



ORANGE COUNTY, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

ASSISTANT DIRECTOR OF PUBLIC WORKS



THE COMMUNITY

Located on the Southern California coast with a culturally diverse population of 3 million, Orange County offers a high quality of life and a nearly perfect climate year-round.

Commonly referred to as “The O.C.,” Orange County has thirty-four incorporated cities with seven of these cities among the 200 largest cities in the United States. Orange County features excellence in education, low crime rate, a wide variety of businesses, and unlimited recreational opportunities.

Many corporate headquarters and leading technology and biomedical firms have made Orange County their home. John Wayne Airport is conveniently located for business and vacation travelers. Educational opportunities are plentiful with two State universities – California State University, Fullerton and the University of California at Irvine, plus several private colleges and four community college districts. There are over 60 high school campuses and enough elementary schools to educate one and a half million students.

Visitors and residents alike have an opportunity to enjoy an abundance of world-class shopping, dining, and resort accommodations, as well as spectacular vistas with 42 miles of pristine, sandy coastline. The region offers a variety of amenities for those that seek an active lifestyle. From fishing to yachting, water sports of every kind abound on the beaches and in the harbors and marinas that dot the Orange County coast. Besides water sports and beaches, the sunny weather is perfect for golfing on world-class courses, hiking, and mountain biking.

Orange County is also home to the state’s most popular attractions, including Disneyland, Disneyland’s California Adventure, and Knott’s Berry Farm. The 2002 World Series Champion Angels baseball team and the 2007 Stanley Cup Champion Anaheim Ducks NHL team are exciting choices for sports enthusiasts. Cultural venues are abundant, including the theater, symphony, and orchestra performances and museums for adults and children.

THE COUNTY GOVERNMENT

Orange County is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The Board is supported by a group of dedicated, public-spirited individuals and together, they comprise a regional

Located on the Southern California coast with a culturally diverse population of 3 million, Orange County offers a high quality of life and a nearly perfect climate year-round.



service provider and planning agency committed to maximizing resources and improving the quality of life for residents in Orange County. The 22 departments (and respective divisions) that make up the County government strive to make Orange County a safe, healthy, and fulfilling place to live, work and play, by providing vital services to the community. The County’s core businesses are public safety, public health, environmental protection, regional infrastructure, public assistance, social services, and aviation.

THE OPPORTUNITY

The County of Orange has a challenging opportunity for a highly motivated and dynamic leader with the experience and expertise to help manage and direct the OC Public Works Department. The Assistant Director of OC Public Works will join the OC Public Works Director and the County Engineer to lead the administration and day-to-day operations of a Department consisting of approximately 975 dedicated employees with an operating budget at \$500 million.

Reporting to the OC Public Works Director, Shane Silsby, the Assistant Director will work with a diverse group of professional disciplines and must be comfortable interacting with their staff to inspire, motivate, and empower them to achieve established Departmental and County goals. Five of the ten Service Areas within the Department report to the County Engineer (Infrastructure Programs, Construction, Operations & Maintenance, OC Survey, and OC Environmental Resources) and five

Service Areas report to the Assistant Director, as described below.

- *Administrative Services* leads the financial, administrative and information technology operations for OC Public Works. This includes management of policies and procedures, strategic financial planning, budget and payroll, goods and services procurement, public record requests, parking and building administration and information technology services.
- *OC Development Services* provides regulatory oversight for planning, entitlement and development of private projects within the County's unincorporated areas. This includes permit processing, inspection services and management of zoning, building and code regulations – all to ensure safe and responsible property development and community standards.
- *OC Fleet Services* delivers vehicle management services to over 3,000 County-owned vehicles and equipment units. This includes general maintenance, repair services, fuel management and enforcement of vehicle rules and regulations.
- *OC Facilities Design & Construction* provides professional architectural- and engineering-related services in support of vertical capital projects for County departments, as well as providing regulatory compliance services for County properties and managing the janitorial and custodial services in County buildings throughout the Civic Center campus.
- *OC Facilities Maintenance & Central Utility Facility* ensures the efficient and innovative operation of County facilities through maintenance management services, after-hours emergency support, building automation and utility management. A major component is the Central Utility Facility, a combined heat and power facility that provides cooling, heating and/or electricity to 23 buildings within the Civic Center area.



Robyn Uptegraff, Assistant Director (retirement pending);
Shane Silsby, Director;
Khalid Bazmi, County Engineer

THE IDEAL CANDIDATE

The Assistant Director of OC Public Works will be an experienced, organized, decisive, and innovative leader with the highest degree of integrity, leadership, and professionalism, as well

as strong interpersonal skills and excellent judgment. Candidates must possess ten years of increasingly responsible experience and must have direct expertise in at least one of the five services areas reporting to the Assistant Director. The Assistant Director must be capable of working effectively and communicating diplomatically with County elected officials, staff, labor organizations, residents, citizen and business groups, regulatory bodies, developers, contractors, and other governmental agencies and will possess the following competencies:

LEADERSHIP

Evaluates political issues and works collaboratively with government officials, business partners, and public stakeholders in responding to new challenges; maintains a high level of integrity and credibility while developing strategies for advancing efficient and effective programs and completing projects in a timely, fiscally responsible, and innovative manner; identifies department needs and develops, designs, and implements program objectives, procedures, budgets, staffing requirements, and evaluation techniques.

The ideal candidate will be an experienced, organized, decisive, and innovative leader with the highest degree of integrity, leadership, and professionalism, as well as strong interpersonal skills and excellent judgment.

COMMUNICATION

Effectively speaks and writes clearly and concisely to express thoughts and ideas; professionally and tactfully creates an environment where ideas can be shared with others; successfully negotiates situations requiring positive outcomes; effectively communicates in public to a variety of audiences.

STRATEGIC MANAGEMENT

Identifies areas requiring attention and uses logical reasoning to reach conclusions and identify alternate solutions to complex problems; develops short and long terms goals, outcomes, and performance measures for team members; provides vision, ensures department stability, and plans for achieved results to contribute to the Department and the County's success.

COMPENSATION

The salary for the incoming Assistant Director of Public Works is dependent upon qualifications, the County also offers an attractive benefits package that includes:

Retirement – For new employees, the County retirement system is as provided by the County Employees Retirement Law of 1937 with a plan of 2% @ 62. Eligible new employees who have reciprocal California public service time are required to choose between Plan O/P (1.62% @ 65) and Plan I/J (2.7% @ 55) retirement benefit formulas. The County does not participate in Social Security.

Optional Benefit Plan (OBP) – \$4,500 annually (pro-rated if hire or promotion occurs mid-year). Some, or the entire \$4,500 OBP amount, may be used as a taxable cash lump sum, AD&D insurance, or deposited into a 457 Defined Contribution Plan. It can also be applied towards an OBP Health Care Reimbursement Account and dependents eligible health care expenses.

Auto Allowance – County paid monthly taxable allowance of \$765 per month.

401(a) Defined Contribution Plan – 4% employer contribution.

For additional information about Orange County benefits, visit:

<http://ocgov.com/gov/hr/eb/overview>

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
February 3, 2017**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with Orange County. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Fred Freeman at:

(916) 784-9080

