- Holidays: 14 paid days per year.
- Sick Leave: Earned at a rate of 1 day per month.
- Retirement: PERS 2.7% @ age 55 supplemental to Social Security; credited sick leave. City pays both employer and employee share.
- Medical: Group insurance plan covers employees and dependents, including life insurance, medical, dental, and vision. City pays 93.3% of monthly premium. Section 125 (Cafeteria) Plan available.

ABOUT THE CITY

Anderson is a low-cost, high quality-of-life community of 10,677 located 150 miles north of Sacramento and 10 miles south of Redding. The area is known for its scenic beauty, is close to Lassen National Park, Mt. Shasta, and Shasta Lake, and features affordable housing, good schools, a low crime rate, and outstanding nearby medical facilities. The Sacramento River flows through town, and the City operates a magnificent 440-acre river park with fishing ramps and river raft access.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.