



## NOTICE OF POSITION OPENING

### HIGHWAY DISTRICT DIRECTOR

Canyon Highway District No. 4 is seeking to fill the position of **DIRECTOR**. The position guides the functions and operations of the Highway District primarily through policy and procedure development, strategic and program planning, employee development, and personal example.

**DUTIES:** Primary duties of this position include guiding and/or leading: 1) Administrative functions including financial management, annual budget process, asset and records management, risk management program, legal services, and information technology program. 2) Personnel functions including classification, compensation, and benefit plans, development and compliance of personnel policies and procedures. 3) Management functions including organizational and strategic planning, policy and program development, interagency coordination, public relations and information, Board of Commissioners support, safety program, and emergency management planning. 4) Support functions including equipment planning and management, facility/property planning and management, and gravel source planning and management. 5) Development of operation & maintenance and engineer policies and programs related to District functions.

**MINIMUM QUALIFICATIONS:** Experience and education consisting of ten (10) years of progressively responsible experience in public works administration, or any equivalent combination of experience, education and training, which provides the required knowledge, skills, and abilities to accomplish the position responsibilities and expectations. A Bachelor's degree with major work in civil engineering, public administration, business administration, or related field, is preferred. Possession of a valid Idaho driver's license is required.

Salary depends on qualifications and shall be established by the Canyon Highway District No. 4 Board of Commissioners within the Highway District's adopted compensation plan, currently \$52.22 to \$60.91 per hour.

An application packet, including the employment application form, supplementary questions, and position description are available from Canyon Highway District No. 4, 15435 Hwy 44, Caldwell, Idaho, located at the southwest corner of Hwy 44 and I-84 at Exit #25, on the District's website <http://canyonhd4.org/>, or by contacting the District at (208) 454-8135.

Applications for the Director position will be accepted until **Thursday, September 22, 2022 at 4:30 p.m.** A District employment application form, supplementary question responses, and supporting material shall be submitted to Angela Franks, District Secretary, via e-mail at [afranks@canyonhd4.org](mailto:afranks@canyonhd4.org) or in a sealed envelope to the above address. Include "DIRECTOR APPLICATION" on the envelope or e-mail subject line.

## **Canyon Highway District No. 4 Director Position**

### **Supplementary Questions**

In addition to the District's Employment Application, applicants for Canyon Highway District No. 4's Director shall include responses to the following questions. Limit the combined response to all questions to not more than four (4) pages:

Please provide a description of your experience performing the following:

1. Leading organizational strategic planning (i.e. funding, equipment, personnel, projects, policy, training, etc.) to achieve an organization's long-range mission and/or vision.
2. Preparing and managing long-term financial plans and annual budgets, including identifying and seeking funding sources.
3. Developing and reviewing personnel policies and procedures and evaluating employee classification, compensation, and benefit plans.
4. Coordinating and developing cooperative working relationships with local, state, and federal agencies, community organization, or other entities.
5. Developing and implementing long-term plans for equipment, facilities, and material sources acquisition and/or replacement.
6. Planning and conducting public information programs, and communicating with groups and individuals in a range of situations.
7. Developing and managing programs for roadway maintenance or similar public works operations.
8. Developing and implementing a wide range of organizational policies related to highway district functions (i.e. purchasing, right-of-way management, safety, winter maintenance, project development, external communications, etc.)