

## COMPENSATION & BENEFITS

Annual salary is \$102,772.80—\$125,008.00  
Management Benefits Cafeteria Plan includes:

Health and Dental Insurance	Management Paid Leave
Employee and Dependent Life & AD&D Insurance	County Allowance Credit
Health/Dependent Care Flexible Spending Plan	Voluntary Disability Plan
Vacation	Retirement Plan covered by the 1937 Act
Sick Leave	Deferred Compensation Plan Available

## APPLICATION PROCESS

If you are interested in this exciting opportunity, please complete an application and supplemental questionnaire on-line at [www.acgov.org/hrs](http://www.acgov.org/hrs). The final filing deadline is **Friday, January 30, 2015, 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.

## TENTATIVE SELECTION SCHEDULE

Application and Supplemental Questionnaire  
Final Receipt Date: **January 30, 2015**

Screening for the best qualified candidates:  
**February 17, 2015**

Panel Interviews: **February 27, 2015**

## SUPPLEMENTAL QUESTIONNAIRE

This supplemental questionnaire is designed to evaluate your experience and your ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of your past accomplishments and challenges. Please prepare responses which describe the specific situations, your role and actions taken, and the impact your actions had on the organization or the particular project outcome.

1. Do you possess a bachelor's degree from an accredited college or university in the field of civil or mining engineering or surveying? Yes \_\_\_ No \_\_\_
2. Do you possess the equivalent of four years experience in land surveying which may be substituted for the bachelor's degree? Yes \_\_\_ No \_\_\_
3. Do you possess a valid certificate of registration as a Civil Engineer issued prior to January 1, 1982, or Land Surveyor as issued by the California State Board for Professional Engineers, Land Surveyors and Geologists? Yes \_\_\_ No \_\_\_  
If yes, please upload a copy of your certificate in the "other" section of the application.
4. Describe a formal presentation that you prepared and presented to multiple audiences. What steps did you take to prepare and present the information? Describe how you modified the information for the needs of each group.
5. Describe the most complex land surveying project you have managed. What made this project particularly challenging? What was your specific role and the actions you took? What was the outcome?
6. Describe your management style and performance metrics that you have developed for your work group. What were the goals and objectives for the group? What steps did you take to develop the metrics? What was your process for implementation? How did you measure performance? What was the overall result for your organization?
7. Describe a major recommendation you have made recently to executive management regarding the budget or budget process. What was your methodology in developing the recommendation? What was your specific role? How did you communicate your recommendations? What was the impact and outcome of your recommendations?

If you have questions about this brochure, please contact:  
Monique Hill, Human Resources Analyst, [monique.hill@acgov.org](mailto:monique.hill@acgov.org), 510-208-4841

Invites you to apply for the position of

# SUPERVISING LAND SURVEYOR (COUNTY SURVEYOR)



## Apply Today!

If you are interested in this opportunity to help Alameda County Public Works Agency achieve its vision and mission, please complete an application and supplemental questionnaire on-line at [www.acgov.org/hrs](http://www.acgov.org/hrs).

Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this Brochure. The most qualified candidates will be invited to participate in the oral examination interviews.

### Tentative Selection Schedule:

- Application and Supplemental Questionnaire final receipt date:  
January 30, 2015
- Oral examination panel interviews:



Alameda County is an Equal Opportunity Employer

The Alameda County  
PUBLIC WORKS AGENCY

## 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 PUBLIC WORKS AGENCY VALUES

- Promoting responsibility through transparency and accountability.
- Being responsive to those we serve.
- Providing effective, high-quality service to the public.
- Recognizing our unique qualities as individuals and treating one another with respect and compassion.
- Innovative and progressive approaches and accepting the associated risks.

## THE AGENCY AT A GLANCE

Public services provided by the Agency include flood and storm water pollution control; transportation planning and design; roadway and flood control maintenance and inspection; and construction and building inspection.

