

CITY OF COLFAX POSITION AVAILABLE
Community Services Director

The City of Colfax is inviting qualified individuals to submit applications to fulfill the requirements of the Community Services Director position. The Community Services Director is a department head level, full-time position. Salary and benefits are negotiable based on background and experience; current salary range: \$81,120.00/\$98,601.87.

City of Colfax is located in the Sierra Nevada foothills at 2,400 feet elevation and is home to approximately 2,000 citizens. Colfax is a small historical city with ties to the 1849 Gold Rush and the First Transcontinental Railroad. A myriad of recreational activities are at our doorstep: camping, hiking, fishing, mountain biking, gold panning, kayaking, and rafting. Colfax is a great place to live and work! Access to Interstate 80, allows easy travel to Sacramento, Lake Tahoe, or Reno. We have a small staff offering full service to the community, so, each team member's contribution is essential to keep operations running smoothly.

It is anticipated the position will operate primarily in City Hall, with daily direction of field activities. The successful candidate will, under supervision of the City Manager, direct work in a variety of public service areas including: Streets, Parks, Landfill, Sewer, Solid Waste, Equipment Operation and Maintenance, Regulatory Reporting, Employee Training and Safety. The incumbent will develop and administer the budget for the Community Services Department and coordinate Capital Improvement Projects to ensure compliance with federal, state and local regulations. The City will consider individual candidates with strong public service experience in one or more of these areas.

The position requires a candidate who will be customer service oriented, self-motivated, organized and able to prioritize multiple tasks and project scheduling. The ideal candidate will have a combination of education and experience to provide the knowledge, skills, and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess the equivalent of 4 years of increasingly responsible experience in a city or county services organization. College coursework and an AA or BA/BS degree is preferred. Engineering background desired. Experience in the day-to-day public operations and a strong customer service orientation is required.

Applications are available at City Hall (33 S Main Street, Colfax, CA) or online at www.Colfax-CA.gov. To be considered for the position, please submit your original (wet signature) City application form, a cover letter, resume, and three references with contact information before 5:00PM on February 8, 2018.

Deliver in person to 33 S Main Street, Colfax, CA or mail to

Lorraine Cassidy, City Clerk
PO Box 702
Colfax, CA 95713

For more information contact Lorraine Cassidy, city.clerk@colfax-ca.gov 530-346-2313