



# CITY OF REDMOND OREGON



Invites applications for the position of

## Public Works Director

## the community - the hub of central oregon

Redmond, with a population of approximately 26,000, sits at the western edge of Oregon's High Desert in Deschutes County, just four miles from the Deschutes River, thirty minutes from the Cascade Mountains and within minutes of several lakes. This high desert



community rests on a flat plateau at an elevation of 3,077 feet above sea level. The climate is semi-arid, with average annual precipitation of only 8.64 inches. Redmond enjoys a high percentage of sunny days throughout the year. The area has four distinct seasons, each bringing refreshingly different weather.

The natural beauty that surrounds Redmond is unique to Central Oregon, from the beautiful stand of Western Juniper to the various recreational activities, including camping, fishing, world class rock climbing at Smith Rock State Park, golfing, hiking and all types of winter snow sports.

A growing number of business firms are discovering Redmond as the hub of Central Oregon with a centralized location, a regional airport, a skilled workforce and a diverse business climate.

Redmond Municipal Airport, Roberts Field, is the fourth largest air carrier airport in the state of Oregon and is considered the air carrier and commercial aviation hub to Central Oregon. The airport is served by Allegiant Air, Delta Airlines, Horizon Air, United Express, FedEx and UPS. The terminal has just recently completed an expansion project that added 116,000 sq. ft. to the building.

## The public works department

The Public Works Department consists of Administration, Transportation, Engineering, Water, Wastewater, GIS, Parks/Facilities/Cemetery and Juniper Golf Course. The department is responsible for operating and maintaining:

- 316 total lane miles
- 15,230 annual curb miles swept
- 9,323 customer water/sewer utility accounts
- 7 wells
- 5 reservoirs
- 163 miles of water pipe
- 137 miles of collections pipe
- 13 lift stations
- 1,680 underground injection control devices
- 361 total park acres (120 active/241 passive)
- 19.70 acre cemetery
- 129,900 sq. ft. of facilities

The department consists of 53 FTE's with an approximate annual budget of \$27 million.

## the position

The Public Works Department has just recently moved into their new administration building and warehouse, which will soon serve as home for all divisions except Wastewater. The Public Works Director reports directly to the City Manager and is a key member of the City's management team. The Public Works Director plans, organizes, controls and directs all activities of the Public Works Department in accordance with federal and state law and city code. The Public Works Director is responsible for supervision of all department services, including engineering, streets, water, wastewater, storm water, traffic engineering, fleet and facilities maintenance, park and cemetery maintenance and the city owned golf course. The Public Works Director also manages the department budget and oversees the application and administration of federal and state grants and loans for public works functions.

Responsibilities of the Public Works Director include:

- ✓ Develops and implements departmental goals and objectives. Plan and develop programs, policies and



procedures related to areas of responsibility based on analysis of City growth, workload, staffing levels, and related economic and legislative influences to provide appropriate and effective services to the community.

✓Prepare initial department budget request and necessary justifications for presentation to budget committee. Manage and monitor approved department budget. Review and approve expenditures. Review progress and make modifications as necessary.

✓Oversee the conduct of necessary studies and analyses, preparation of related information and reports, and development of recommendations for the City Council through the City Manager. Attend City Council and various other meetings, providing input or other information and receiving directions or other information. Draft resolutions, ordinances and prepare and present reports for action by Council.

✓Manage public works projects by developing scope of work, budget, coordinating with consultants, department staff, and/or other governmental bodies.

✓Directs preparation of public works project grant applications and administers grants received, including maintenance of records relative to billing and auditing.

✓Oversees the development, or update, of the City Transportation System Plan (TSP), Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.

✓Confers with the City Manager concerning administrative and policy matters, such as complaints of extraordinary nature, departmental budgeting, project planning and policies that may impact other departments or the public.

✓Maintains standards of efficiency and morale among all department employees. Confers with immediate supervisors on matters relating to personnel, employee relations, conflicts and grievances. Works with the City Manager and Assistant City Manager to resolve Association grievances.

✓Ability to work with the general public, regulatory agencies, advisory boards, City Councilors, department heads, and City employees on a regular basis.

## the ideal candidate

The ideal candidate will be both a strong leader and manager who will be able to continue the City's vision for the Department and the infrastructure needs of the community. This person will have a proven successful track record as a public works director and will be an expert in all facets of public works administration, including planning, preparation and control of department budgets.

### *Management & Leadership Skills*

This person will have a history of progressive program development, as well as a track record of successful implementation. The new director will possess strong leadership qualities and will have a proven track record of delivering results, building accountability with staff and creating a positive working environment, characterized by teamwork and innovation. He or she will be a team builder who can develop an atmosphere of trust and support where employees are encouraged to invent new solutions. He or she will delegate appropriately with clear expectations and will expect excellent interdepartmental collaboration, as well as a strong focus on customer service. The new director will be sensitive to environmental issues and regulations as they affect public works.

