

## SALARY AND BENEFITS

300 days of sunshine every year  
Wide open spaces in all directions  
Clean air and crystal clear water  
Four seasons of recreation  
Friendly neighbors

The Sierra Nevadas  
The Cascades  
The Great Basin  
Lakes, rivers, streams  
Forgetting what traffic is

We also offer PERS Retirement and employee insurance programs;  
along with a lot of days off to enjoy the benefits of living in Lassen County

### SALARY

\$6,782 - \$8,201 Monthly, plus  
benefits package

More things we love about living here:

A safe, supportive, cohesive community  
Over 2,700 square miles of public lands

The sweet smell of pine trees

Trophy trout fishing

Powder days

Single track

Wildlife

*An affordable mountain lifestyle...*



LASSEN COUNTY, CALIFORNIA

## PUBLIC WORKS/TRANSPORTATION DIRECTOR



Incredible opportunity to work and play hard

*Find your path...*





*Susanville Ranch Park    [www.susanvillerranchpark.com](http://www.susanvillerranchpark.com)*

### **About Lassen County**

Located in Northeastern California, Lassen County is the eighth largest county in the state geographically and the 47<sup>th</sup> in terms of population. The incorporated city of Susanville is the County seat, where a community of 10,000 is set in the scenic upper Honey Lake Valley, against a backdrop of forested mountains of the Northern Sierra Nevada and Southern Cascade ranges, and high desert to the east.

Lassen County affords unlimited outdoor recreation and sporting activities for residents and visitors. Attractions include: trophy trout fishing and water sports at nationally renowned Eagle Lake, the second largest natural lake in California; abundant hunting opportunities; the scenic Bizz Johnson Trail, a 25 mile long converted rail route between Susanville and historic Westwood which attracts mountain bikers, hikers, cross country skiers and fly fishing enthusiasts, and is the setting for the annual Boston qualifier Bizz Johnson Marathon.

The Susanville Ranch Regional County Park located adjacent to Susanville offers twenty-nine miles of single track, non- motorized multi-use trails wind through canyons, around meadows, and up into the hills in this uncrowded and unspoiled park. [www.susanvillerranchpark.com](http://www.susanvillerranchpark.com)

The Lassen County Arts Council sponsors music, drama and fine arts events throughout the year, and the annual Best of Broadway production features outstanding local talent. Susanville even supports its own symphony. Driving to regional destinations is surprisingly easy since traffic gridlock is not a local way of life. Extensive entertainment, shopping and an international airport in Reno are less than 90 minutes away. North Lake Tahoe ski resorts are within two hours.

Driving time to Sacramento is usually under four hours and the Pacific Ocean at Eureka is about five hours away.

Residents of Lassen County enjoy a friendly rural mountain environment, outstanding family oriented recreation including many youth sports programs, and excellent schools. The cost of living and housing prices are lower in Lassen County than in most other regions of the state.

### **PUBLIC WORKS/TRANSPORTATION DIRECTOR**

Lassen County is seeking a Director with a solid public works/transportation background and proven leadership skills. With a budget of \$26+ million and a staff of 48, the Public Works/ Transportation Director oversees the activities, budgets and operations for the Public Works Department including roads, bridges, buildings and grounds, park maintenance, cemeteries, airports, transportation planning, and emergency services. Additionally, provides responsible and complex administrative support to the County Administrator and the Board of Supervisors with reference to the Streets and Highway Code.

### **Duties and Responsibilities**

The Public Works/Transportation Director receives administrative direction from the County Administrator. The primary duties of this position include:

- Exercise direct supervision over assigned clerical, technical, professional and supervisorial personnel.
- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Administrator and Board of Supervisors; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Public Works department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Perform related duties as assigned.

### **Minimum Qualifications**

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

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

#### **Experience:**

Six years of increasingly responsible experience in Public Works administration, including two years of significant administrative managerial experience working in a large, public agency.

#### **License or Certificate**

Possession of, or ability to obtain within six months of employment, a valid Registered Civil Engineer license from the State of California is desired but not a requirement.

Possession of, or ability to obtain, a valid California driver's license.

### **How to Apply**

Applicants must submit an official Lassen County application to the Lassen County Personnel Department. Please provide specific, accurate and complete information that describes how you meet the minimum qualifications. Faxed copies are acceptable (530) 251-2663, but must be followed-up with a signed original application.

**Filing deadline: Continuous until filled. First application review: August 7, 2020.**

The application form may be downloaded at: <http://lassencounty.org> or by contacting the Personnel Department.

### **The Selection Process**

Application materials will be reviewed and the best-qualified applicants will be invited to Susanville to participate in interviews.

Lassen County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identify or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may

include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the appointment process. Selection processes may include, but are not limited to, one or more of the following: application review, background investigation, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

### **Employee Salary**

\$6,782. – \$8,201. Monthly, plus benefits package.

### **Employee Benefits**

- Retirement: PERS retirement
- Insurance: Flexible benefits spending plan to which the County contributes an allotment for employees to choose medical, dental, vision, life and supplemental insurance plans.
- Deferred Compensation: County employees are eligible to contribute to a tax deferred 457K plan.

### **Lassen County Personnel Department**

221 South Roop Street, Suite 3  
Susanville California 96130  
(530) 251-8320

Website:  
[www.lassencounty.org](http://www.lassencounty.org)

