



California

PUBLIC WORKS DIRECTOR

\$90,000 - \$110,000

Plus Excellent Benefits

Apply by

July 2, 2023

(Open Until Filled, Applications Reviewed as Submitted)

PROTHMAN



THE COMMUNITY



Sutter Creek is a welcoming and historic small city located in Amador County, California. With a population of just under 2,700 people, Sutter Creek has an active and supportive community. Its residents

take great pride in the city's history, which dates back to the California Gold Rush era. It is a place where residents and visitors alike experience the best of both worlds, with its combination of old West charm and modern amenities.

The community in Sutter Creek is known for its strong sense of civic engagement and volunteerism. Residents regularly come together to support local causes and organizations, such as the Sutter Creek Firefighters Association and the Amador County Arts Council. There are also several community events throughout the year, including the popular Sutter Creek Ragtime Festival and the Annual Christmas Open House.

The city is dedicated to preserving its history and the Gold Rush ambiance of Main Street and surrounding neighborhoods. Sutter Creek is also home to several historic landmarks, such as Miner's Bend, and the Knight Foundry - America's last water-powered foundry and machine shop. These landmarks are a testament to the city's rich history and its commitment to preserving its past.



Sutter Creek is home to a variety of businesses, including antique shops, art galleries, and restaurants. The community takes pride in supporting these local businesses, and most residents frequently shop and dine locally to support the local economy. Sutter Creek's downtown area is pedestrian-friendly, making it easy to explore. The city lies minutes from the renowned wineries and vineyards of the Shenandoah Valley, and wine tasting venues dot the downtown as well as the surrounding hillsides.

Education is also highly valued in Sutter Creek, and the city has a strong public school system. The Amador County Unified School District provides education to students from preschool through high school, and there are also several private school options in the area.

THE CITY

The City of Sutter Creek operates under a Council-City Manager form of government, with 5 Council members elected at-large, and the Mayor elected by the Council every year. The City's annual revenues amount to \$5 million, while operating expenses total \$4.8 million. The city operates with 17.2 FTEs in departments including police, public works, finance, and administration. The City's planning and community development and engineering services are handled through contracted professional services providers. Fire services are provided by the Sutter Creek Fire Protection District.

THE DEPARTMENT & POSITION

The Sutter Creek Public Works Department is responsible for maintaining the city's infrastructure and providing essential services to the community. With an annual budget of \$2.3 million, the department employs 5 FTEs to manage a range of services including streets and roads, sewer, parks and facilities, and the City operates its own Wastewater Treatment Plant. The City contracts with the Amador Water Agency to ensure that the community's water needs are met, and contracts with a local refuse and recycling company to manage the collection and disposal of waste throughout the city.

Under the direction of the City Manager, the Director plans, organizes, directs, and reviews the activities and operations of the Public Works Department, including supervision and review of work of public works staff and outside consultants/contractors. The successful candidate will also oversee operation and maintenance of streets and roads, parks, city-owned facilities, and wastewater system, as well as coordinate activities with other City departments and outside agencies; provide highly responsible and complex administrative support to the City Manager, and act as a member of the City management team. To view a full job description, please view the attachment found [here](#) or visit www.prothman.com.

IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree from a four-year college or university in civil engineering or related field, and five years of increasingly responsible related experience in public works, including two years in a management or supervisory position; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities required to perform the job requirements. A valid California driver's license is required at time of hire.



Necessary Knowledge, Skills & Abilities:

- Knowledge of wastewater systems.
- Knowledge of Pavement Management Systems.
- The ability to plan, direct and integrate broad, comprehensive public works and utilities programs and activities.
- The ability to analyze complex engineering and maintenance issues and problems, evaluate alternative solutions, and develop sound conclusions, recommendations, and courses of action.
- The ability to present proposals and recommendations clearly and logically in public meetings.
- The ability to evaluate management practices and adopt effective courses of action.
- The ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials.
- Skill exercising sound, expert independent judgment within general policy guidelines.
- The ability to establish and maintain effective working relationships with the City Council, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.
- Knowledge of applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- Knowledge of grants and grant processes; ability to prepare grant applications and manage grant award implementation.
- Knowledge of organization and functions of an elected City Council.

COMPENSATION & BENEFITS

- **\$90,000 - \$110,000 DOQ**
- City contribution of up to \$1898 per month into a Section 125 plan.
- 13 paid holidays per year and 3 personal or floating holidays per year.
- 80 hours vacation, increasing to 160 hours based upon years of service.
- Sick leave accrual of 3.7 hours per pay period (96 hours annually).
- CalPERS enrollment in the Classic or PEPRA Plan.
- Participation in Social Security and Medicare.
- Employee Assistance program.
- Flexible Spending Account (FSA).
- 457 Deferred Compensation Retirement Savings Account.
- Flexible scheduling and work from home opportunities.



For more information on the City and community of Sutter Creek, please visit:

www.cityofsuttercreek.org

www.suttercreek.org

The City of Sutter Creek is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 2, 2023** (Open until filled. Applications reviewed as submitted). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Sutter Creek, CA – Public Works Director**", and click "**Apply Online**", or click [here](#).



www.prothman.com

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