



City of Cedar Rapids  
**Public Works Director**

<b>SALARY</b>	\$161,882.00 - \$194,037.22 Annually	<b>LOCATION</b>	CSC- 500 15th Ave SW Cedar Rapids, IA
<b>JOB TYPE</b>	Full-Time	<b>DEPARTMENT</b>	Public Works
<b>OPENING DATE</b>	04/05/2024	<b>CLOSING DATE</b>	5/6/2024 11:59 PM Central
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	NBU

The City of Cedar Rapids is seeking a customer and team focused Public Works Director to lead our APWA-accredited **Public Works Department**. We are looking for a strategic leader who possesses the skills and abilities to connect with staff, elected officials, and a growing community to effectively drive change. Candidates should have comprehensive experience leading complex projects, and demonstrate exceptional financial acumen with the ability to communicate budget implications for the ongoing infrastructure needs of our community.

Please review our **Public Works Director Brochure** ([Download PDF reader](#)) to learn more about this exciting leadership opportunity.

#### **About our Organization**

At the City of Cedar Rapids, we are committed to organizational health and employing individuals who reflect our diverse community, and this position is crucial in the success of this commitment. The City of Cedar Rapids is innovative and forward thinking, and we value and leverage individuals experiences beyond the technical requirements of a job. Experience, skills, and commitment to our core values is key to building a stronger organization and stronger community, now and for the next generation. If this resonates with you, please consider applying.

#### **About our Community**

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. [Cedar Rapids - Why you should live here!](#)

#### **About this Opportunity**

Leads the activities of the six divisions of the Public Works Department including Administration, Streets, Engineering, Traffic, Sewer and Real Estate & Right of Way. Plans and directs the construction of approved capital improvements.

#### **Essential Duties & Responsibilities**

- Oversees the management and operations of a large portion of public infrastructure within the City
- Directs the preparation and management of a large annual budget
- Works with Director Team to develop and analyze programs and policies

- Oversees the development and implementation of policies and programs for the department
- Leads response to emergencies maintaining communications with the City leadership team, City Council, and the public during events. Coordinates with City and County incident management teams on services and activities during times of emergency operation
- Supervises, plans, and directs the work of assigned personnel
- Develops and presents policy updates.
- Provides evaluation and recommendations on policy matters affecting public works programs and functions, policies, projects, and regulatory compliance matters
- Represents the City and effectively communicates across many sectors of the community promoting the City's goals, strategies and vision
- Participates on various boards, committees, and task force teams.
- Develops and delivers presentations related to public works best management practices and service delivery
- Serves as liaison with federal, state, county, and local agencies
- Participates in key transportation and public infrastructure planning
- Performs related work as required

### **Required Education and Experience**

- Bachelor's degree from an accredited college or university in Civil Engineering or a related field and 7 to 9 years of experience in managing infrastructure design and engineering activities;
- OR-
- An equivalent combination of education and/or experience (i.e., one year of relevant full-time experience may substitute for one year of education)
- Extensive organizational leadership and staff management experience
- Experience managing large operational and capital budgets
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with diverse populations

### **Desired Qualifications**

- Licensure as a Professional Engineer

### **Work Schedule:**

Monday- Friday 7:30am - 4:30pm

### **Benefits**

#### **We offer benefits and beyond for our employees and their families!**

- Multiple health insurance plans administered by Wellmark Blue Cross and Blue Shield with low employee premiums, deductibles, and co-insurance (view our benefits summaries for more information: [Choice Plan \(Download PDF reader\)](#) and [Traditional Plan \(Download PDF reader\)](#))
- Expansive Wellness Program and low cost onsite exercise facilities
- Dental Insurance with Delta Dental of Iowa
- 100% city paid basic life insurance
- Other voluntary benefits offered including vision, long-term disability, and supplemental life insurance
- IPERS Retirement - Iowa Public Employees Retirement System, with contributions of 6.29% employee/ 9.44% City ([IPERS](#)) ([Download PDF reader](#))
- Deferred Compensation (IRS Section 457) retirement programs
- Generous paid time off AND 11 paid holidays per year
- Paid Parental Leave program with 4 weeks of paid time off
- Annual salary increases, AND an annual across-the-board increase (determined by available budget)
- Longevity Pay for years of service
- Educational assistance up to \$3,000 per year
- A culture that is supportive and committed to professional development opportunities

- Public Service Loan Forgiveness – Employees may qualify for the PSLF program which forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying employer. [See more information here](#)

### **Equal Opportunity/Affirmative Action Statement**

The City of Cedar Rapids is an equal opportunity/affirmative action employer. All job applicants will receive consideration for employment free from discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

### **Applicants with Disabilities**

We respect and value people with disabilities and are committed to providing a workplace culture of disability inclusion. People with disabilities are supported during the hiring process and are encouraged to apply for employment with the City of Cedar Rapids. In support of the Americans with Disabilities Act, reasonable accommodations will be provided to those in need of assistance with the application and interview process. To request an accommodation, contact the City's Human Resources department by phone at 319-286-5000 or by email at [hr@cedar-rapids.org](mailto:hr@cedar-rapids.org).

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#### **Agency**

City of Cedar Rapids

#### **Address**

101 First Street SE

Cedar Rapids, Iowa, 52401

#### **Phone**

319-286-5000

#### **Website**

<http://www.cedar-rapids.org/>