



City of Yreka
Invites Applications For

Municipal Projects Manager
Public Works Department

FULL TIME SALARY RANGE:
\$51,084.48 - \$65,198.21

APPLICATION DEADLINE EXTENDED
Closing Date: 6/20/2019 at 5:00PM

HUMAN RESOURCES
701 Fourth Street
Yreka, CA 96097

(530) 841-2386
Fax (530)- 842-4836

ci.yreka.ca.us

THE POSITION

The City of Yreka is seeking an experienced individual for the full-time position of Municipal Projects Manager. Individuals in this classification supervise the work of assigned staff and provide professional level administrative support to the Public Works Department. Responsibilities include, but are not limited to, grant writing and management, budget development, capital project procurement, contract administration, organizational analysis, legislative analysis, policy development and program evaluation. The ideal candidate would hold the equivalent to graduation from a four (4) year college or university with major coursework in business administration, public administration, environmental planning, construction management or other related field; five years of increasingly responsible experience related to assigned competency; at least two years of supervisory experience and relevant experience working with construction management contractors in the public sector. This is a professional-level position and performs the full range of duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition.

SPECIAL REQUIREMENTS:

- 1) **Criminal History and Background Check:** Applicants will be fingerprinted for the purpose of a search of local, state and national fingerprint files to disclose any criminal record.
- 2) **Valid State of California Driver's License.**

APPLICATION PROCESS

Interested individuals must submit a City of Yreka employment application to the Personnel Department in order to be considered. Applications not received by the Personnel Department by the close of the recruitment may not be considered; therefore, prompt application is encouraged.

Job description and employment applications are available online at ci.yreka.ca.us and at City Hall. For further information please call (530) 841-2386 or e-mail to hr@ci.yreka.ca.us. Completed applications must be received by the City of Yreka, 701 Fourth Street, Yreka, CA 96097 by 5 p.m. June 20, 2019.

Completed application packets must include the following:

- Application
- DMV driving record
- Cover letter and resume (required)

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process.

Please contact the Personnel Department by the closing date if you require accommodation in the interview/examination process. Medical disability verification may be required prior to accommodation.

AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER