Town of Yucca Valley

Public Works Director
ABOUT OUR TOWN

Yucca Valley is a Southern California high desert community (elevation 3,300 ft.) that lies between the San Bernardino Mountains and the Joshua Tree National Park. Located about 25 minutes from Palm Springs, the Town is characterized by moderate temperatures, clean air, amazingly starry nights. Is currently home to 22,000 residents.

Situated on State Highway 62 where it is intersected by State Highway 247, Yucca Valley is the hub of the Morongo Basin communities and a host of recreational opportunities including close proximity to the world famous Johnson Valley off road vehicle area, rock climbing at the beautiful Joshua Tree National Park and other many attractions. The community is a frequent stop for travelers en route to the Colorado River or Big Bear Mountain.

TOWN STRUCTURE

Yucca Valley is operated under general law and a Council-Manager form of government. The Town Council is comprised of five (5) members who are elected by district to serve four (4) years, staggered terms. The Mayor is a member of the Council and is selected from among its own members and serves a one-year term. The Town Manager and Town Attorney are appointed by the Town Council.

THE DEPARTMENT

The Town of Yucca Valley Public Works Department is responsible for providing quality services to the community and other Town departments in maintaining a beautiful, clean and safe environment for the residents. The Department strives to maintain a cost-effective operation and to provide those essential infrastructure services in a responsible manner, utilizing teamwork, technology and coordination with other services providers within the Basin.

The Public Works Department is comprised of Engineering, Administration, Facilities, Parks and Streets Maintenance. The Public Works Department has approximately, 14 full time equivalent employees and has a total General Fund budget of $1.6 million and Special Revenue Fund budget of $5.4 million.

THE OPPORTUNITY

With an outstanding operation already in place, the Town is seeking a self-motivated leader who can continue the efforts that have been achieved to date. The Public Works Director is an at-will position, reporting directly to the Deputy Town Manager. The position is responsible for planning, administering, and performing the Town’s engineering functions, project management, facilities, parks and streets maintenance; directs, organizes and administers operations and projects within the Public Works Department; directs preparation and administration of the Public Works budget; directs and reviews the preparation of staff reports, analyses and studies; conducts presentations to the Town Council and Planning Commission on public works related areas. Makes presentations to other community stakeholders as needed; reports to the Deputy Town Manager regarding department activities; coordinates with department heads and outside agencies and performs other related duties as assigned.
**THE IDEAL CANDIDATE**

The Town of Yucca Valley seeks a hands on, solution oriented Public Works Director with a balance of personal characteristics and technical skills to provide effective leadership and coordinate the operations of the Town’s Public Works Department. The desired candidate will have the ability to maintain effective working relationships with fellow department heads, the residents of the Town, and an engaged Town Council and Planning Commission. The preferred candidate will lead by example and exemplify strong abilities of proactive leadership, project management, customer service and fiscal discipline.

**QUALIFICATIONS**

**Education:** A Bachelor’s degree in civil engineering, construction technology, or management, business, public administration or a related field.

**Experience:** At least five (5) years of increasingly responsible experience in civil engineering and/or traffic engineering including significant capital improvement program construction experience and project management is required.

**License/Certificate:** Possession of a valid California Class C Driver’s License possession and maintenance of a valid certificate or registration as a Professional Civil Engineer in the State of California is preferred.

**COMPENSATION PACKAGE**

The annual salary for this position is $120,000-$160,000 depending upon qualifications and experience. The Town offers an attractive benefits package including:

- **Retirement** – The Town participates in the California Public Employer’s Retirement System (CalPERS) under a 2% @ 60 for PERS ‘classic’ member employees. New PERS members are under the PEPRA formula of 2% @ 62. The Town does not contribute to Social Security.

- **Health Benefits** – The Town contributes $1,280.00 monthly towards Cafeteria Plan. Medical is provided through CalPERS, Dental is provided through Delta and Vision is provided through VSP.

- **Life insurance** - The Town contributes to the full amount of the premium for life insurance at 1 times salary.

- **Short/Long Term Disability** - The Town contributes the full amount of the premium for the group short/long term disability insurance policy.

- **Administrative Time Off/PTO time** - 80 hours per fiscal year is provided to exempt staff to offset the additional hours for required meetings who are not eligible for overtime pay.

- **Vacation** – Up to 160 hours per year.

- **Sick Leave** – 96 hours per year.

- **Holidays** - 14 days per year.

- **Other benefits** - Vacation and/or Sick Leave Sell Back to offset PERS and Health costs if applicable, voluntary 457 deferred compensation program, employee assistance program, and tuition reimbursement.

If you interested in this exciting opportunity, please visit our website at [www.yucca-valley.org](http://www.yucca-valley.org) for more information on how to apply. **Filing deadline:** The position is open until filled. **First review of applications will be April 29, 2019.**

*The Town of Yucca Valley is an Equal Opportunity Employer*