



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

**Permit and Resource Management
Engineering Division Manager**

An Equal Opportunity Employer

SALARY

\$48.44 - \$58.87 Hourly \$3,888.47 - \$4,725.72 Biweekly \$8,425.01 - \$10,239.06 Monthly
\$101,100.09 - \$122,868.75 Annually

OPENING DATE: 03/04/15

CLOSING DATE: Continuous

THE POSITION

The County of Sonoma seeks a highly experienced Engineering Division Manager!

The Sonoma County Permit and Resource Management Department seeks a knowledgeable and experienced professional for Engineering Division Manager. Reporting to the Deputy Director - Engineering and Construction, the Engineering Division Manager leads a team of professional, technical, and/or clerical staff and directs the work of the Engineering and Well and Septic sections of the Permit and Resource Management Department (PRMD) for the County of Sonoma.

The PRMD Engineering Division Manager directs and coordinates the work of the sections through supervisory staff. Policy direction is provided by the Deputy Director Engineering and Construction through conferences, meetings, and written communication. This position is responsible for management and planning activities related to engineering, the permit and inspection process for grading, septic systems, sewer systems, storm drain, water systems, and well construction projects, public works improvement projects built by private developers, flood plain management, encroachments, subdivision agreement approvals, improvement plans and maps, lot line adjustments, corner records and records of survey per the Subdivision Map Act.

THE IDEAL CANDIDATE

The ideal candidate will possess the following:

- At least five years professional civil engineering experience that includes budget, design, and field work.
- At least two years of experience supervising engineers and other professionals.
- The ability to effectively lead teams and collaborate with multiple departments and agencies.
- Strong oral and written communications skills and the ability to interact positively with staff, general public, business owners, elected officials, boards, and commissions.
- The ability to manage multiple disciplines and juggle competing priorities.
- Strong computer skills and the ability to embrace new technologies and innovation.
- Excellent analytical problem solving skills.

THE DEPARTMENT

The County of Sonoma Permit and Resource Management Department (PRMD) is focused on providing excellent customer service to the business, commercial, government, and residential

communities of Sonoma County in the areas of construction, engineering, permitting, site inspection, mapping, plan review, environmental review, and planning.

The Department's mission is to serve the people of Sonoma County by providing a customer-focused process for the orderly development of real property, balanced with resource stewardship and developing and maintaining standards that protect the health and safety of the public.

The County of Sonoma Permit and Resource Management Department fiscal year 2014-15 budget of approximately \$21 million, consists of over 100 full time equivalent positions and provides services throughout the County. The Department's revenue sources include fees for professional services, fines, state and Federal funds, fees and reimbursements for services, and County General Fund. Please visit the department's website for information on its programs, services, organization and partnerships. www.sonoma-county.org/prmd

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Experience: Normally, any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Normally, five years of full-time, professional engineering experience, including two years at the level of Senior Civil Engineer with the County of Sonoma would provide such opportunity.

License: Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers. Registration may be documented by presentation of the applicable certificate. It is highly desirable for the incumbent of the position allocated to the Permit and Resource Management Department to have both a valid certificate of registration as a Civil Engineer and as a Licensed Land Surveyor. Possession of a valid California driver's license is required for various assignments.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of: the principles, practices, and techniques of civil engineering; statistics and advanced mathematics including algebra and analytic geometry; topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials; common methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work; real property descriptions; civil engineering design and drafting methods and equipment; legal requirements concerning the design, construction and inspection methodology necessary for private and commercial structures as well as major construction projects; the daily operations of a modern solid waste disposal facility.

Considerable knowledge of: the principles and practices relating to modern budget, program and systems management; English syntax and grammar; the principles, practices and techniques of supervision and training.

Working knowledge of: building inspection as well as plan checking practices and techniques.

Ability to: successfully manage complex and technical engineering assignments; effectively supervise and direct the work of professional, technical, and operations staff; plan and organize various aspects of the work relating to administration, budget, and general management matters; make accurate mathematical calculations; read, understand and interpret complex technical and legal documents, maps, technical drawings and plans; listen attentively and participate in negotiations by providing required data and information; adjust workload changes

and work under stress to meet deadlines; develop and maintain effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers and the public; write and direct the preparation of technical reports, correspondence, and maintain records; provide effective leadership in the development of new or improved procedures; analyze and review staff reports and recommendations and give constructive criticism; effectively assemble organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies; speak before groups regarding department plans, projects and functions.

SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An Application & Supplemental Questionnaire Appraisal Examination (Weight 100%). Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational coursework, training, experience, knowledge, and abilities that relate to this position. Candidates possessing the most appropriate job-related qualifications will be placed on an employment list and referred to the department for selection interviews.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>

HR Analyst: LC
HR Technician: MG

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #15/03-1015-O
PERMIT AND RESOURCE MANAGEMENT ENGINEERING
DIVISION MANAGER
LC

Permit and Resource Management Engineering Division Manager Supplemental Questionnaire

* 1. How did you first learn about this opportunity? MM

- American Institute of Architects
- Alliance for Innovation
- American Society of Civil Engineers
- CalJobs
- California State Association of Counties
- Careers in Government
- College or University
- Construction Specifications Institute
- Craigslist - North Bay
- Craigslist - Sacramento
- Design Build Institute
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- International Code Council
- Job Fair
- Jobs Available
- Latino Service Providers
- La Voz
- Minority Organization or Group
- Monster
- Municipal Insider
- Municipal Management Association of Northern CA
- National Association of Counties
- North Coast Builder's Exchange
- Other Golden State Builders Exchanges
- Press Democrat
- Publicservicecareers.org
- Society of American Military Engineers
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. Please indicate which of the following certificates or licenses you possess:

- A valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists (Required)
- A valid California Driver's License Class C or higher (Required)
- A valid Land Surveyor's License issued by the Board of Professional Engineers, Land Surveyors, and Geologists (Desirable)

* 3. Please describe your experience and education that qualify you for this position. Please be sure to include any degrees or professional designations you possess not mentioned in the previous question. Highlight in your answer any experience you may have in the following areas: a) Construction and building standards. b) Building inspections or related field experience. c) Interpretation/enforcement of building codes and regulations. d) Plans examination. e) Grading, drainage, and/or stormwater. f) Septic systems and wells. g)

Flood Plain Management.

- * 4. Please describe your experience supervising civil engineers and other professional staff. Include in your answer the number of years of supervision you have in each example, and the job titles/professions of those you supervised.

* Required Question

COUNTY OF SONOMA BENEFITS: MANAGEMENT*

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of three health plans (PPO, EPO and HMO) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details on employment for management employees may be found at http://hr.sonoma-county.org/documents/salary_resolution.pdf. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to www.hr.sonoma-county.org or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.