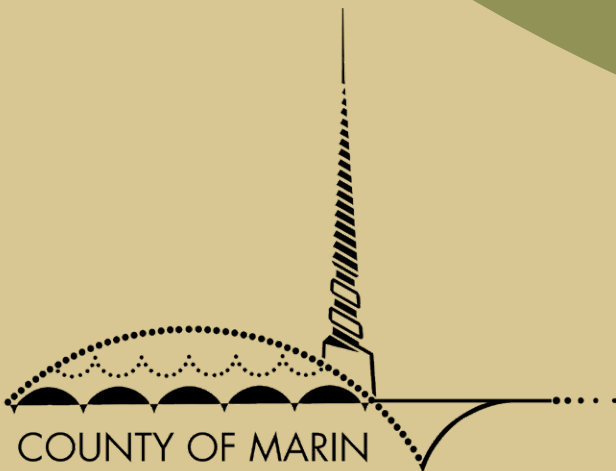




# Chief Assistant Director of Public Works



# Welcome!

The County of Marin is looking for its next **Chief Assistant Director of Public Works**. The incumbent is retiring in March 2020 after a distinguished career of service for the County, and YOU could be the next great leader of the department!

## Why the County of Marin?

Marin offers an exceptional opportunity to be at the crossroads of major metropolitan issues while serving a smaller county. As one of the nine counties making up the greater San Francisco Bay area, Marin isn't far from large cities like San Francisco or Oakland and works through many of the same issues faced by those highly urban areas. However, because Marin's population is significantly lower than most other Bay Area counties, you'll have the opportunity in a smaller environment to **directly influence** the operations, policies, and strategic direction of the department to make **impactful change** for the residents of Marin County. **You'll gain incredible, broad-based experience** unparalleled by similar job opportunities in the Bay Area, and you'll get to do it in **one of the most beautiful places** in California.

## About Marin County

Marin County, located among the hills northwest of San Francisco across the Golden Gate Bridge, is a beautiful, temperate refuge from the more urbanized areas of the Bay Area. With a total population of about 260,000, Marin County residents enjoy a high quality of life in one of the most spectacular metropolitan areas of the world. Marin County has a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, and retail employers. George Lucas' Skywalker Ranch is also located in Marin County as well as a few subsidiaries of Lucasfilm.

Outdoor activities are plentiful with access to the bay, the ocean, hiking or biking trails, vineyards in Napa and Sonoma, wildlife viewing, agritourism, and the Muir Woods National Monument. The Marin County Civic Center is a complete campus designed by Frank Lloyd Wright, "the greatest American Architect of All Time."

Marin County includes the incorporated cities of San Rafael, Novato, Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Ross, San Anselmo, Sausalito, and Tiburon.

## County Government

Marin County is a General Law County. The County is governed by five members of the Board of Supervisors, each of whom represents one of the five voting districts of the County. The County employs over 2,200 employees in 22 agencies. The Board's priorities for the future include (1) investing in County infrastructure, (2) preserving affordable housing and housing first, (3) addressing climate change, (4) improving disaster preparedness, and (5) prioritizing racial equity. The total budget for all funds is \$630 million.

## The Position

The Chief Assistant Director of Public Works is a highly responsible, at-will administrator that directly influences the department's 250 full time employees and 19 operating divisions. One of the primary responsibilities of the position is to plan and implement department-wide strategic initiatives. The Chief Assistant currently administers four areas directly: Building Maintenance, Disability Access, Human Resources (Staffing and Employee/Labor Relations), and Transportation Planning/Traffic. The Chief Assistant leads the department in the Director's absence and regularly represents the department with other entities such as the various cities and towns of Marin County, the Transportation Authority of Marin, and State and Federal agencies.

To learn more go to: [www.marincounty.org](http://www.marincounty.org)





## Ideal Candidate Profile

The next Chief Assistant will come to the position having already held key positions in a variety of progressively larger organizations. A seasoned professional engineer, the Chief Assistant will be well-rounded in multiple different areas of public works administration and can comfortably change focus to any individual field of public works as the needs of the department fluctuate over time. This person needs to be politically astute and capable of presenting complex issues and policies to the County Board of Supervisors and effectively engaging with the general public.

The new Chief Assistant will have mastered the softer fundamentals of management, such as performance management, coaching, staff development, listening, communication, negotiation, and delegation. They will be willing to take on new responsibilities and are open to change. The breadth of their background will allow them to bridge differences of opinion and reach collaborative consensus.

## Education, Experience, And Credentials

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a related field, and three years of engineering management experience in a broad-based and comprehensive public works setting. Experience must have included direct and indirect management of staff. An advanced degree in Business or Public Administration is highly desirable. Applicants must possess a California Professional Engineer's license.

The successful candidate will be required to undergo a pre-employment physical and successfully pass a Department of Justice background investigation.

## Project Schedule:

**December 20, 2019** – Begin accepting applications

**January 31, 2020** – Application period closes

**Early February** – Screening interviews with CPS HR Consulting

**February 20-21, 2020** – In-person interview process\*

\*Candidates must ensure their availability to participate in a selection process that may take two business days

## Mission

To provide the community with quality services, maintain and improve our public infrastructures and facilities, and support the preservation of Marin's unsurpassed beauty.



## Compensation

The salary range for this position is between **\$184,000 - \$203,000** and is negotiable based on education and experience. A full County of Marin benefits package is also available, which includes:

- Medical, dental, and vision insurance: Cafeteria-style benefits plan
- Retirement (2% at 62 for new employees and reciprocity with CalPERS). The County does not participate in Social Security except for the mandatory Medicare contribution
- Generous vacation, personal, management, and sick leave benefits plus 11 paid holidays annually
- Deferred Compensation
- Flexible Spending Account
- Employee Wellness Program
- Transportation Benefits
- Employee Assistance Program

Click [here](#) to see the County's 2020 benefits guide.

## Application And Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Friday, January 31, 2020**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:  
<https://executivesearch.cpshr.us/JobDetail?ID=604>

CPS HR  CONSULTING

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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 the consultants. Candidates deemed most qualified will be referred to the hiring Department. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

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