The goals of the Agency are to keep roads safe and well-maintained; provide the highest level of flood protection; provide service levels that optimize infrastructure life cycles and minimize deferred maintenance; ensure that development and construction adhere to applicable State and County rules; optimize disaster preparedness, response and



recovery; ensure that Agency's operations and services minimize negative impacts on the environment; and sustain and advance County and Agency programs through a vital business and administrative support system. To accomplish these goals, the Agency has 289 full-time equivalent positions in a variety of professional, technical, clerical, and skilled-trades classifications, with an approved Agency budget for Fiscal Year 2014-15 of \$330 million.

## THE POSITION

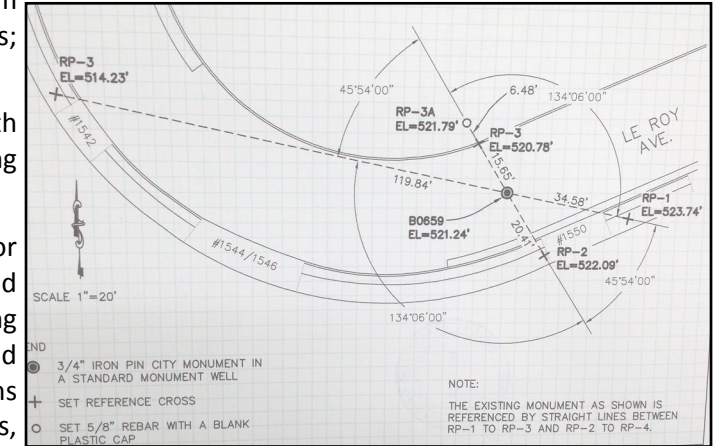
The Supervising Land Surveyor is a one-position class and serves as County Surveyor. The incumbent's responsibilities are primarily in the field of office surveying, supervision and management. The incumbent reports directly to a Deputy Director of Public Works and is in charge of and oversees the activities of all surveyors and other professional technical personnel in a section of the department.



## THE IDEAL CANDIDATE

In addition to meeting the established minimum requirements, the ideal candidate will have the following critical attributes:

- Demonstrated Professional Land Surveyor with proven background, knowledge and experience working with pertinent state and local laws and regulations governing land surveying.
- Excellent teambuilding and leadership skills with the ability to plan, direct, and manage both field and office staff in the execution of duties while ensuring that the Agency's vision and values are at the focal point of all decisions.
- A solid leader with the ability to set appropriate standards, facilitate goal accomplishments, track, and evaluate performance to ensure timely service delivery.
- A strategic thinker with the ability to determine long-term goals and design the best approach to achieve those goals; ability to forecast and prepare division budget.
- Excellent communicator in both oral and written forms, with the ability to relay essential information to a wide ranging audience on diverse issues related to land surveying.
- Strong technology skills with the ability to analyze, monitor and stay current on pertinent regulations, laws, trends, and current and emerging technologies in land surveying. Strong ability to identify and understand complex problems and concepts, apply logical thinking and make sound decisions based upon available information, and design solutions, formulate and articulate effective action plans.
- Efficient management skills with the ability to maintain effectiveness even when experiencing changes in work responsibilities, priorities and deadlines and takes prompt action to ensure accomplishment of objectives; champions changes as directed by upper management as well as a willingness to identify issues and address them proactively.
- Skilled negotiator with the ability to gain consensus and support from all.



## SPECIFIC REQUIREMENTS

### EDUCATION:

Graduation from an accredited college or university with a bachelor's degree in civil or mining engineering or surveying. (The equivalent of 4 years of experience in land surveying may be substituted for a bachelor's degree.)

### EXPERIENCE:

The equivalent of four years of experience in professional civil engineering or land surveying of which two years having been served in a land surveying supervisory or administrative capacity.

### LICENSE:

Possession of a valid certificate of registration as a civil engineer issued prior to January 1, 1982, or land surveyor as issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists; AND

Possession of a valid California Class C Driver's License.