

# Napa County is seeking applicants for Engineering Manager (EIC)



A Tradition of Stewardship  
A Commitment to Service



## The Position

An Engineering Manager in the Planning, Building, and Environmental Services Department serves at-will as the *Engineer-in-Charge* and is responsible for the management of the Engineering Division, including work groups of significant depth and complexity, or the highly responsible management of County programs. Responsibilities include the overall management and administration of a division, including development of a division's objectives and design and implementation of supporting programs, processes, policies, and/or procedures to successfully achieve those objectives. An Engineering Manager is also responsible for the development, administration, and control of associated budgets.

The Planning, Building, and Environmental Services (PBES) Department was created four years ago by combining related functions to effectively coordinate land-use policy. Nearly 100 employees oversee a wide range of programs, including planning, building, environmental services, engineering, parks, compliance, and administration. Their work preserves Napa County's agricultural heritage, protects renowned natural resources and scenic beauty, ensures the health and safety of both residents and visitors, and allows for the continued success of one of the world's great winery regions. Using technology and working with the community, PBES staff provide a fair, consistent and transparent process to balance these competing goals in the permitting of new development.

The Engineering Division is responsible for the review of private land development proposals to ensure compliance with storm water and floodplain management regulations, the preparation of environmental documents associated with private and capital improvement projects, issuance of grading permits and floodplain permits, management of the County's Storm Water and Floodplain Management Programs and implementation of Napa County Road and Street Standards.

## The Ideal Candidate Profile

- Strong leadership skills; consensus and team building skills; good interpersonal and managerial skills, including the ability to develop and promote a diverse productive work environment and to lead, manage and supervise individuals within a large organization.

- Knowledge and practical experience in professional organization management, including budget administration; staff supervision; hiring and discipline; project management; goal setting and implementation; and team building.
- Knowledge of and ability to develop and implement the fifth and final phase of the State's new Municipal Separate Storm Sewer System (MS4) storm water permit.
- Ability to work as part of the management team, to set and apply consistent Department policies and practices.
- Ability to work in a political environment and establish effective working relationships with elected and appointed officials.
- Excellent communication and listening skills; ability and commitment to engage with applicants, interested parties, community organizations, local jurisdictions, regional and state agencies, and the media.
- Ability to explain and provide context to non-engineering staff and citizens regarding engineering processes, issues, proposed projects, and draft ordinances/policies.

## Education and Experience

**Experience** - Six years of increasingly responsible civil engineering experience including four years of administrative and supervisory responsibility.

**Education** - A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

## Licenses Required -

- Possession of a valid driver's license.
- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.
- Possession of a valid Land Surveyor license is highly desirable.

## The Napa Valley

The Valley is also home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

### Application Process

The final filing date is **7/31/2017 at 5:00 PM (PST)**

For more information, or to apply, please visit our website at [www.napacountycareers.com](http://www.napacountycareers.com), and click on the "apply" button on the job bulletin.

Only online applications will be accepted. Candidates must attach a cover letter, resume, and three-five professional references to their online application for it to be considered complete.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to interview. Interviews are tentatively scheduled for **August 2017**. Only the most qualified candidates will be invited to interview.



## Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district to four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$169 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's over 1,400 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

### Compensation and Benefits

**Annual salary range: \$115,128 - \$139,942**

*(finalized salary pending Board approval)*

Incumbents in this classification are entitled to receive **an additional premium pay of 5% of base salary for the Engineer-in-Charge designation.**

**The County also offers an outstanding benefit package that includes:**

- **Vacation** - 15 - 26 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - Eleven paid holidays per year.
- **Management & Personal Leave** - 80 hours of management leave and 19 hours of personal leave per calendar year.
- **Medical Insurance** - Choice of five CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Disability Insurance** - County paid Long-term disability insurance.
- **Life Insurance** - Equal to one times annual salary provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS), offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) and 2% at 62 for new members.
- **Deferred Compensation** - Voluntary plan offered by MassMutual with a County match up to \$1,000.
- **EAP** - County-paid Employee Assistance Program.
- **Cell phone/Blackberry allowance** - Dependent upon usage.

The County of Napa is an Equal Opportunity Employer