



**CITY OF CHARLOTTESVILLE**  
**invites applications for the position of:**  
**Director of Public Works**

An Equal Opportunity Employer

**OPENING DATE:** 10/26/16

**CLOSING DATE:** 11/22/16 05:00 PM

**GENERAL**  
**SUMMARY:**

The City of Charlottesville, consistently ranked as one of the best cities to live in the nation, is in search of a dynamic leader to direct and manage its Public Works Department. The ideal candidate will be an experienced leader with a passion for excellence and outstanding technical communications and team-building skills. Will be results-oriented and solutions driven, maintain a commitment to citizens' customer service, and have a high energy level with the ability to enjoy and relish challenges.

Performs complex professional and administrative work overseeing the Public Works Department which is comprised of five divisions: Public Service (Streets and Sidewalks, Refuse Collection and Disposal, Traffic Operations), Fleet Maintenance, Facilities Development, Facilities Maintenance, and Environmental Administration. The department has 103 Full-Time Employees and an operating budget for FY 2017 of over \$13.7M.

Primarily and most frequently the work done here is performed as leader or director with broad functional areas and more expertise and strategic focus. The City Manager appoints this position. The Director will report to an Assistant City Manager for operational purposes. Working under the direction of the City Manager, the Public Works Director is responsible for the planning and organization of the operations and maintenance functions of the department, and coordinates assigned activities with other city departments and outside agencies. Operations are 24/7 and include all weather related and other emergencies.

- To view a downloadable brochure about our Community, City Government, and the position, please go to: <http://www.charlottesville.org/community/employment>

Located approximately 100 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia, the City of Charlottesville serves as economic, cultural, and educational center of a multi-county region in Central Virginia. The City is 10.4 square miles and has an estimated population of over 45,000 people. The City is nationally recognized as one of the best places to ... well, to do pretty much anything you desire. Here is a list of recent accolades:

- 15 Best Places to Live in the U.S. (#3) - NY Post 2016
- Top 100 Best Places to Live (#21) - Livability.com 2016
- One of America's Best Small Cities for Foodies - Travelocity 2016
- Healthiest Small Town in the U.S. - Health Line 2016
- 50 Best College Towns (#7) - College Rank 2016
- #2 Most Exciting City in Virginia - gogobot 2015
- America's Favorite Mountain Towns (#9) - Travel + Leisure Magazine 2014
- Top 5 Destinations Every American Should Visit - Orbitz Worldwide 2014
- USA's 12 Best Places for Book Lovers -The Culture Trip

**The starting hiring range is \$110,000.00 to \$140,000.00 annually**, dependent on education and experience. The City offers an excellent benefits program, including the option for participation in a Defined Benefits or Defined Contribution Retirement Plan. Reasonable relocation assistance will be available.

If you are a highly motivated individual with the right experience to lead this department, **please submit an online application at [www.charlottesville.org/jobs](http://www.charlottesville.org/jobs). Please include with your online application a cover letter, resume, salary history, and five (5) work related references. (Note: Applications without these elements will not be considered. Although a resume is required, it is not a substitute for completing the required information on the application).**

**ESSENTIAL  
RESPONSIBILITIES  
AND DUTIES:**

- Assume full management responsibility for all Public Works Department services and activities;
- Performs liaison between the Office of the City Manager and field and office operations of the department, advises on the same;
- Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area;
- Serves as intergovernmental coordinator between departments, federal and state authorities;
- Oversees and participates in the development and administration of the Public Works Department operating and capital budgets;
- Represent the Public Works Department to the general public, other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies;
- Oversees the coordination and execution of capital improvement projects with staff, municipal departments, and regional partners;
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems and development;
- Plan, direct and coordinate the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Development and evaluation of programs, policies, and procedures necessary to ensure safe and effective management of staff and daily operations.

**EDUCATION,  
EXPERIENCE AND  
SKILLS:**

**Education:** Any combination of education and experience equivalent to graduation from an accredited 4 year college or university. A maximum of 2 years of related work experience may be substituted for a maximum of 2 years of the required education, with major coursework occurring in public administration, business administration or related field. Preference is for candidates possessing a master's degree in public administration, business administration, or a related field.

**Experience:** Eight years of increasingly responsible experience managing or supervising public works operations, programs and services, including four years of supervisory, budgetary, and management responsibility; preferably in a municipal or public sector environment.

Full-time residency within the City of Charlottesville is preferred but not required.

**Skills:** Comprehensive knowledge of municipal public works administration, planning and budgetary control; Thorough knowledge of principles of supervision, training, performance evaluations and modern personnel administration practices; Ability to formulate comprehensive operational policies and procedures; Ability to prepare complex technical reports; Demonstrated ability to meet timelines and to manage processes, budgets, and programs; Ability to supervise the work of a wide ranging professional staff; Strong organizational and team-building skills with demonstrated leadership and consensus-building skills; Ability to maintain effective working relationships with City officials, other public officials, employees, contractors, and the general public; strong public relations and communication skills with the ability to communicate effectively both orally and written.

**PHYSICAL  
CONDITIONS &  
WORK  
CONTACTS:**

Standard work environment. Evening and weekend meetings required.

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For more information, please contact:

Galloway Beck, Human Resources Director  
City of Charlottesville  
Department of Human Resources  
P.O. Box 911  
605 East Main Street  
Charlottesville, VA 22902  
(434) 970-3490 or [beck@charlottesville.org](mailto:beck@charlottesville.org)

Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The City's driving eligibility requirements. The City of Charlottesville is an Equal Opportunity Employer. Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities. You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act.

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APPLICATIONS MAY BE FILED ONLINE AT:

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Department of Human Resources  
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DIRECTOR OF PUBLIC WORKS