

Salary and Benefits

The annual salary range for the Public Works Director position is \$85,930 to \$115,164 plus an excellent benefits package. Placement within this range is dependent on qualifications. The City provides the following benefits:

General Leave:

- Vacation: 17 days of paid vacation leave the first year, increasing to 20 days in year five and increasing to 25 days in year ten and to 30 days after fifteen full years of service
- Administrative Leave: 80 hours annual administrative leave
- Sick Leave: Leave is accrued at 3.69 hours per pay period for a total of 12 days of paid sick leave per year

Medical, Dental, & Vision Insurance: Medical coverage is a 90/10 plan provided through Anthem Blue Cross. Dental coverage is also provided through Anthem as well as vision. The policy covers employee, spouses and any eligible dependents, with the current employee contribution at \$46 per month.

Life Insurance: The City provides a \$25,000 term life insurance policy.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). For legacy members, the benefit level is 3% @60 with a contribution rate of 9% of gross salary per pay period. For new (PEPRA) members, the benefit level is 2% @62 with a current employee contribution rate of 6.75% of gross salary per pay period.

Holidays: 14 paid holidays per year

Deferred Compensation: Voluntary plans available including IRS Section 125 Flexible Benefit Plan

Application Procedure & Selection Process:

Open Until Filled with First Review occurring on:
July 2, 2020 at 4:00 p.m.

To be considered for this opportunity, applicants MUST submit a cover letter, resume, standard City application in person, via email, or by mail at the following address:

City of Susanville
Attn: City Clerk
66 North Lassen Street
Susanville, CA 96130-3904
hwhitlock@cityofsusanville.org

Applications are available at the address above or under the City Services then Human Resources tab at www.cityofsusanville.org

The City of Susanville does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.



City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF:

Public Works Director

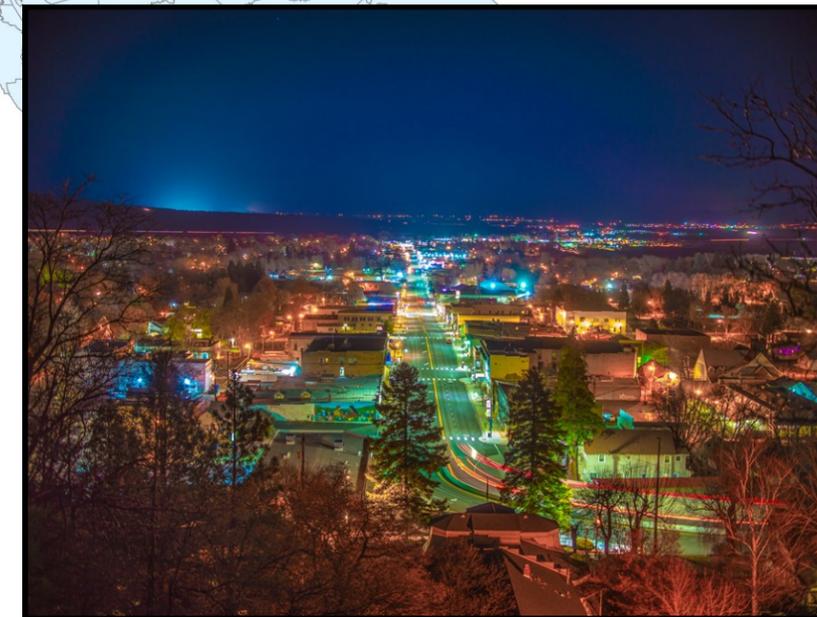


Photo By: Dan Lipp

**OPEN UNTIL FILLED with First Review occurring on:
July 2, 2020 at 4:00 p.m.**

66 North Lassen Street, Susanville, CA 96130
Phone: 530.252.5103

About the Position

Under the direction of the City Administrator, the Public Works Director plans, organizes, directs and reviews the activities and operations of the Public Works Department including streets; water, natural gas, and geothermal utilities, airport, transportation planning, and emergency services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

Preferred Qualifications:

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

- Four-year degree from an accredited college or university with major course work in civil engineering or a related field. May substitute ten (10) years' experience in city public works supervisor or superintendent position.
- Six (6) years of increasingly responsible experience in public works administration, including two (2) years of significant administrative managerial experience working in a public agency.

Licenses/Certificates:

- Possession of or ability to obtain and maintain a California Driver's Class C License

Duties and Responsibilities:

- 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 City Administrator; prepare and present staff reports and other necessary correspondence;
- Direct, oversee, and participate in the development and administration of the Public Works Department budget; direct the forecast of 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.



Photo By: Jeremy Couso



Desired Knowledge of or Ability to:

- Principles and practices of public works facilities planning, design and construction.
- Pertinent local, State, and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organizational, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Plan, direct and control the administration and operations of the Public Works Department.
- Develop and implement Department policies and procedures.
- Gain cooperation through discussion and influence
- Successfully develop, control and administer Departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

About Susanville and Lassen County

Susanville is located in Lassen County in the heart of North East California, at 4,200 feet in elevation. Residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. The population is about 9,000 people. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to Eagle Lake, Antelope Lake and Lake Almanor. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Land & Trails Trust Rails to Trails festival, Mountain Bike trails and races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical Country Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College, with California State University, Chico and University of Nevada, Reno nearby. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, the Susanville Symphony and the Honey Lake Valley Community Pool.