### *Communication Skills*

Open communication style and ability to speak, write and listen effectively is essential. The new director will work with personnel throughout all levels of the organization and must be comfortable with presenting information to large and small audiences. He or she must have the ability to participate and communicate in a team environment and be an active member with the rest of the executive level team. The new director must be comfortable communicating at the regional and state level, seeking out opportunities for funding and consolidating services throughout the county.



live. work. play.

## education and experience

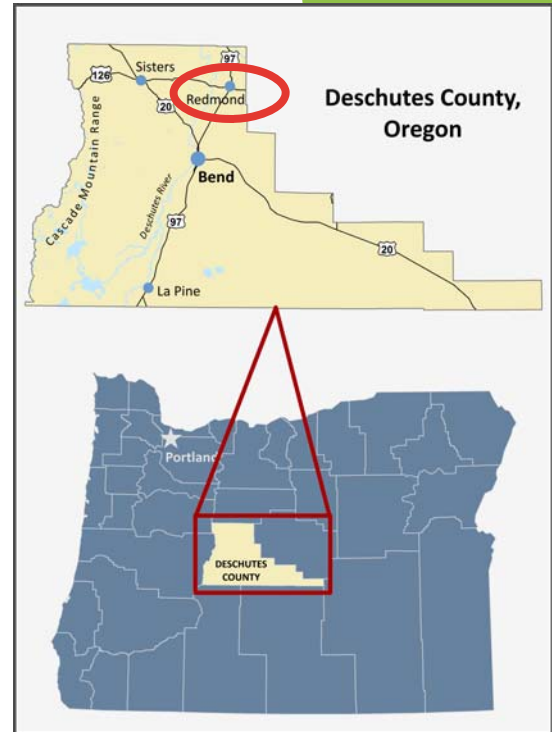
It is expected that candidates for this position will have broad knowledge of management and overall operation of the public works department. A bachelor's degree in engineering, public administration or a related field, is required. A masters degree and/or a Professional Engineer certification recognized in the state of Oregon is a plus. The ideal candidate will possess at least 8-10 years demonstrated experience in large scale project management and general public works administration, or equivalent combination of experience and training.

## compensation and health benefits

Starting annual salary will be \$84,468-\$103,824 DOE. Actual pay will be negotiated based upon the unique qualifications and experience of the selected individual. The City of Redmond provides an excellent array of benefits including State of Oregon PERS retirement, medical, dental, and vision health benefits, life and accidental death insurance, long-term disability insurance, vacation, sick leave, and holidays.

## selection process

The recruitment process will consist of an evaluation of each applicant's qualifications as demonstrated in a professional resume, cover letter and application materials. Only the most qualified candidates passing the supplemental evaluation will be invited to participate in a preliminary interview (which may take place by video or phone) on February 13, 2012. Candidates deemed most qualified based on the criteria and preliminary interview will be invited to Redmond for an oral interview process to take place on March 2, 2012. As part of the final selection process, a background investigation will be conducted.



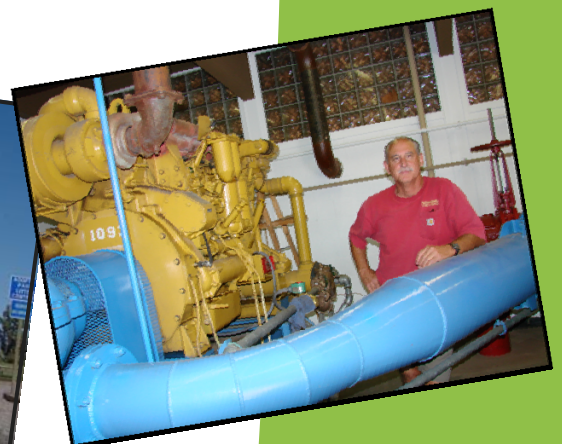
## requesting and submitting an application packet

If you meet the qualifications and believe that you possess the ideal candidate profile, please request an application packet via email only at [deanne.wakefield@ci.redmond.or.us](mailto:deanne.wakefield@ci.redmond.or.us).

To be considered, submit complete application packet to the following address:

Public Works Director Recruitment  
City of Redmond  
716 SW Evergreen Ave  
Redmond OR 97756

Application packets must be received by Friday, February 3, 2012, at 5pm PST. **No email or fax submissions accepted.** For questions, please email [deanne.wakefield@ci.redmond.or.us](mailto:deanne.wakefield@ci.redmond.or.us)



live. work. play.