



MISSION STATEMENT: The mission of the Public Works Department strives to provide quality customer service to the constituents of Madera County through communication, partnering, collaboration, and maximizing the use of available resources to effectively and efficiently execute the duties of the Department in service to the public.

COUNTY OF MADERA

DIRECTOR OF PUBLIC WORKS



Live, Work, and Enjoy all that the Region Offers!

Madera County covers an area of approximately 2,100 square miles, which encompasses portions of the rich San Joaquin Valley, the Sierra Nevada Mountain Range, and the southern portion of Yosemite National Park. The county has a population approaching 158,000 with an unincorporated population estimated to be 75,000. Madera County has been named one of the fastest growing counties in California. Madera County enjoys housing one Community College campus with two more campuses in nearby communities.

Madera County is just a short drive from California State University, Fresno and University of California at Merced.

The County has some of the most desirable housing costs in the state and is located at the southern entrance to Yosemite National Park, which affords a variety of recreational opportunities, including skiing, fishing, picnicking, and numerous recreation streams, and lakes. In short, Madera County is a fun-filled region of outdoor adventure, wine tasting, and historic museums.



County Government

A California General Law county, Madera County is governed by a five-member Board of Supervisors elected by district for four-year terms. The Board of Supervisors appoints a County Administrative Officer (CAO) who is responsible for providing overall management for County operations. The County has a proposed General Fund budget of \$419 million for FY 2024-25 with an additional \$52 million in road and transit funds. The County employs approximately 1,800 permanent and seasonal staff in its 24 Departments. A majority of employees work at the modern, and conveniently located, Government Center in the City of Madera, the County Seat.



Madera County is committed to providing responsive, transparent government services to its citizens. The CAO serves the legislative function of the Board by providing research, information, and recommendations, and serves all of the executive functions of the Board by administering and supervising all County departments in matters that are the responsibility of the Board.

Public Works Department

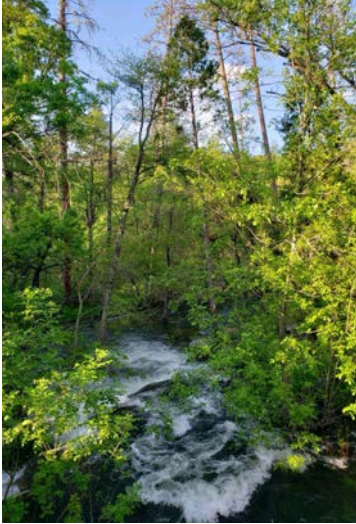
The Madera County Public Works Department consists of multiple divisions and teams of staff that work collectively and collaboratively to serve the constituents of Madera County in three key divisions:

- ❖ Capital Improvement Projects;
- ❖ Maintenance and Operations (includes county and special district-owned roads, water, and sewer); and
- ❖ Administration (includes accounting/budget).

Consulting services are currently used to augment staffing and for various assigned duties such as the mandated Road Commissioner.

The expenditure budget for FY 2024-25 is \$203 million. Staffing for full-time equivalents is budgeted at 138. There are 1,499 miles of roads within the county-maintained system and approximately 648 miles of roads within 118 special districts. The Department is also responsible for the maintenance and operations of 33 water and sewer special districts throughout Madera County.

Oversight and Responsibilities of the Director



Under policy direction of the Board of Supervisors, and day-to-day oversight by the Chief of Development Services and/or the CAO, the Director is responsible for the overall operations and functions of the Public Works Department and performs related duties as assigned. This is an at-will executive management position that provides leadership, strategic vision, administrative oversight, and policy direction to the various divisions and organizational units of Public Works. The position of Director of Public Works also functions as the County Engineer and the Road Commission (requires PE License). Additionally, this position requires a high level of administrative and management skill, knowledge and ability, initiative, judgment, discretion, and the ability to make sound, independent decisions within established policies and procedures set forth by the Board of Supervisors, CAO, Chief of Development Services, and federal, state, and County laws, ordinances, and regulations.

The Director of Public Works is accountable for establishing and accomplishing Departmental long- and short-range planning and operational goals and objectives and for furthering County goals and objectives.

