



**THIS IS AN OPPORTUNITY TO USE SKILLS IN CIVIL ENGINEERING, HYDROLOGY, OR WATER RESOURCE ENGINEERING TO SERVE THE CITY OF EPA!**

**THE CITY OF EAST PALO ALTO IS NOW ACCEPTING APPLICATIONS FOR THE POSITION OF**

**PART-TIME (LIMITED TERM 2-YEARS)  
SPECIAL PROJECTS MANAGER  
(PUBLIC WORKS DEPARTMENT)**

**PAY: \$65.10 - \$69.33 HOURLY**

## **The Position**

The City of East Palo Alto is seeking an enthusiastic, self-driven Part-Time Limited Term One (2)-year Special Projects Manager for the Public Works Department. This position will manage and perform oversight of the design work for the Safer Bay levee project within the limits of East Palo Alto, south of Bay Road. The project is currently at the 30% design stage, and is being designed by a separate Engineering firm. For more information about the project, please follow this link: <https://www.sfcjpa.org/safer-bay-project>

This position provides the following, but is not limited to organizational efficiency, support involving specific projects, project management assistance with administrative and special studies, assistance in alleviating a backlog of work, written reports or other work product, consultation and presentations, design review and may supervise staff on a temporary basis. This is a part-time, limited-term position that will work approximately 18-20 hours per week, and not to exceed 960 hours per year.

## **Qualifications**

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

**Education:** Equivalent to an associate's degree in an area related to the appointment (civil engineering) or public administration, or a related field.

**Experience:** Two (2) years of management and/or administrative experience.

**License and Certifications:** Possession of a valid California Class C Driver's License and a good driving record at the time of appointment.

## **How to Apply**

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/city-of-east-palo-alto> or scan the QR code.

**The deadline to apply: Thursday, May 15, 2025, at 11:59 PM**

The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting, [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org), or (650) 853-3116.

**THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER**



*SCAN ME*