



City of La Center

Seeks Applicants For

Public Works & Community Development Director

Starting Pay - \$146,711

Employer Pays 100% Healthcare

Washington State Department of Retirement

Position Is Open Until Filled – First Review of Resumes March 22, 2024

To Apply: Submit a Resume, Application and answer Supplemental Questions to
humanresources@ci.lacenter.wa.us

Position Summary

This executive-level appointee reports to the Mayor of La Center and is responsible for managing the Public Works and Community Development Departments to include building inspection, building permit counter, the City Engineer, streets, parks, code enforcement, stormwater collection, and the Wastewater Treatment Plant. As a senior leadership team member, this executive is responsible for modeling the behavior and conduct, as stated in the City's Guiding Principles.

Essential Job Duties/Primary Job Duties

- Develop goals, work plans, and deliverables for each division to include maintenance and repair of streets, parks and trails, wastewater treatment, and capital improvement projects.
- Prepare a wide range of written communications and reports to include monthly status reports, preparation, and maintenance of regulatory documents, policies, procedures, and operational instructions.
- Prepare and monitor the department budget for each division; project budget estimates for all work plans and equipment repairs; monitor and approve expenditures consistent with adopted budgets; approve consultant and contractor payments; seek and secure alternative financial resources (grants, exchange of services with adjacent cities); and manage business

and budget risks

- Manage the City's emergency response to snow and ice removal, floodwaters, other severe weather mitigation, or other conditions deemed an emergency by authorities.
- Interpret complex regulations and policies to include scientific documents; ensure employees are informed and in compliance with all industry standards and requirements.
- Ensure a comprehensive and documented training program is maintained.
- Coordinate and participate in the training of employees and assure the City adheres to methods, policies, and safety precautions. Promote a culture that inspires and motivates a workforce that strives to learn, is adaptive, and to work collaboratively as a team.
- Deliver consistently exceptional customer service to internal and external customers, including elected officials, the community, local businesses, adjacent government entities, vendors, and regulatory agencies.
- Troubleshoot problems and respond to problems in processing land use issues; identify solutions and implement the most plausible resolution and evaluate the effectiveness of the solution implemented.
- Manage workplace safety - understand, apply, and ensure training is current and in compliance with the principal and best practices of safety requirements.
- Plan, organize, coordinate, and evaluate the work of professional and technical staff. Provide technical assistance, guidance, and training; troubleshoot communications and conflicts among employees, with consultants and vendors, and with the community.
- Respond in a helpful, courteous, and efficient manner to project-related inquiries from citizens, the Mayor and City Council, and regulatory entities.
- Hire, train, assign, evaluate the performance of staff, and, when appropriate, discipline an employee per City Personnel Policies and the CBA.
- Coordinate technical and professional training to ensure employees are prepared to perform the duties required of their position, review and approve timesheets, and request to use accrued time.
- Attend various meetings; prepare and present reports, recommendations, and assessment processes; communicate with external and regulatory agencies regarding streets, code and building inspection/enforcement, wastewater management, permits, and engineering requirements.
- Exercise a high degree of independent judgment, problem-solving, and

decision- making abilities relating to streets, stormwater, and parks management, wastewater treatment operations, and building and land development within the City and the region.

- Develop and maintain professional relationships to ensure that the City maintains compliance with existing local, state, and federal regulations and law, regulatory agency standards and requirements. Provide expert guidance and recommendations to employees and elected officials.
- Work to maintain a work environment free of discrimination, harassment, and retaliation; strive to learn and implement diversity within the workplace.
- Negotiate contracts, participate in labor negotiations and grievance meetings
- Plan, coordinate, and budget for capital projects related to City buildings and infrastructure.
- Manage Short and Long-term planning, coordinate the work of the Planning Commission and represent the City during negotiations with developers.
- Perform other duties and responsibilities as assigned.

Minimum Qualifications/Required Skills

- Bachelor's degree in Civil Engineering, Public or Business Administration or a related field
- 3-4 years of progressively responsible experience managing PWs maintenance crews in streets, parks, stormwater operations, and wastewater treatment professionals. (Work experience and education equivalency on a 2-1 basis)
- Must possess a valid Washington State Driver's License or obtain a Driver's License within 30 days of employment. Must be insurable and be able to maintain insurability for the duration of employment.
- Successfully pass a pre-employment investigation, including a credit check
- Must be able to attend three evening meetings a month and travel within the county and, in some instances, within the state or US to attend professional conferences and training
- Must successfully pass all phases of the pre-employment hiring process, including but not limited to, reference checks and a criminal background check.

Work Environment

- Ability to lift a minimum of 75 pounds
- Sit for extended periods viewing a computer screen

- Stand and walk in the fields for extended periods
- Bend, retrieve things from ground level, retrieve items on top shelves,
- Use a variety of hand tools
- Exposure to hazardous chemicals (with safety protection)
- Operate both light and heavy street/park maintenance equipment

Supplemental Questionnaire

1. What have you learned about the City of La Center that interests you, and why is now a good time in your career to consider this position?
2. Please give a brief overview of your experience developing Capital Improvement Projects.
3. The Public Works Director will present complex engineering concepts to a lay audience and must have the ability to manage multiple professionals including engineers, and operators of the wastewater treatment plant as well as operations professionals. Please provide an overview of your experience in these areas which would allow you to be successful in this role.



Don't forget to include your standard resume that identifies your employment and education history.

Equal Opportunity Employer

The City of La Center is an Equal Opportunity Employer. All qualified employees will be considered for employment without regard to race, religion, color, national origin, gender, age, marital status, sexual orientation, ancestry, sensory, mental or physical disability or veteran status, or any non-job related factor as defined by law. Any person requiring special accommodations should advise the City via email of their needs by the application closing date.