

# CITY OF MILL CREEK

## POSITION DESCRIPTION

**POSITION TITLE:** Director of Public Works and Development Services

**JOB CLASSIFICATION:** Director

**DEPARTMENT:** Public Works & Development Services

**REPORTS TO:** City Manager

**SALARY GRADE:** 27

**FLSA EXEMPT:** No

**REPRESENTATION:** Non-represented

**Approvals:** CM: ROP date: 9-12-2017

**Approvals:** HR: jo date: 9-12-17

### **GENERAL DESCRIPTION:**

This senior leadership role will oversee and manage the operations of the City's public works, planning, community and economic development functions. This entails directing a staff of subordinate managers and professionals in order to successfully accomplish public projects, community development and land-use plans and activities, and facility and infrastructure improvements.

### **Essential Job Functions:**

1. Provide strategic direction and management for the Public Works and Development Services department and staff.
2. Serve as advisor to the City Manager and other staff on development issues related to infrastructure and land use planning, annexation, economic development, etc. Oversee related data gathering, reports and recommendations.
3. Develop and implement policies, procedures and practices to provide services in engineering, planning, plan review/building inspection, street/roads and storm drainage maintenance, and traffic control.
4. Manage the development and implementation of goals and programs in economic development, redevelopment and small business assistance. Serves as liaison between the economic development effort and related programs.
5. Direct short- and long-range planning programs and projects, including developing, updating and implementing the City's Comprehensive Plan and development regulations/standards consistent with state laws. Oversee capital improvement projects and budget.
6. Manage department resources to ensure the efficient and effective operation of the department, including preparing and administering the department's budget and work plans. Develop and implement cost-control strategies and activities, and monitor all fiscal operations of the department.
7. Recruit, select, train, supervise and evaluate subordinates. Provide direction and guidance to other personnel on City projects as needed.
8. Research, plan and make presentations and recommendations on projects and contracts. Present reports to outside groups, City Manager, commissions and others as needed.
9. Working with the Director of Communications and Marketing, meet with citizens and citizen groups, homeowners associations and business associations to provide information and respond to inquiries, complaints and requests.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of this role. Other duties may be assigned and/or performed.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Municipal administration and principles and practices of management, supervision and budgeting.
- Principles and practices of civil engineering with an emphasis on street design, traffic operations, surface water management, capital improvements and land development.
- Principles and practices of urban planning, development and construction, urban design and public park design.
- Current practices as applied to the design, project management and construction of public works, public utilities, transportation and general construction.
- Applicable laws, codes, regulations, policies and procedures.
- Correct English usage, including grammar and vocabulary at the college graduate level.
- Current MS Office software applications and other computer software necessary to perform job duties.
- Federal, state and local laws relating to civil engineering, public works and land development practices.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Supervise and provide leadership to public works, maintenance, planning and development staff. Plan, assign, delegate and evaluate the work of subordinates. Provide direction and guidance to other personnel on project teams.
- Analyze complex problems and develop and implement sound solutions.
- Provide effective written and verbal communications.
- Plan, organize and lead complex projects. Make verbal presentations.
- Meet schedules, budgets, commitments and deadlines.
- Interpret, apply and explain codes, rules, regulations, policies and procedures.
- Prepare concise, well-documented reports and related visual materials.
- Establish and maintain effective working relationships with a wide variety of people, including the general citizenry, special interest groups, appointed and elected officials, and staff.
- Work cooperatively with others to achieve results, valuing others' input and expertise, acknowledging other team members' concerns and contributions, and supporting team decisions.

**MINIMUM REQUIREMENTS:****Experience and Education/Training:**

- Bachelor of Science degree in civil engineering, urban planning or a related field AND 8 years of applicable experience including 5 years in senior management role, and a significant amount of experience working with and/or supervising engineering, public works and/or planning functions or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications:**

- Must possess a valid Washington State driver's license and an insurable driving record, or the ability to obtain them within one month of hire.

**Preferred:**

- Eight to 10 years working for a local government.
- Significant knowledge of and/or education in the area of civil engineering.
- Membership in AICP is preferred.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.