

# PUBLIC WORKS DIRECTOR

## POSITION OVERVIEW

The City of Brookings is seeking qualified applicants to lead the newly created Public Works Department. The position acts as a key partner in helping the City Manager and City's leadership team shape the City's organizational culture and implementing the City's mission and vision. This professional employee will focus on the combination of physical assets, management practices, policies and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for Brookings residents. The Public Works Department is the largest City department comprised of the streets, fleet, engineering, stormwater, airport, refuse collection, and landfill divisions. The department contains 32 staff members and functions with a budget of approximately \$5 million in operations and \$4 million in capital annually. Brookings has 242 miles of street maintenance and has a rating of B- for its transportation system. Stormwater continues to be a major dialogue for the town as it continues to shape Brookings future. This department is responsible for 52.8 miles of stormwater pipe, and 1768 stormwater structures.

The selected individual must bring a desire to build individuals up, promote leadership opportunities and provide positive leadership. The organizations core values are to operate through honest, service-oriented leadership with core values of integrity, accountability, and innovation. The City's mission is to provide high quality of life through exceptional services and proactive solutions. All members of the organization live to foster a welcoming and inclusive community where all can bring their dreams! Brookings employees know they are not just making decision that impact people today; they are making decisions that will affect generations to come in a positive manner.

## THE IDEAL CANDIDATE

- Outstanding leadership qualities that will bring strength, stability, and long term credibility to the position with a strong focus on customer service and building solid relationships with internal and external stakeholders through proactive solutions.
- Provide leadership that builds teams as well as inspires, motivates, and empowers staff to achieve established goals.
- Ability to ensure sustainable and best practices are a priority that encompasses all aspects of investing in the long- term good of the community through capital improvement and operations. This means making decisions that are simultaneously beneficial for the environment, residents, development, economy, community character, overall quality of life and more.
- Executing ability that utilizes a holistic approach requiring everyone from the Public Works Director to residents and from across divisions, cities and counties.
- Excellent communication and interpersonal skills as well as solid presentation and organization abilities.
- Will create an open, collaborative, and successful working relationship with the City Manager, leadership team, elected officials, community stakeholders, State and Federal officials, representatives of the media and the public.
- The principles and practices of Public Works administration, budgeting, personnel administration, contract management, and risk management.
- A hands on understanding of municipal government or other organizations of similar complexity.
- Understanding of applicable federal, state and local laws, codes and regulations.
- Ability to analyze problems and solutions and take appropriate actions and deal effectively with complex and sensitive issues.
- Work tactfully in a sometimes highly scrutinized environment while remaining patient, approachable, and self-confident.
- Be a sustainability leader with big picture thinking, strong communication skills, and keen peripheral vision.
- Enjoy and thrive in a fast-paced, robust environment, and be able to address day-to-day operations with common-sense and a cooperative approach to decision-making and problem solving.