



ORANGE COUNTY, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

ASSISTANT
DIRECTOR OF
PUBLIC WORKS



THE COMMUNITY

Orange County is a desirable place to live and is one of the premier employers in the region, as well as, the third most populated county in California. At the County you will find variety, individual opportunity, job satisfaction and the pleasure of working with colleagues who are dedicated to making a difference.

Over the years, Orange County has established a reputation as an innovative leader among local governments and serves over three million people living within its 34 cities.

Residents enjoy over 42 miles of pristine beaches, three major harbors, vast wilderness parks, beautiful nature preserves, and 402 miles of riding and hiking trails. Orange County has top rated attractions from Disneyland to several major professional sports teams, a wide range of cultural arts as well as some of the highest quality public and private schools in the nation. There is no doubt that Orange County is a great place to work, live, and play.

THE COUNTY GOVERNMENT

Orange County is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The Board is supported by a group of dedicated public-spirited individuals and together, they comprise a regional service provider and planning agency committed to maximizing resources and improving the quality of life for residents in Orange County. The 22 departments (and respective business units) that make up the County government provide vital services to the community to make Orange County a safe, healthy, and fulfilling place to live, work and play. The County's core lines of business are public safety, public health, environmental protection, regional infrastructure, public assistance, social services and aviation.

THE DEPARTMENT

The County of Orange has a challenging opportunity for a highly motivated and dynamic leader with the experience and expertise to help manage and direct the OC Public Works Department. The Assistant Director of OC Public Works will join the OC Public Works Director and one other Assistant

OC Public Works plays a critical role in delivering nearly all of the vertical and horizontal infrastructure for the County.

Director to lead the administration and day-to-day operations of a Department consisting of approximately 950 dedicated employees with an annual operating budget of roughly \$500 million and a capital improvement program of \$800 million.

Reporting to the OC Public Works Director, the Assistant Director will work with a diverse group of professional disciplines with widely varying backgrounds and must be comfortable interacting with staff to inspire, motivate, and empower them to achieve established Departmental and County goals. The department is organized into 10 service areas to manage staff and initiatives to provide services to internal and external customers.

OC Public Works has two branches with each assistant director overseeing five service areas.

Customer Services:

- OC Fleet Services
- OC Development Services
- Administrative Services
- OC Facilities Design & Construction
- OC Facilities Maintenance & CUF

Engineering Services:

- OC Infrastructure Programs
- OC Construction
- OC Operations & Maintenance
- OC Survey
- OC Environmental Resources

For more information please access www.ocpublicworks.com

OC Public Works partners with a diverse array of local, state and



federal agencies, special districts, regional authorities, and the private development community including: construction, contractors, and design firms.

THE IDEAL CANDIDATES

The Assistant Director of OC Public Works will be an experienced, organized, decisive, and innovative leader with the highest degree of integrity, leadership, and professionalism, as well as strong interpersonal skills and excellent judgment. The Assistant Director must be capable of working effectively, and communicating diplomatically, with County elected officials, staff, labor organizations, residents, citizen and business groups, regulatory agencies, developers, contractors, and other governmental agencies and will possess the following competencies:

Leadership

Evaluates political issues and works collaboratively with government officials, business partners, and public stakeholders in responding to new challenges; maintains a high level of integrity and credibility while developing strategies for advancing efficient and effective programs and completing projects in a timely, fiscally responsible, and innovative manner; identifies department needs and develops, designs, and implements program objectives, procedures, budgets, staffing requirements, and evaluation techniques.

Communication

Effectively speaks and writes clearly and concisely to express thoughts and ideas; professionally and tactfully creates an environment where ideas can be shared with others; successfully negotiates situations requiring positive outcomes; effectively communicates in public to a variety of audiences.

Strategic Management

Identifies areas requiring attention and uses logical reasoning to reach conclusions and identify alternate solutions to complex problems; develops short and long terms goals, outcomes, and performance measures for team members; provides strategic visioning, ensures department stability, and plans



for achieved results that contribute to the success of the Department and the County.

COMPENSATION

The monthly salary range for the incoming Assistant Director of Public Works is \$10,429.47 - \$19,779.07; placement within this range is dependent upon qualifications. The County also offers an attractive benefits package that includes:

Retirement Plan – Benefit formula of 1.62% @ 65 retirement benefits (includes a voluntary Defined Contribution plan and an employer match contribution). Eligible new employees who has reciprocal California public service time are required to choose between Plan O/P (1.62% @ 65) and Plan I/J (2.7% @ 55) retirement benefit formulas.

Retirement Reverse Pick-up Contributions –

County of Orange employees are subject to an additional reverse pick up percentage. This is in addition to the normal employee contribution. More information is available on the OCERS website:

<http://www.ocers.org>

Optional Benefit Plan (OBP) – \$4,500 annually (pro-rated if hired or promotion occurs mid-year). Executive Managers may elect a taxable cash lump sum, OBP Health Care Reimbursement Account, OBP Professional Reimbursement, AD& D, and/or 457 Defined Contribution Plan.

The Assistant Director will also have a primary focus on continuing to improve morale, increase efficiencies, and enhance customer services.

Health Plan Coverage – There are currently four different plans to choose from including two Preferred Provider Organizations (PPO's) Plans and two Health Maintenance Organizations (HMO's) Plans.

Dental – Dental coverage administrated by Blue Shield of California.

Life and Accidental Death & Dismemberment (AD&D) – Basic amount of \$125,000; employee may purchase additional voluntary coverage.

Sick Leave – During the first three years of employment, the accrual time rate will be .0347 hours of sick leave with pay for each hour of pay, which is approximately nine days annually. At the fourth year, the accrual time rate will increase to .0462 hours, which is approximately 12 days annually.

Vacation Time – During the first three years of employment, the accrual time rate will be .0577 hours of vacation for each hour of pay, which is approximately three weeks per year. At the fourth year the accrual time rate will increase to .077 hours, which is approximately four weeks annually.

Auto Allowance – For at-will Executive Managers, a taxable monthly allowance of \$765.

Other Benefits – 401 (a) Defined Contribution Plan (4% Employer contribution of Executive Manager's bi-weekly salary); 457 Defined Contribution Plan (participation is voluntary); Voluntary Dependent Care (DCRA) & Health Care Reimbursement Account (HCRA); Employee Assistance Program; Annual Physical.

For additional information about Orange County benefits, visit:

<http://ocgov.com/gov/hr/eb/overview>



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Deadline for first round
of consideration:
December 27, 2018**

Following the closing date, resumes will be screened according to the qualifications outlined. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the County of Orange. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

Candidates may apply for either, or both, of the Assistant Director positions; however, candidates applying for the Assistant Director/County Engineer overseeing the Engineering Services branch will require possession of a valid registration as a Professional Engineer.

If you have any questions, please do not hesitate to contact Ms. Valerie Phillips at:

(916) 784-9080

