

# THE TOWN OF DUMFRIES, VIRGINIA IS SEEKING A PUBLIC WORKS DIRECTOR

## THE COMMUNITY

The Town of Dumfries, VA, located 27 miles south of Washington D.C., offers an inviting atmosphere for its residents and visitors alike. The Town's "Quality of Life" is highlighted by its friendly neighborhoods, affordable cost of living, outstanding educational opportunities and proximity and vast ranges of historical, cultural, and leisure activities. Despite the fact that the Town is small in size, Dumfries enjoys a prominent place in history as Virginia's oldest continuously chartered town. The nearby Prince William Forest Park provides a heavily wooded forest creating a pleasant scenic and recreational environment. Serving somewhat as a gateway, Dumfries is found just outside the gates of the Quantico Marine Corps Base.

Though considered a part of the Washington, D.C. metropolitan area, Dumfries continues to value its heritage and maintains a unique identity. The Town was founded as a thriving commercial center in 1749 and was the second largest leading port in Colonial America rivaling New York, Philadelphia, and Boston. Since that period, Dumfries has long been recognized as an ideal location for business making it one of the fastest growing areas in the Greater Washington Metropolitan Region. Its vibrant business community and immediacy to the nation's Capital, makes this Town an ideal location for defense, technology, commercial and retail related businesses. Dumfries is committed to promoting a diverse and progressive community and to positioning their community as the "Place of Choice" for businesses considering relocating or expanding and for developers interested in finding the perfect location for their next project.

The Town of Dumfries is a community which prides itself in civic engagement and neighborhood involvement, and maintains a high level of interaction between its citizens and government. According to 2010 Census data, the population of Town continues to grow. 29% of town residents are under 18 years of age and the racial breakdown percentages include 37.0% black or African American, 38% white, 26.8% Hispanic and 4.3% Asian. The Town of Dumfries is served by the Prince William County Public School District which oversees a system of approximately 79,000 students in grades K-12. Prince William operates a fully accredited school division under Virginia accreditation guidelines and offers a wide range of academic and vocational programs. The school system has a strong profile for excellence and continues to receive many educational awards, including the Governor's Award for Educational Excellence in 2010. Forest Park High School and several elementary and middle schools primarily serve Dumfries students. The Town of Dumfries is strategically located in the Greater Washington D.C. Metropolitan region with access to 36 universities and 18 community colleges. With its close proximity to I-95, a primary north/south interstate, Dumfries will provide you with easy access to the Nation's capital and major markets in the Mid-Atlantic region.

## HIGH PRIORITY ISSUES

- **Main St. Intersection Project** – This project has commenced and is in the Right of Way acquisition phase. It is expected for the new Director to quickly get up to speed on the project to ensure timely acquisition of Right of Ways and make certain the project stays within the capital budget. It is essential for the new Director to engage and closely coordinate with the Virginia Department of Transportation for the success of this project.
- **Capital Improvement Plan** – The Director, working in concert with the Community Development Director, is responsible for the development and upkeep of the department's Capital Improvement Plan. In the summer of 2017, the new Director must begin to review and develop recommendations for updating the Capital improvement Plan and its priorities for the FY 2019 Capital Budget.
- **Town Hall Project** – The Town Council has initiated the process to plan for a new Town Hall and Police Department building or buildings and has commissioned a space and site recommendations study. It is expected for the new Director fully engross in the project, provide updates and, ultimately, provide recommendations to the Town Manager and Council.
- **Storm water and Drainage Projects** – Numerous storm water and drainage projects exist that require attention. The new Director must evaluate each project, provide regular updates to the Town Manager and ensure continued progress towards completion.



## GOVERNMENT

The Town of Dumfries is chartered under the Council-Manager form of government with the Council serving as the legislative body of the local government. As such, the Council is responsible for adopting all ordinances and resolutions, approving the annual operating and capital budgets, setting all tax rates, approving the five-year Capital Improvement Program, setting all user fees, making land use and zoning policy decisions, and establishing long-range plans and policies. The Council is comprised of seven members elected on an at-large basis with staggered four-year terms. The Town Council has adopted an aggressive vision statement that provides direction for the Council and staff in daily matters and long range planning. The Town's operating budget is \$4.9 million and supported by 28 full time employees that provide services ranging from community services and economic development to public safety. The Town's tax/revenue base is solid and continues to supported the Town's programs while lowering property taxes, BPOL and fees levied on businesses.



