



City of Talent

Director of Public Works and Development Services

Job Announcement

THE POSITION

The Director of Public Works and Development Services, under the general supervision of the City Manager, plans, organizes, directs, and controls the functions of the Department of Public Works and Development Services. This position develops and implements procedures and practices to provide services in land use planning, building safety, community development, standard administration, traffic control, parks and recreation, fleet services, water distribution & treatment, sewer collection & treatment, storm drainage, project management and public works inspections. The Director of Public Works and Development Services assures the efficient and economical use of departmental funds and operations and accomplishes short-term and long-range planning.

THE PERSON

The ideal candidate will have experience in the following:

- ✓ Administration, management, and regulations governing public work areas, operations, and maintenance.
- ✓ Preparation, development, management, and oversight of significantly large budgets.
- ✓ Managing bid processes, negotiations, and the performance of contractors.
- ✓ Short and long-range planning and public works project management.
- ✓ Experience in city planning and economic development, land use planning, zoning, and grant administration.
- ✓ Reviewing construction plans and specifications.
- ✓ Managing and supervising the work of Public Works and Development Services staff.

DESIRABLE QUALIFICATIONS

- ✓ Bachelor's degree in engineering or urban planning.
- ✓ A minimum of five years progressively responsible management level experience in public administration.
- ✓ Any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

SPECIAL REQUIREMENTS

- ✓ License: Possession of an Oregon driver's license by the time of appointment.
- ✓ Other: Pass Criminal History Background Check.

SALARY

The successful candidate will be placed in the salary range based on experience and qualifications.

Starting Salary: \$110,000 - \$120,000

Terms: Full-time – 40 hours per week, Monday through Friday / Exempt with benefits

BENEFITS OF EMPLOYMENT

- ✓ 10 paid holidays per year + 3 floating holidays
- ✓ 80- 120 hours of accrued vacation per year
- ✓ 96 hours of accrued sick leave per year
- ✓ Healthcare coverage with 95% of premium covered by the City of Talent. Employee out-of-pocket is \$83.30/mo., which includes employee and all eligible family members.
- ✓ Life insurance policy of \$20,000
- ✓ PERS Retirement Plan

APPLICATION PROCESS

To apply, please email a **cover letter** describing how your experience prepares you to succeed in this role, a **current resume**, and a completed **Employment Application** to HumanResources@RVCOG.org

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

WORKPLACE ACCOMMODATIONS NOTICE

The City of Talent is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.