



# San Joaquin County Public Works Department ENGINEERING SERVICES MANAGER

## THE POSITION

The San Joaquin County Public Works Department is seeking a dynamic and highly experienced individual to join a progressive, public service employer who provides diverse engineering assignments and opportunities for professional growth. The ideal candidate will possess knowledge and experience in the workings of local government. Strong leadership, interpersonal and communication skills (written and verbal) are a must as the position requires interaction/communication with the public and various local and state agencies.

This is a senior management position and is exempt from civil service.

Plans and organizes the engineering and related administrative activities of one or more complex Public Works divisions, programs and/or projects; develops short and long range goals, objectives and priorities for assigned areas; manages and supervises the activities of staff and consultants as needed to ensure that assigned functions are performed in a manner that is consistent with the overall strategic direction of the Public Works Department.

Prepares and administers budgets for assigned areas; directs the development and implementation of cost accounting and related fiscal information management systems; oversees the production and maintenance of mandated fiscal reports; plans, directs and oversees studies to determine the costs of existing and proposed projects; recommends fees; develops and recommends policies and procedures to reduce expenses and increase revenues.

Plans, coordinates and oversees engineering feasibility studies; oversees the development and preparation of engineering plans, specifications and/or other documents as required. Represents departmental and/or County interests to other County departments and outside agencies.

## COMPENSATION AND BENEFITS

**Annual Base Salary: \$96,179-\$116,917**

### **In addition to base salary, the County offers:**

- ◆ **Cafeteria Plan:** \$24,022 annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary. The entire cafeteria amount is considered earnings and is added to the base salary when calculating retirement benefits.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan.
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,959 to \$3,597).

### **Total Compensation valued at:**

|                           | Min              | Max              |
|---------------------------|------------------|------------------|
|                           | Step 1           | Step 5           |
| Annual Base               | \$96,179         | \$116,917        |
| Cafeteria                 | \$24,022         | \$24,022         |
| 2% Deferred Comp          | \$1,924          | \$2,338          |
| Vacation Cash Out         | \$2,959          | \$3,597          |
| <b>TOTAL Compensation</b> | <b>\$125,084</b> | <b>\$146,874</b> |

### **Additional Benefits:**

- ◆ 1937 Act retirement plan with reciprocity with CALPERS
- ◆ 10 days of administrative leave per year
- ◆ 12 days sick leave annually unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 holidays per year

**Recruitment Incentives:** may be provided upon the request of the Department and approved by the County Administrator prior to start of employment:

- ◆ Reimbursement of moving expenses of up to \$2,000.
- ◆ Sick Leave: If you are leaving other employment to accept the San Joaquin County position, credit of your actual unreimbursable sick leave hours from the previous agency will be a maximum of 160 hours.
- ◆ Vacation Accruals: The SJ County vacation accrual rate consistent with the candidate's total years of public service.

For further information regarding benefits, please access the County's benefits website at:

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from



everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing homes and apartments are plentiful and the median home price in Stockton is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities, cultural, recreational, and educational that the area provides.



# San Joaquin County Public Works Department

## ENGINEERING SERVICES MANAGER

### MINIMUM QUALIFICATIONS

#### EITHER PATTERN I

Education: Graduation from an accredited four-year college or university with major coursework in public or business administration, engineering, environmental science, accounting, finance or a related field.

Experience: Four years of increasingly responsible administrative, engineering or analytical work, including at least one year administering or managing large and complex programs and/or projects in an engineering, construction, or similar setting.

Substitution: A master's degree in public or business administration, engineering, environmental science, accounting, finance, economics or a related field may substitute for one of the years of experience required above, other than the required one year administering or managing large and complex programs and/or projects in an engineering, construction, or similar setting.

#### OR PATTERN II

Experience: Three years as a Registered Civil Engineer performing diversified engineering activities in a public works organization.

Licenses and Certificates: Possession of a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors.

#### AND

Licenses: Possession of a valid California driver's license.

*For listing of the full job description, visit:  
[www.sjgov.org/hr](http://www.sjgov.org/hr)*

### TYPICAL DUTIES

Plans and organizes the engineering and related administrative activities of one or more complex Public Works divisions, programs and/or projects; develops short and long range goals, objectives and priorities for assigned areas; manages and supervises the activities of staff and consultants as needed to ensure that assigned functions are performed in a manner that is consistent with the overall strategic direction of the Public Works Department.

Oversees the preparation of specifications and other documents pertaining to the solicitations, receipt and analysis of project bids and proposals; recommends bids and proposals for approval by executive staff; negotiates adjustments with vendors and contractors as needed.

Prepares and administers budgets; directs the development and implementation of cost accounting and related fiscal information management systems; oversees the production and maintenance of mandated fiscal reports; plans, directs and oversees studies to determine the costs of existing and proposed projects; recommends fees.

Directs and oversees the preparation, review and updating of contracts and agreements; monitors consultant and contractor performance; recommends contract adjustments or modifications and ensures that contractual obligations are met.

Develops and implements policies and procedures; reviews, analyzes, develops and recommends changes to broader departmental policies.

Reviews and analyzes the local effect of federal, state or local legislation pertaining to assigned areas; manages efforts to monitor, establish, position, modify, and support/oppose legislation as needed.

### APPLICATION SUBMITTAL AND SELECTION PROCEDURES

Resumes will not be accepted in lieu of the required application materials. Completed application and supplemental application package must be submitted to the Human Resources Division by 5:00pm on September 10, 2010.

Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
44 N. San Joaquin Street Suite 330 Stockton CA 95202  
Tel: 209.468.3370/Fax: 209.468.0508  
Or apply on-line at: [www.sigov.org/hr](http://www.sigov.org/hr)

This is a senior management position and is exempt from civil service. A screening panel may be convened to determine the most qualified candidates for referral to the department for further selection. *Amended 8.30.10*



San Joaquin County Public Works Department  
**ENGINEERING SERVICES MANAGER**

0810-EC2165-EX

**SUPPLEMENTAL APPLICATION**

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question if needed. When describing work experience, please include name of employer, dates of employment, and your job title.

1. Describe your work experience overseeing an engineering related program (s) and/or project (s). Describe the organization, its size, and your role and responsibility.

2. Describe your experience preparing budgets. Describe the organization, the size of the budget and your role and responsibility.

3. Describe specific policies and procedures you have implemented and describe how it has affected your organization.