## POSITION PROFILE

Under the direction of the Town Manager, the Public Works Director oversees the day-to-day operations and administration of the Public Works Department. The department encompasses transportation planning and project management, Storm-water, Site and building plan review and Inspections, Information Technology, Total Maximum Daily Load (TMDL) program efforts in accordance with the U.S. Clean Water Act, and Operations (Buildings & Grounds, Vehicle Maintenance, Engineering, and Streets Maintenance). The Director must ensure capital improvement projects and maintenance projects are performed according to project terms, in compliance with contract guidelines, and in a timely manner. The Director serves as the Town's representative by working with the Northern Virginia Transportation Authority (NVTA) and the Virginia Department of Transportation (VDOT) on transportation related matters and projects.

## CANDIDATE PROFILE

The following listing, prepared in consultation with the Town Manager, reflects the leadership and management style as well as personal characteristics of the ideal candidate.

The ideal candidate must:

- have strong leadership principles with the ability and confidence to work professionally with staff and citizens;
- have the ability to effectively supervise and manage staff, consultants and contractors;
- have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability and operational control;
- be able to plan and implement short term and annual goals, objectives and strategies in an effective and efficient manner;
- communicate effectively and provide sufficient information to Town Manager, Town Council and citizens on the department activities;
- have a commitment to providing exceptional customer service;
- provide an environment conducive to employee engagement and collaboration;
- have a willingness to maintain a high degree of visibility and interaction with state and regional governmental agencies;
- be approachable, outgoing, open and have a participatory management style;
- have knowledge in financial management and budget development;
- have the ability to establish strong relationships with key community stakeholders;

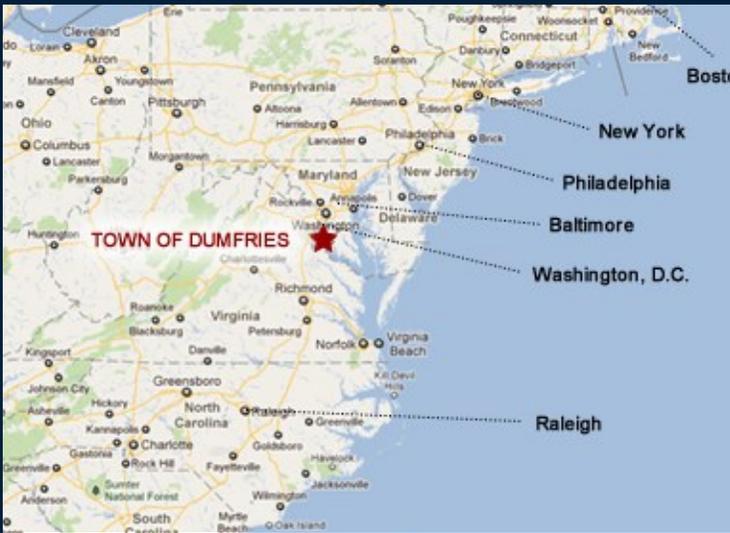
Other required personal characteristics include:

- High personal energy and a positive approach
- Operating with visionary and innovative approach
- Politically astute without personal involvement in political issues
- Initiative, resourcefulness, creativity and problem-solving ability
- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life

## EDUCATION & EXPERIENCE

The successful candidate will hold a bachelor's degree in civil engineering or related field; supplemented by five (5) years of progressively responsible experience in public works operations and administration; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Experience working with the Virginia Department of Transportation on complex road projects as well as experience with storm-water management and drainage projects is needed. Candidates must have the ability to synthesize, hypothesize, and/or theorize data along with applying principles of logical and synthesis functions. It is expected for the applicant to be decisive, creative and have the ability to exercise judgement in critical and/or unexpected situations involving risk to the organization.





## COMPENSATION AND BENEFITS

The Town of Dumfries offers a competitive compensation package with a salary range between \$70,000 - \$80,000 DOE/Q per year depending on the successful candidate's qualifications and experience. Its benefits include: participation in the Virginia Retirement System, vacation and sick leave, group life insurance, and medical insurance.

**The Town of Dumfries is an Equal Opportunity Employer!**

## APPLICATION AND SELECTION PROCESS

Qualified candidates should submit their cover letter and resume online by visiting our website at <https://waters-company.recruitmenthome.com/postings/1337>.

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than **September 5, 2017**.

Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews in Dumfries, VA will be offered by the Town to those candidates named as finalists, with reference checks, background checks and academic verifications conducted by the Town after receiving candidates' permission.

For more information, please contact **Anne Lewis** at [alewis@springsted.com](mailto:alewis@springsted.com) 804.726.9748.



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