Examples of the Key Responsibilities:

- ❖ Oversee strategic direction for the Department; develop and direct the implementation and management of goals, objectives, policies, procedures, and work standards for the Department.
- ❖ Direct the preparation and management of departmental budget.
- ❖ Confer with the Board of Supervisors, Chief of Development Services, and/or CAO on departmental plans, programs, and activities.
- ❖ Coordinate departmental activities and projects with other County departments and external agencies.
- ❖ Direct the preparation and administration of various professional service, construction, maintenance, and related contracts.
- ❖ Plan and direct the selection, professional development, supervision, review, and evaluation of employees.
- ❖ Make presentations regarding the Public Works Department's plans and programs at public meetings, legislative and administrative hearings, and related functions. Participate as a member of various committees independently, and/or when requested by the Board of Supervisors or as directed by the Chief of Development Services and/or CAO.
- ❖ Direct the conduct of a wide variety of analytical and feasibility studies, and the preparation of a wide variety of reports, plans, and economic data; review reports of findings and make recommendations to the Board of Supervisors, Chief of Development Services, and/or CAO regarding appropriate courses of action.

Ideal Candidate

In addition to being ethical, well qualified, and experienced, the new Director of Public Works will be a leader with a strategic approach to managing a robust and vibrant operation. This is of particular importance as the Department addresses all the typical public works related issues as well as the emphasis on proactively and aggressively addressing growth and development issues.

The Public Works Department has traditionally had a strong customer service orientation and the selected candidate will continue to enhance this culture through frequent and effective communication.

Working through staff and consultants, the new Director will be forward-looking and focused on providing exceptional service delivery and at the same time, anticipate future needs striving for the most efficient and cost-effective outcomes.

The Director will also have a leadership style that is both empowering, respectful, and is grounded in best practices. The Director will also appreciate the varied skills and contributions of the broad spectrum of individuals in the organization. Importantly, the top candidate will have a spirit of innovation and inspire the creativity of others.

Both diplomatic and decisive, the successful candidate will work with a sense of urgency and timeliness, be focused on progress, always striving for excellence in service delivery, project management and the use of public funds.



Desired Experience and Education

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Seven (7) years of progressively responsible professional engineering experience, involving the design, construction, and maintenance of public works projects, or other professional experience in a diversified public works agency, including three (3) years of management or administrative experience.

Education and Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration, or a related field.

Local government experience is highly desirable. Applicants with experience gained from a private sector employer in support of local government are also strongly encouraged to submit credentials and career history for consideration.

License or Certificate: Possession of registration as a professional civil engineer in the State of California is desirable.

***Important Note:** This position functions as the mandated Road Commissioner, which requires a PE license, unless assignment is made to another staff or authorized consultant. At present time, the County has been out-sourcing this responsibility to an engineering consulting firm.*

Knowledge of:

- ❖ Comprehensive knowledge of the broad field of public works and general services.
- ❖ Civil engineering and construction design and management principles and concepts.
- ❖ Land use, project design, and construction as applied to public works planning and operations.
- ❖ Environmental sustainability efforts.

Ability to:

- ❖ Delegate and provide policy direction to management staff and implement stated goals.
- ❖ Establish and maintain effective working relationships with representatives of other County departments, agencies, private contractors, engineers, architects, and with the public.
- ❖ Implement the overall objectives of the County as determined by the Board of Supervisors' policies and directives.

Compensation and Benefits

The salary range for the Director is \$158,533 to \$194,976 plus 7.5% incentive pay for PE license in California. Placement within the salary range will be determined by the candidate's qualifications and experience as deemed appropriate by the Board of Supervisors in consultation with the Chief of Development Services and CAO. Moving expenses may also be negotiable for the top selected candidate.

