

Date posted: July 3, 2014

City of St. Charles
Employment Opportunity
Internal/External Posting
Assistant Director of Public Works - Operations

Job Description

This position, in direct coordination with the Assistant Director – Engineering, assists in the management, planning, organization, and direction of the Department of Public Works. This position will assist the director in meeting the city's goals while working on the establishment of departmental priorities, budget preparation and administration, data analysis, management reporting, and employee relations, including administration of union contracts. This position requires exercise of considerable professional judgment and initiative. In the absence of the Director of Public Works, may assume the duties of Director. (See job description for details)

Requirements

Thorough knowledge of the principles and practices, laws, ordinances, and statues of Public Works administration, methods and the procedures of utility maintenance and repair, and types and uses of modern maintenance and related equipment, tools, and materials. Strong leadership and project management skills to effectively and efficiently organize, direct, and coordinate projects, personnel, and equipment are a must. Effective skills in written and verbal communication, negotiating, public speaking, consulting, conflict resolution, report writing, editing of written materials, interpretation and analysis of technical and statistical information, and proficiency with software programs such as Windows, Word, Excel, Access are also required.

This position requires a Bachelor of Science in civil engineering, construction engineering, public administration, business or closely related field, minimum of eight (8) years experience in the administration and management of a municipal public works department, and minimum of five (5) years supervisory experience. A Master degree is desirable.

Salary

The salary will be commensurate with experience with excellent benefits.

Apply on line at www.stcharlesil.gov by Sunday, July 27, 2014.

Complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.