



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 1/6/2015**

**CLOSES: When Filled**

### **PUBLIC WORKS DIRECTOR**

The current vacancy in the Public Works Department is a full-time exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence 1/13/15 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$6642 – \$8757 per month

#### **ESSENTIAL FUNCTIONS:**

- Management of the Public Works department through direct handling or delegation.
  - Leadership and development of staff.
  - Develop and maintain good working relationships with federal, state and local governments and tribes.
  - Coordinate with federal and state agencies to establish and maintain eligibility for system improvement and program grants of all types.
  - Direct the formulation and routine updating of department goals and objectives consistent with the mission of the department and the County.
  - Establish and implement department policies and procedures involving all operations, consistent with the overall policy direction of the Board of County Commissioners.
  - Facilitate successful accomplishment of all department program areas (road, airport, flood control, etc.).
  - Oversee financial management of the department consistent with the policy direction of the Board of County Commissioners, regulations of the County Road Administration Board, the mandate of the State Auditor and state laws and regulations.
  - Develop and maintain effective relationships with the Kittitas County BOCC and Management Team, other local agencies and officials, and the public at large.
  - Develop communication systems and protocols within the department which serve the department, elected officials, and external interests.
  - Ensure that safety programs and training remain compliant within the department.
  - Provide response to natural disasters to save lives and protect property with the authorized and appropriate use of department resources.
  - Provide technical assistance to staff within the department and to other County officials or departments when requested.

#### **OTHER FUNCTIONS:**

- Develop, at minimum, a basic working knowledge of all positions in the department; provide hands-on assistance when needed; manage supervisor workload in the event they are absent.
- *This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned.*

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in Business Management, Civil Engineering, Public Administration, Planning, or other related field. *Demonstrated equivalent of formal education and experience may be considered in lieu of education.*
- Five (5) or more years of progressively responsible management experience in a Public Works-related position, with at least two (2) years at a level of Assistant Director of Public Works or its private sector equivalent.
- A valid Washington State Driver's License.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of public works services, methodologies, and technologies and knowledge of relevant laws and regulatory agency requirements including federal, state, and local laws, rules and regulations.
- Ability to plan, organize, and monitor activities according to priorities, established schedules, and deadlines.
- Ability to create and/or maintain a compliant safety program, develop safety awareness, and ensure employees adhere to requirements.
- Ability to communicate effectively in verbal and written form, with tact and diplomacy, to promote understanding and cooperation with a diverse population.
- Must possess the ability to provide consistent leadership, counsel, motivation, professional development, constructive performance reviews, and discipline to staff.
- Ability to make critical decisions of any magnitude, involving technical, financial, managerial or organizational issues, problems and transactions, sometimes under emergency or stressful situations.
- Ability to interpret and apply rules and regulations.
- Must be engaged and self-motivated.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of governmental organization, rules, regulations and process strongly preferred.

**WORKING CONDITIONS:**

Work is typically performed in an office environment but may include other indoor and outdoor locations/job sites. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs and/or ladders. Safety rules/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

It is expected that this position will require some local and out-of-town travel. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which includes evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and Three (3) Personal References and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

- 1) Briefly write about your previous experience managing a Public Works Department. Include the various functions with the department, the depth of your direct involvement in each function, and what you learned during your tenure.
- 2) Describe your experience building and maintaining relationships with external agencies. Include the types of agencies, and what goals or outcomes you have achieved through interagency cooperation.
- 3) Describe your personnel management experience. Include what you enjoy about managing employees, and what you find the most challenging.