



CAREER OPPORTUNITY

# Assistant Director of Public Works

**Glenn County, California**

**Annual Salary: \$119,766- \$145,558**

**Annual Salary with at least 10 years of service with Glenn County:  
\$125,754- \$164,480**

# Public Works Agency

The Glenn County Public Works Agency performs a number of management functions and oversees numerous activities in service to the citizens of the county including:

- Issuing and inspecting encroachment and transportation permits for work performed within the public right of way and the movement of extralegal loads on roadways.
- Managing and overseeing flood control districts.
- Managing, operating, constructing, and maintaining public roads, bridges, and various other related road features.
- Managing solid waste operations, county landfill, and the transfer station.
- Managing, operating, constructing, and maintaining airports in Willows and Orland.
- Performing the duties of the county engineer and surveyor.

Find out more at [CountyofGlenn.net/PublicWorks](http://CountyofGlenn.net/PublicWorks)

## DIVISIONS

### Committees & Commissions

- Solid Waste - Waste Management Regional Agency

### Public Services Managed by PWA

- Airports
- County Surveyor & Engineer
- Solid Waste & Landfill

### Other Operations

- Flood Control
- Road & Bridge Maintenance
- Special Districts



# THE IDEAL CANDIDATE

**GLENN COUNTY IS SEEKING** a professional who possesses expertise in engineering and holds a valid Certificate of Registration as a Civil Engineer issued by the State of California Board of Registration for Civil Professional Engineers. This person will have the ability to provide highly complex staff assistance to the Public Works Director including supervise, train and evaluate the performance of assigned staff.

# THE POSITION

This role offers a unique opportunity to lead complex engineering projects that provide essential services throughout Glenn County. Reporting directly to the Public Works Director, the Assistant Public Works Director will serve as a project manager for a variety of public works and capital improvement projects, including the design and construction of roads, bridges and storm drainage infrastructure.

- Plans, directs and coordinates staff work plan.
- Coordinates with other County departments on administrative and fiscal matters
- Participates on or serves as staff liaison to a variety of boards and commissions.
- Prepares division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.
- Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews recommendations with the Director.

## [View Job Specifications](#)



## EDUCATION & EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Five years of increasingly responsible professional civil engineering and management experience including three years of supervisory and administrative responsibility.
- Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of a valid Certificate of Registration as a civil engineer issued by the State of California Board of Registration for Civil and Professional Engineers.

# THE COUNTY

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.





# COMPENSATION & BENEFITS

**Holidays:** 13 annual paid holidays, plus 3 floating holidays per year.

**Administrative Leave:** Prorated, 80 hours per year, taken as time off or up to 40 hours cashed out.

**Sick Leave:** 12 paid days per year.

**Employee Assistance Program:** Available at no cost—includes coaching, parenting, and child care services, eldercare.

**Public Employees' Retirement System (CALPERS):** 2% at 62 for new, and 2% at 55 for classic employees.

**Vacation:** Accruals are based on years of public service.

**Health, Dental, and Vision Insurance:** The County offers benefits for employees, spouses, and eligible dependents.

**Life Insurance:** \$50,000 policy is provided at no cost to the employee.

**Deferred Compensation:** Voluntary deferred compensation programs through one of the three vendors that are partnered with the County.

## Summary of Benefits

## HOW TO APPLY

Applications may be submitted via CalOpps or in person at 525 W. Sycamore Street, Willows, CA 95988.

SAVE THE DATE

Submission deadline is Monday, July 14, 2025.

A complete application must include:

- A Glenn County employment application
- Transcripts/ Certificate
- Certificate of Registration as a civil engineer
- Resume
- Cover Letter

Questions?

Please contact the Personnel Department  
525 W. Sycamore Street,  
Willows, CA 95988  
(530) 934-6451