



Public Works Agency  
—Alameda County—

Alameda County Invites you to apply for the position of

# DEPUTY DIRECTOR, PUBLIC WORKS

Recruitment Open from February 14, 2022 to Final filing Date of March 25, 2022



Public Works Agency  
—Alameda County—

All Alameda County employees are designated Disaster Service Workers through state and local law.

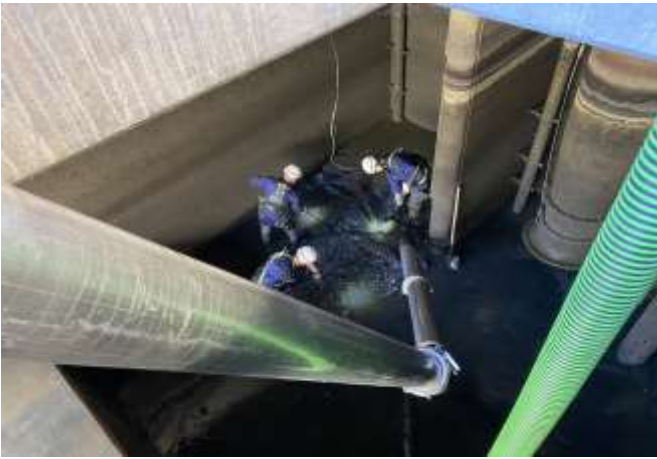
**Alameda County is an Equal Opportunity Employer**

## SPECIFIC REQUIREMENTS

Candidates must possess a bachelor's degree from an accredited college or university in civil engineering AND the equivalent of five years full-time supervisory experience as a registered Civil Engineer, at least two years as a principal or higher-level position within an engineering organization.

All candidates must possess a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

All candidates must possess a valid California Motor Vehicle Operator's license.



## APPLICATION PROCESS

If you are interested in this exciting opportunity, please complete an application and supplemental questionnaire on-line at [www.acgov.org/hr](http://www.acgov.org/hr). The final deadline is **March 25, 2022**, at 5:00 p.m. PST. Applications will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to participate in the next step of the selection process.

\*We reserve the right to make changes to the announced recruitment, examination components & selection plan.

## SUPPLEMENTAL QUESTIONS

1. Provide your most persuasive arguments as to why you are the best qualified Candidate for the Deputy Director of Public Works in charge of Engineering Services or Construction and Development Services. Be specific!
2. For each of the following areas, highlight your experience and noteworthy accomplishments that clearly demonstrate you are ready to take on the challenges of the position as described in the recruitment profile:
  - a. Development and Implementation of Capital Improvement Programs
  - b. Change Management
  - c. Staff Development
  - d. Use & adoption of New Technology
3. Describe your experience and knowledge in the areas of transportation funding, revenue/expenditure forecast and reporting, as they relate to federal, state and local funding opportunities. Please be specific in describing your role and responsibilities.

## COMPENSATION & BENEFITS

**Annual salary range: \$169,478.40—\$206,128.00**

**Management Benefits Cafeteria Plan includes:**

- Health and Dental Insurance
- Employee and Dependent Life & AD&D Insurance
- Health/Dependent Care Flexible Spending Plan
- Paid Vacation
- Paid Sick Leave
- Holidays (11 paid holidays; 4 floating holidays)
- Management Leave
- Paid Family Leave
- Long-Term Care Insurance
- Retirement Plan covered by the 1937 Act
- Deferred Compensation Plan Available
- Professional Development Opportunities
- Participation in Social Security
- Other Benefits

Applications and supplemental questionnaires must be received online by: **March 25, 2022, 5:00 p.m., PST**

Oral Examination Tentative Date: **Week of May 2, 2022**

Contact:: Erika Beams, Human Resources Analyst

Human Resources Services, Alameda County

[Erika.Beams@acgov.org](mailto:Erika.Beams@acgov.org) or (510)272-6393

# THE PUBLIC WORKS AGENCY MISSION STATEMENT

Enhance the quality of life for the people of Alameda County by providing a safe, well-maintained, and lasting public works infrastructure through accessible, responsive, and effective services.

## THE AGENCY

Alameda County Public Works Agency is a full-service provider of design, construction management, and maintenance of public infrastructure, including streets, sidewalks, and pathways; creeks; flood control facilities and storm drains; trees; vehicles and equipment; street lights and traffic signals. The Agency also provides traffic, transportation planning and funding, watershed management, real estate, environmental, and surveying services.

The Agency is also responsible for the engineering review of private developments and the issuance of building permits, right-of-way encroachment permits, and well drilling permits.

The Agency is involved in community programs, including beautification, clean-up projects, and graffiti abatement. In addition, through its role as the administrator of the Flood Control District, the Agency supports friends of creeks groups, other non-profit and governmental jurisdictions within Alameda County in promoting environmental stewardship.

