

# We're Hiring



## FOR THE POSITION OF PUBLIC WORKS DIRECTOR!

**The City of Exeter is hiring for the position of Public Works Director. This is an executive level position and there will be a competitive recruitment process. Qualified candidates are invited to apply.**

Are you a dynamic and experienced leader in public works? We are seeking a qualified professional to oversee our department, manage projects, and ensure the smooth operation of our public infrastructure.

### Description:

This is an exempt, at-will, contract position. Under administrative direction of the City Administrator, the Public Works Director plans, organizes, coordinates, directs and manages the programs, projects and activities of the City's Public Works Department; formulates and implements departmental policies, goals and directives; provides expert professional assistance to city management staff on public works matters, coordinates with contractors, engineers, and architects to ensure successful project execution, develop project scopes, budgets, schedules, and resource plans, performs related work as assigned.

### Examples of Key Essential Functions:

- Develops, directs and implements the goals, objectives, work standards and departmental administrative policies and procedures; prepares and administers the department's budget.
- Coordinates the formulation of long-range planning, including financial, operations and maintenance and capital improvement plans.
- Manage City construction projects working with contractors and consultants, ensuring high-quality workmanship and timely completion.

### Qualifications:

A combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four-year college or university with major coursework in Public Administration, Business Administration, Construction Management or Civil Engineering or other related field is required. A Master's Degree is desired.

### **Qualifications (Cont.):**

- Four years of senior supervisory or administrative experience in a major public works setting or related municipal setting which has included program planning, project management, personnel operations and administration.

### Licenses and Certifications:

- Possession of a valid and appropriate California's driver's license.
- A professional Civil Engineering License (or PE license) is desirable.
- Active membership in American Public Works Association desired.

**A competitive salary of \$8,219 to \$9,990 per month and an excellent benefits package apply to this position**

*Click Here*

**APPLY NOW**



This is a *continuous recruitment* with a first review date of **Friday, January 10, 2025** Qualified candidates are encouraged to submit their application prior to the first review date to ensure they are considered.

