

CAREER OPPORTUNITY



Public Works Program Manager

Glenn County, California

Annual Salary \$91,936 - \$111,758

Annual Salary with at least 10 years of service with Glenn County:
\$96,532- \$117,346

Deadline to Apply: Friday, February 6, 2026

Interviews: To Be Announced

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

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 the expertise to plan, coordinate, direct and supervise operations and personnel within the assigned divisions of the Public Works Department, to develop and implement effective programs, to perform a wide variety of complex professional duties in the provision of services.

THE POSITION

The Public Works Program Manager leads and supports a diverse team of professional, technical, and administrative staff while overseeing a key functional area within the Public Works Department. This role plays a critical part in planning, coordinating, and delivering high-quality public services that positively impact the community. The Program Manager receives direction from the Public Works Director or designee and exercises direct supervision over professional, technical, and clerical staff, ensuring work is completed efficiently, collaboratively, and in alignment with departmental goals and regulatory requirements.

- Assists in the formulation and implementation of departmental policies and procedures.
- Coordinates division activities with those of other departments, divisions, sections and outside agencies and organizations.
- Recommends and assists in the implementation of goals and objectives for department programs; establishes schedules and methods for services; implements department policies and procedures.
- Participates in the preparation and administration of grants.
- Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.
- Performs general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data and preparing spreadsheets, etc.

View Job Specifications



- Basic principles and practices of organization, administration and personnel management.
- Modern office practices and technology, including the use of computers for data and word processing.
- Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.
- Establish and maintain cooperative working relationships with those contacted during the course of work.

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:

- Four years of professional experience in assigned field, including one year in a supervisory or administrative capacity
- Bachelor's degree from an accredited college or university in appropriate field. Master's degree desirable. Two years of additional professional experience may be substituted for the Bachelor's Degree.

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 1,188 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.

Vacation: 88-208 hrs annually depending on years of service

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.

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 Friday, February 6, 2026.

A complete application must include:

- A Glenn County employment application
- Transcripts/ Certificate
- Resume
- Cover Letter

Questions?

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