



THE CITY OF CLEARWATER, FLORIDA,  
HUMAN RESOURCES DEPARTMENT  
INVITES YOUR INTEREST IN THE POSITION OF

# PUBLIC WORKS DIRECTOR

## OUR VISION:

Clearwater will be a uniquely beautiful and vibrant community that is socially and economically diverse; that invests for the future; and that is a wonderful place to live, learn, work, visit and play.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

**Jon Jennings, City Manager**



## COMMUNITY BACKGROUND

Located between the Gulf of Mexico and Tampa Bay, the city of Clearwater combines the natural beauty of a tropical environment with safe, affordable, active living and opportunities for personal and professional prosperity. From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering the Philadelphia Phillies in spring training to attending theater and concert events at Ruth Eckerd Hall and Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

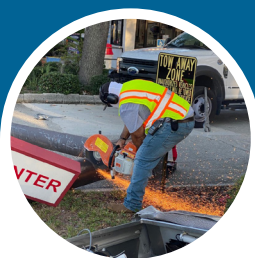
Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of approximately 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

## THE ORGANIZATION

In support of the City Council's Strategic Direction of providing cost effective municipal services and infrastructure, the Public Works Department is responsible for ensuring the city's infrastructure is constructed and maintained in a manner that meets regulatory and level of service requirements. To accomplish this, the department has two sections, Right of Way Maintenance and Engineering.

The Engineering section is responsible for the planning, design, and construction phases of the city's long term Capital Improvement Program, and for ensuring city infrastructure systems are cohesive with redevelopment of residential and commercial properties within the city. Additionally, the section administers the city's Parking System, manages the city's GIS database, and ensures the city is compliant with environmental issues.

The Right of Way Maintenance section is responsible for ensuring that the existing transportation, stormwater, and other systems within the right of way are working efficiently on a day to day basis. This occurs through ongoing preventative maintenance to the system and mitigation of system disruption occurring from failed infrastructure or outside influences.



## THE POSITION

The Public Works Director will serve as the leader of the Public Works Department and will be responsible for ensuring the department meets the operational standards and strategic direction of the city of Clearwater.

The Public Works Director would be responsible for:

- Providing expectations, leadership, and guidance to all direct reports.
- Maintaining a departmental strategic plan which is consistent with the strategic direction of the city.
- Coordinating with other members of the Senior Executive Team to ensure that departmental operations and strategies are consistent with the city's strategic direction, charter, policies and procedures, and ordinances.
- Coordinates with external stakeholders to support operations and long-term strategies
- Participation in the long and short-term strategic planning both at the departmental and city levels.
- Maintaining a culture of accountability within the department.
- Ensures that reports, documents, and presentations before City Council and advisory boards are accurate and appropriate.
- Management of a departmental administrative framework that is consistent with and supportive of citywide administrative activities including but not limited to preparation of annual budget, personnel matters, and the keeping of public records.
- Defines, evaluates, and communicates project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.
- Prioritizes and schedules work assignments for assigned staff; manages the recruitment, hiring, and termination of all department staff; provides performance evaluations, feedback, and possible discipline.
- Must work the schedule necessary to meet the requirements of the position.
- Performs other duties as assigned.

**Education:**

Bachelor's Degree in Business Administration, Public Administration, Environmental Engineering, or a related field.

**Experience:**

A minimum of eight (8) years of progressively responsible administrative experience in a similarly sized municipal public works or engineering operation with at least four (4) years of experience in a senior management position.

The Public Works Director will adhere to the highest degree of ethics, diplomacy and tactfulness, which includes solid negotiation, conflict resolution and people management skills.

The Public Works Director will also have experience and skill in planning, organizing and refining operating procedures and reviewing work of city staff and contractors; effectively presenting programs and ideas; and exceptional communication skills, both written and verbal, to include internal team communications.

## COMPENSATION

The target entry salary range for this position is \$108,271 to \$140,752 DOQ. The city of Clearwater will provide the Public Works Director with a highly competitive benefits package.

## HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at [MyClearwater.com](http://MyClearwater.com).

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled. The first review of applications will be conducted on June 17, 2022.

### CLEARWATER HUMAN RESOURCES DEPARTMENT

100 South Myrtle Avenue  
Clearwater, FL 33756

Phone: (727) 562-4870

For more information, visit the city's website at [MyClearwater.com](http://MyClearwater.com).

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.  
Under Florida Law, all resumes are subject to disclosure.