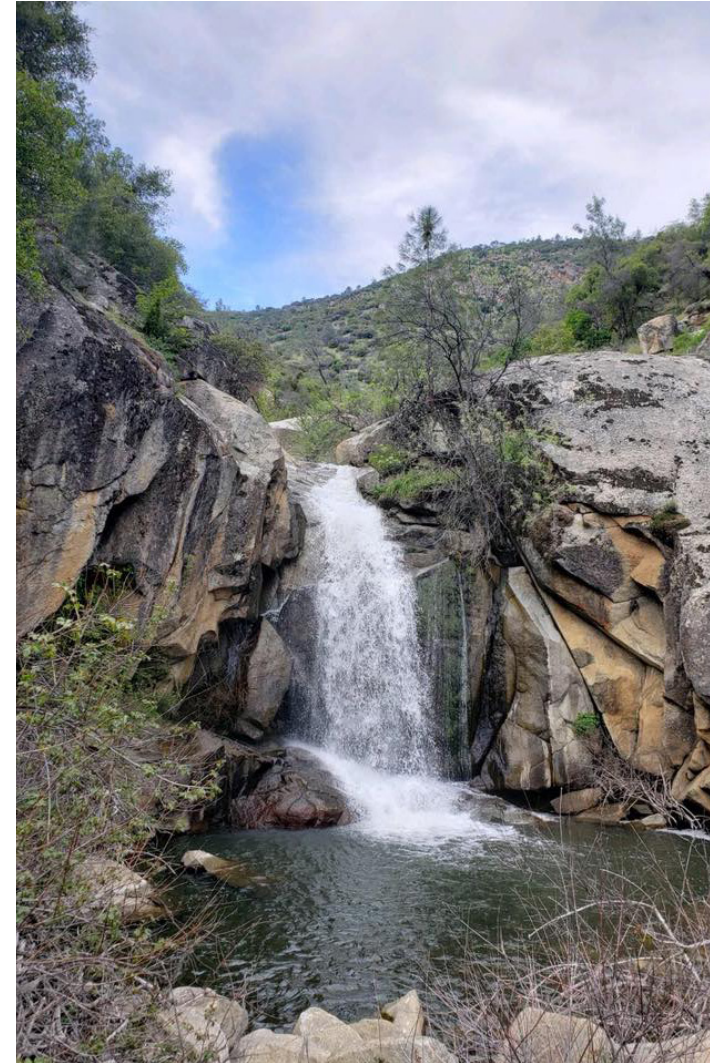
A loan program is offered for rural county staff through County of Madera's membership with the Rural County Representatives of California (RCRC). For more information click [here](#).



Compensation and Benefits *continued*

Madera County offers a benefits package that includes the following:

- ❖ **Defined Benefit Retirement Plan:** The County participates in the California Public Employees' Retirement System (CalPERS). For current (classic) employees, the benefit is 2.7% @ 55 with the 8% employee contribution paid by the County. For new members, the benefit is 2% @ 62. The County ***does*** participate in Social Security.
- ❖ **Health/Dental/Vision Coverage:** Employees participate in the CalPERS Health Benefit Program. The County offers 95% employer-paid health/dental/vision insurance coverage for the employee for certain health plans, and 50% of two-party or dependent coverage.
- ❖ **Deferred Compensation Plan:** Employees have the option to voluntarily participate in the County's 457 tax-qualified program. For department heads who show proof of other coverage and opt out of the Health Benefit Program, the County will contribute to their deferred compensation account. For the 2024 calendar year, this contribution amount equals \$840.91 per month.
- ❖ **Life Insurance:** \$50,000 County-paid life insurance policy.
- ❖ **Disability Coverage:** County-paid Long-Term Disability coverage.
- ❖ **Holidays:** 13 paid holidays per year.
- ❖ **Sick Leave:** 1 sick leave day per month, accruing without limit.
- ❖ **Vacation:** 2-weeks paid vacation in first year of service, 12 days paid vacation after 1 year of service with accrual increasing thereafter with years of service (360 hours maximum accrual).
- ❖ **Management Leave:** 60 hours of management leave per fiscal year.



Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit resume and cover letter immediately for optimal consideration. **Review of resumes is currently underway.** Comprehensive resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets managed. Career highlights or accomplishments may also be submitted as a supplemental document for further consideration.

Submit requested material to: apply@ralphandersen.com.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by Ralph Andersen & Associates and in consultation with the CAO. Candidates deemed most qualified will be referred for further consideration. Selected candidates will be invited to participate in Round #1 Interview Activities (via Video) in late September. Ideally, final selection (Round #2) will be in late September or early October. The anticipated hiring date for the selected candidate is flexible. Ideally, the new Public Works Director will join Madera County later this year or no later than early January 2025.

Final appointment by Madera County does require completion of comprehensive reference and background checks.

For further information contact Project Director, Ms. Heather Renschler at (916) 630-4900 or heather@ralphandersen.com.

County of Madera is an Equal Opportunity Employer and values diversity at all levels of the organization.

www.maderacounty.com