The Agency has approximately 350 full-time equivalent positions in a variety of professional, technical, clerical, and skilled trades classifications, with a budget of \$320M for FY22.

## ORGANIZATIONAL COMPOSITION OF THE AGENCY

**ENGINEERING SERVICES**—Plan, design and manage the delivery of transportation infrastructures for unincorporated Alameda County and flood control facilities within the Alameda County Flood Control District.

**MAINTENANCE AND OPERATIONS**—Maintain roadways, transportation corridors, estuary bridges, flood control pump stations, and flood control channels in Alameda County.

**CONSTRUCTION AND DEVELOPMENT SERVICES**—Perform contract administration, construction management, and inspection of capital improvement projects. Approve private developments by reviewing development plans, issuing building permits, and performing building inspections.

**MANAGEMENT SERVICES**—Administer the Agency's human resources, finance/accounting, information technology, and support services.



## IDEAL CANDIDATE

The ideal candidates need to possess considerable knowledge of public works, best practices, regulatory and technological trends and a proven ability to improve service delivery that addresses diverse community needs. The Deputy Directors will be expected to take charge of the departments and hit the ground running with current projects and programs. Individuals selected will be hands-on managers who will lead dedicated staff while identifying best practices for policies, procedures, and future operations.

The Deputy Director is a key member of the executive team and is expected to operate openly and collaboratively with the entire Public Works Agency. It is also critical that the Deputy Director has the ability to communicate clearly to the organization and community.

The ideal candidate will possess experience, knowledge, and skills in the following areas:

- Knowledge of laws, regulations, and standards governing public works;
- Knowledge of the principles and practices of municipal organization and administration, including knowledge of budget preparation and execution;
- Knowledge of human resource management practices, including employee relations, civil service processes, and leadership development
- Knowledge of contract administration and project management;
- Broad knowledge of strategic planning and organizational development;
- Research, analyze, prepare, and/or review complex administrative and operating reports and records; and
- Data driven management and supervisory experience with a focus on accountability.

## THE POSITIONS

These are exciting career opportunities to serve as key members of the executive team of a progressive organization. The Deputy Directors report to the Director of the Public Works Agency and manages the activities of the Construction and Development Services Department and Engineering Services Department.

The Deputy Director for the Construction and Development Services Department will be responsible for contract administration, construction management and inspection of capital improvement projects; and approval of private developments including issuance of building permits and building inspections. The Deputy Director will also be responsible for administration of five county services areas as well as the administration of the Agency's business outreach and labor compliance programs.

Or

The Deputy Director for the Engineering Services Department will be responsible for transportation and flood control engineering design; traffic engineering; surveying and mapping; transportation and watershed planning; environmental and clean water programs; and right of way acquisition and management. The Deputy Director will also be responsible for the continued development and implementation of a robust Capital Improvement Program for Transportation and Flood Control Programs.

## KEY PRIORITIES

The Agency has key priorities under the leadership of the Deputy Directors. Significant accomplishments desired in the next five years include:

**Transportation** -- The development and delivery of capital projects that preserve the county's transportation infrastructure and meet future transportation needs.

**Flood Control** -- Development of watershed planning, completion of major maintenance projects and construction of the Flood Control Systems, and mapping of flood plains for the cities and unincorporated areas of Alameda County.

**Customer Service** -- Improve responsiveness in development reviews and issuance of various permits including building permits and inspections.

**Capital Improvement Program** -- Development and management of multi-year capital improvement program, and coordination among all stakeholders in developing and implementing capital projects in a timely and cost-effective manner.

**Budget and Planning** -- Development, and management of the annual operating and capital budgets, including securing federal, state and local funding opportunities, and collaborating on local and regional issues.

**Staff Development** -- Succession planning is an essential element of business continuity, and building organizational capacity through the professional growth and leadership development of our employees is one of the key priorities for the Agency.

## QUALIFICATIONS

The ideal candidate has experience with a proven track record of success that demonstrates knowledge, skills, and abilities in the following areas:

- Broad and considerable expertise working in a public works or engineering organization
- Knowledge of current technical and legal developments in civil engineering, right-of-way acquisitions, land development, and related program areas
- Management of a variety of functional specialties with a large number of overlapping work areas
- Political astuteness and the ability to establish and maintain effective working relationships with public and private organizations, elected officials, and unions
- Team building skills and the ability to lead, direct and motivate staff to achieve the vision of the organization
- Effective interpersonal skills and the ability to interact with staff at all levels
- Success in innovation and implementing change
- Budget development, analysis, administration, and management
- Excellent written and oral communication skills that include good listening techniques
- Understanding computer applications related to program areas