



## *Public Administration Associates, LLC*

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### Position Announcement

#### **Director of Public Works/City Engineer**

#### **City of Jefferson, WI (Population 7,747)**

Jefferson is seeking a dynamic and approachable leader to be its next Director of Public Works/City Engineer. Jefferson is located just south of the Interstate 94 Corridor with close access to the major economic and cultural centers of Madison (25) miles, Milwaukee (35) miles and Chicago (130) miles. The community has slowed to a stable level – presenting both opportunities and challenges. The city desires to increase the pace of growth and its historic trend of sustainable growth with a balance of residential and commercial development. As a result of this goal, City planning places great focus on economic development objectives and implementation strategies. However, enhancing the community's authentic small-town character and attaining a high quality of life that is accessible to all community residents remains the heart of the city's vision for the future. Starting salary range: \$95K-\$115K DOQ, plus excellent benefits. The Director/City Engineer reports to the City Administrator. The city government is comprised of a Mayor and Eight Alderpersons elected on a non-partisan basis. The 2022 Department operating budget is \$2.2M including: Yard Waste & Sanitation, Street Maintenance, Fleet, Engineering (contract) and Stormwater. Leads a staff of 12 total employees. The city 2022 Capital Improvement Budget is \$2.5M which the DPW Director also oversees.

This position requires advanced professional knowledge in modern theories, principles and practices of public works administration, engineering, capital project construction management, field maintenance operations and program development. Requires knowledge of applicable laws, codes, ordinances, and regulations governing modern and accepted public works construction, maintenance, and engineering practices. Requires experience in budget preparation and administration, the financial management of capital projects as well as effective written and oral communication skills necessary to interact with a wide variety of individuals including members of the public, vendors, contractors, City staff, and elected officials.

The individual must possess or be able to obtain a valid Wisconsin license as well as a professional engineer within one year of employment. Possession of a commercial driver license, or the ability to obtain within six months of employment, is preferable and desirable. Carrying oneself with a high degree of professionalism with personal integrity is a given. Jefferson also desires a candidate who fosters teamwork and who will support and encourage a positive working environment and professional development opportunities for public works staff. Visit the community website at [www.jeffersonwis.com](http://www.jeffersonwis.com)

Send cover letter, resume, salary history and 5 work-related references (in one PDF file) to Public Administration Associates, LLC, Attn: Bruce Stelzner, Associate at [bruce.stelzner@yahoo.com](mailto:bruce.stelzner@yahoo.com) by October 14, 2022. Confidentiality must be requested and cannot be guaranteed for finalists.