County of Los Angeles  
DEPARTMENT OF PUBLIC WORKS  

INVITES RESUMES FOR  

ASSISTANT DIRECTOR, PUBLIC WORKS  
(UNCLASSIFIED)  

ANNUAL SALARY: $193,410.00 - $292,741.92  
FILING PERIOD: August 27, 2018 through August 31, 2018  

RESTRICTED TO EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS  

THE POSITION  

This position is distinguished by executive and administrative responsibility for assisting the Director of Public Works in the overall administration of the Department of Public Works, which is responsible for the design, construction, operation, maintenance, and/or repair of roads, bridges, airports, sewers, water supply, flood control and water conservation facilities, capital projects, and regulatory and ministerial programs for the County of Los Angeles, Los Angeles County Flood Control District, and other special districts, and contract cities that request services. 

In directing the day to day operations of the Department, the Assistant Director perform the following duties:  

• Assists in establishing departmental policy within the scope of the Board of Supervisors’ policy and legal requirements, directs its execution, and evaluates work accomplished.  
• Assists in directing the development of changes in organization, staffing, work processing and management information systems to consolidate functions and to increase effectiveness and efficiency, and to reduce administrative costs.  
• Assists in directing the emergency activities of the Department during storm periods and following disasters such as earthquakes, fires, and land and mud slides.  
• Assists in preparing recommendations for the adoption, enactment and amendment of County ordinances, resolutions and regulations, federal and State statutes and the County Charter in order to provide effective, efficient and economical administration of the Department.  
• Assists in directing the maintenance of effective relations with other departments, agencies and the public.  
• Assists in directing the preparation of periodic reports to the Board of Supervisors regarding the accomplishments of the Department.  
• May represent the department head before legislative bodies and other public and private organizations on matters related to Department activities and financing.  
• May assist in directing the fiscal, personnel, budget and other administrative functions of the Department.  

MINIMUM REQUIREMENTS  

Demonstrated knowledge, skills, and abilities required in managing an engineering organization engaged in the planning, design, maintenance, or construction of major public or private facilities or engineering projects. Such management encompasses a majority of the following areas: directing budget, personnel, fiscal, supply, and other administrative functions of an organization at the level of Deputy Director, Public Works - OR - Demonstrated knowledge, skills and abilities required in managing a major component of an engineering organization. Such management encompasses a majority of the following areas: budget, personnel, fiscal, supply, legislation, contracting, systems and procedure, program, facility planning and acquisition, as well as other administrative and/or technical functions of an organization at the level of Deputy Director, Public Works.  

LICENSES: (1) Current California Certificate of Registration as a Civil Engineer; and (2) A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
DESIRABLE QUALIFICATIONS

- Advanced education in engineering, business, or public administration.
- Experience in a variety of civil engineering specialties or areas, such as engineering design, construction, surveying, mapping, sanitation, water resources, enforcing building codes or industrial waste regulations, soils and materials engineering, transportation or traffic engineering, hydraulic or hydrologic engineering, and right-of-way engineering.
- Ability to read and interpret plans and specifications for complex engineering projects.
- Demonstrated abilities required to work with public officials, regulators, industry representatives, and homeowner and civic groups.
- Knowledge of the municipal bidding process, and the ability to analyze contracts and formulate procedures governing the awarding of contracts.
- Experience with management control systems and experience in the application of electronic data processing.
- Knowledge of the preparation of Environmental Impact Reports.
- Knowledge of federal, State, and local building, industrial waste, solid waste, pollution control, streets and highways, vehicle, and other regulatory codes.
- Experience in, or knowledge of, organizational analysis techniques required to identify and consolidate functions and to assess systems and personnel resources required to carry out such functions.
- Knowledge of, or experience in long-range financial planning, debt management, needs forecasting, cost-benefit analysis, and development or utilization of various methods of financing.
- Experience in analyzing and preparing legislation, and a knowledge of State and federal legislation processes.
- Demonstrated ability in public relations and human resources management including a commitment to the principles of the EEOC and promoting greater understanding of a diverse workforce.
- Knowledge of, or experience in capital projects, real property law and the laws governing contracts and leases.

SELECTION PROCESS

Each candidate’s experience and qualifications will be evaluated based on information submitted at the time of applying to determine the level and scope of the candidate’s preparation for this position.

The names of the most highly qualified candidates will be submitted to the Director for final selection.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resume should include the following:

- Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
- For organizations and programs managed, the name of each employer, job title, size of organization’s budget, number of composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Information required to determine if the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume to Bill Dukes, Department of Human Resources Talent Acquisition Division no later than August 31, 2018.
COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM
In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SPECIAL INFORMATION
It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (626) 458-2141 (ADA Coordinator - Voice); (TTY); (626) 282-7829.

DEPARTMENTAL POLICY
In accordance with Departmental policy, no person may be appointed, promoted, reduced, transferred or reassigned to a division in which a close family member works, exceptions may be considered on a case by case basis based on unique or specialized employee skills. All applicants for employment and promotion to a position within this department shall be required to disclose the name(s) of any relative currently employed in the department prior to appointment.

JOB OPPORTUNITY
Restricted to permanent employees of the Department of Public Works who have successfully completed their initial probationary period and meet the qualifying requirements.

Date Posted: August 24, 2018

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER