ABOUT THE COUNTY

The County of Colusa, nestled in the heart of the Sacramento Valley approximately 60 miles north of Sacramento and 100 miles northeast of the San Francisco Bay Area, is a vibrant community rich in history and tradition, offering a wonderful environment in which to live, work and play. The County, with approximately 22,000 residents, includes two incorporated cities: Colusa, which is the county seat, and Williams. The local economy is largely agriculturally based, producing crops valued at more than $900 million each year and exporting farm commodities throughout the United States and to about seventy countries worldwide. Colusa County’s residents enjoy the best of both worlds: ready access to major metropolitan areas while taking advantage of affordable housing associated with the area’s friendly, small town environment. The region is blessed with sweeping mountain vistas, open space, and clear skies.
Some County government business is still conducted within the beloved antebellum courthouse which was built in 1861 and has operated continuously ever since. The County’s annual General Fund budget is approximately $33 million and the total budget is about $95 million. The workforce is comprised of 17 department heads and approximately 400 full-time equivalent positions. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County’s population. Members of the Board of Supervisors serve as the legislative body for Colusa County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four-year term.

Colusa County also offers many diverse outdoor recreational opportunities and is considered to be a sportsman’s paradise. The Sacramento River meanders through the County. Portions of five national protected areas are located within the county: Butte Sink Wildlife Refuge, Colusa National Wildlife Refuge, Delevan National Wildlife Refuge, Mendocino National Forest, and Sacramento National Wildlife Refuge. Recreational opportunities such as hiking, bird watching, camping, and water sports abound. The Sacramento River and local lakes, offer world class fishing.

**ABOUT THE POSITION**

To direct, manage, supervise, and coordinate the programs and activities of one or more of the Divisions within the Public Works Department which include Engineering, Road, Solid Waste, and Transportation; to coordinate assigned activities with other County departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works. Serves as the Road Commissioner and County Engineer. Subject to department need, may serve as County Surveyor.

In the upcoming year, the Department will be focusing attention on issues such as:

- Continuation of FEMA Flood Re-mapping
- Increased Road Maintenance and construction with RMRA funding
- Utilization of an Emergency Grant of almost $700,000 for a water redundancy project and improve reliability for the Stonyford water system

**THE IDEAL CANDIDATE**

The ideal candidate for the Assistant Director of Public Works position will have knowledge of the principles, practices and techniques of civil engineering, and in administrative management including budgeting, financial management, effective employee supervision and training. Emphasis is placed on overall skill in planning and implementation of policies and procedures while assuring compliance with Department goals and objectives.
MINIMUM REQUIREMENTS

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three (3) years of increasingly responsible public works and engineering experience including two (2) years of administrative and supervisory responsibility.
- Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.
- Certificate of Registration as a registered civil engineer in the State of California.
- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Professional Land Surveyor License in the State of California is desirable, but not a requirement.

**SALARY**

$103,200 - $132,132 per year

The hiring salary range indicated above has six annual merit steps with approximately 5% between each step. Annual advancement is based upon successful performance. The successful applicant can anticipate being offered a salary between steps 1 through 6 depending on experience and qualifications. The full salary range goes up to step 15. Steps 7-15 are additional merit steps and eligibility for step advancement is based on 2 years of satisfactory performance at the previous step. Steps 7 through 14 provide increases of 2.5% each. Step 15 provides a 5% increase.

**BENEFITS**

3% @ 60 CalPERS Retirement formula for Classic Members, 2% @ 62 formula for New Members; deferred compensation plans available with monthly matching employer contributions; 13 paid holidays, 10 to 25 annual vacation days based on seniority and 12 days of sick leave; health, dental, vision, and life insurance.

Important Note: Family health and vision insurance coverage will be covered entirely by the County contribution for employees who elect to enroll in the PERS Select health plan (80/20 plan).

**APPLICATION & SELECTION PROCESS**

This position is OPEN UNTIL FILLED

A review of application materials is scheduled for July 10, 2020.

This recruitment may close without notice upon receipt of a sufficient number of applications.

**REQUIRED APPLICATION MATERIALS**

To be considered, candidates must submit:
- A signed completed standard Colusa County Application REV.111317
- Cover Letter
- Resume

The complete job description is available by contacting the Human Resources Department:

250 Fifth Street
Colusa, CA 95932
530-458-0420
ccpersonnel@countyofcolusa.org
www.countyofcolusa.org

The application materials will be used to select the best qualified applicants to participate in the selection process. Qualifications appraisal interviews will be used to assess the candidate's knowledge, skills and experience. The Director of Public Works will make the final selection and appointment.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the Notice of E-Verify Participation and Right to Work

### What a PERS 3% @ 60 Classic formula could mean for YOU with just 10 years at Colusa!

<table>
<thead>
<tr>
<th></th>
<th>10 yrs</th>
<th>If Retirement Base Salary is $200,000/yr</th>
<th>Difference after 10 years retired</th>
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<tbody>
<tr>
<td>3 @ 60</td>
<td>30.00%</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
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<tr>
<td>2 @ 60</td>
<td>20.00%</td>
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<td>2 @ 55</td>
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<tr>
<td>2.7 @ 55</td>
<td>27.00%</td>
<td>$54,000.00</td>
<td>($60,000)</td>
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Retirement at age 60. Does not compare Social Security benefits.

COLUSA COUNTY IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER