



The County of Monterey

*invites your interest
for the position of*

**Assistant
Director of
Public Works,
Facilities and
Parks**



The County of Monterey

Monterey County encompasses some of California's most stunning scenery and offers an ideal year-round Mediterranean climate. Miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys are characteristics that contribute to the quality of life enjoyed by over 447,000 residents and the numerous tourists who visit the area year-round. Monterey County boasts world-renowned attractions such as the spectacular Big Sur Coast, Monterey Bay Aquarium, Cannery Row, and the Steinbeck Center. It's also home to WeatherTech® Raceway Laguna Seca and many world-famous golf courses including Pebble Beach, Spanish Bay, and Poppy Hills. The County hosts annual events including the Monterey Jazz Festival, IndyCar Grand Prix of Monterey, Sea Otter Classic, Concourse D'Elegance, and the California Rodeo.



The County's economy is largely based on agriculture and tourism. The agriculturally rich Salinas Valley, also known as the "salad bowl of the world", features lush produce fields and a thriving viticulture industry. Monterey County is one of the leading agricultural areas of the world with a more diverse crop selection than most competitive regions. The geographical land area encompasses 3,771 square miles with 12 incorporated cities and is the 16th largest of California's 58 counties. Salinas, with a population of over 160,000 residents, is the largest municipality and serves as the County seat.

County Government & the Public Works, Facilities & Parks Department

The County of Monterey has over 5,175 employees with an all-funds operating budget of \$1.8 billion. The County's General Fund is \$838.7 million. The County of Monterey is a general law county, and the governing body is the Board of Supervisors, which is comprised of an elected representative from each of the five voting districts within the County. The Board is elected to alternating four-year terms with elections conducted in even numbered years. The Board appoints the County Administrative Officer (CAO), who oversees County operations. County operations include 26 departments or agencies and have five elected department heads including: Assessor-County Clerk-Recorder, Auditor-Controller, District Attorney, Sheriff-Coroner and Treasurer-Tax Collector.

The Public Works, Facilities, and Parks Department (PWFP) is overseen by the Director and the Assistant Director. The department has four core components including: Public Works, which is responsible for design, construction, and



maintenance for county roads and bridges, traffic engineering, stormwater/floodplain management, the County Surveyor office, and special districts administration; Facilities, which is responsible for all county buildings, facilities, corporation yards, Fleet Services, Mail/Courier, Records Retention, and preparation of the 5-year Capital Improvement Program (CIP); Parks, which maintains stewardship over a system of county parks and lakes consisting largely of natural open space and trails with some active recreation opportunities, the Lake Nacimiento Resort, and the Laguna Seca Recreation Area that includes Weathertech Raceway Laguna Seca, its rifle and pistol range, its campgrounds, and trail network; and Finance/Administration that

provides finance management, information technology coordination, human resource coordination, and administration support for the department. PWFP is staffed with a close-knit group of experienced employees, at approximately 280 Full Time Equivalent (FTE) employees with the FY 24 Budget.

The Position and Ideal Candidate

The new Assistant Director will join the department during a time of challenge and transition. PWFP has made tremendous organizational progress during the past several years as it has evolved from a larger resource management agency to an efficient standalone department.

Recent severe weather, combined with other natural disasters in the past years, has had a continual impact resulting in a large CIP backlog and workload of repair and replacement of roads, bridges, parks, and other infrastructure. The ongoing demand is expected to continue for the foreseeable future. A key aspect of this position is to proactively partner and coordinate with cities, regional agencies, and other counties in addressing critical infrastructure needs including the Pajaro River levee system. While this major project is under the direct auspices of the County Water Resource Agency, the regional and logistical project coordination, as well as the addressing and meeting of public concerns requires a total team effort in dealing with the impact on the community. Additional regional issues continue from the effects of severe burn scars from past devastating fires, also requiring a major focus on services.



The impact of these natural disasters requires the Assistant Director to be totally engaged and dedicated to this role as difficult projects and long hours are frequently required. Despite the significant workload, the department staff is committed to the effort, and benefits from stability and effective leadership from mid-management and first level supervisory staff. The expectation is for the Assistant Director to further empower and delegate decision making through the ranks, and to ensure necessary resources, proactive communication and coordination are provided to the organization. This includes maintaining a close connection and pulse on the organizational team to ensure

any issues and concerns are quickly identified and addressed, along with a desire to enhance the environment and culture of collaboration, innovation, and efficiency.

Administration skills related to financial and capital planning, budgeting, and management of resources are critical to this role. The ideal candidate will be a relationship-focused leader who develops and maintains positive relationships with various regional, state, and federal partners and entities, while continuing to improve communication and work relationships throughout the department and overall county operation. To this end, the Assistant Director will be a highly visible administrator with exceptional interpersonal skills who effectively engages with others throughout the organization. Excellent communication skills, an upbeat, “can do” attitude fostering cooperation and teamwork, a goal and results orientation, and a strong business and financial acumen are essential attributes for this position.

The appointed candidate will typically possess any combination of training, education and/or experience which provides the knowledge, skills, abilities and required conditions of employment. These requirements may be acquired with five or more years’ experience of senior-level operational or program management, preferably in a public works, facilities, parks, engineering, or similar department. Graduation from an accredited college or university with a Bachelor’s degree in public administration, accounting, finance, economics, engineering, or a related field is required, and a Master’s degree is highly desirable. Professional Engineer (P.E.) in civil engineering is highly desirable, but not required.

Compensation and Benefits

The County of Monterey offers a competitive salary and benefits package. The annual salary range for this position is \$157,980 - \$215,770. The County has adopted a seven-step salary schedule with step advances every year. The excellent benefits package includes:

- ◆ Retirement: CalPERS, 2% @ 55 for classic members (employee pays 7% of member share) or 2% @ 62 for new members (employee pays 7% of member share). The County also participates in Social Security.
- ◆ Annual Leave: 23 days of annual leave are allowed in the first year; up to 37 days annually after 25 years.
- ◆ Holidays: 12 paid holidays per year plus 1 floating holiday.
- ◆ Health Insurance: Cafeteria-style benefits plan offers a variety of pre- and post-tax options including health, dental and vision insurance for employees and dependents.
- ◆ Health Flexible Spending Accounts: May contribute up to IRS maximum (currently \$3,050 for 2023) annually to a flexible spending account and up to \$5,000 annually to a dependent care assistance program.
- ◆ Home Down Payment Assistance Program: Up to 5.5% down payment assistance for the purchase of a primary home in California.
- ◆ Life Insurance: \$50,000 Term Life Insurance Policy is provided.
- ◆ Disability Insurance: County paid short-term and long-term plan.
- ◆ Management Allowance: \$50.00 per month.
- ◆ Professional Leave: 10 days per year, non-accruable.
- ◆ Deferred Comp: Voluntary program available (457(b) Plan).
- ◆ Reimbursement of Employee Physical Examination up to \$300 per fiscal year.
- ◆ Monthly Automobile Allowance: \$375.
- ◆ Professional Development Stipend: \$400 per calendar year.



Equality Opportunity

The County of Monterey is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. The County of Monterey is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Julie Aulenta, Associate Human Resources Analyst, at 831.755.5014, or AulentaJA@co.monterey.ca.us.

The Process

To apply for this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing period for this recruitment is Monday, June 5, 2023. Avery Associates is expecting to conduct preliminary interviews with qualified applicants in early June. It is anticipated that recommended candidates will interview with Monterey County in mid to late June with an appointment expected in early July.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or by email at paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email at williaml@averyassoc.net.