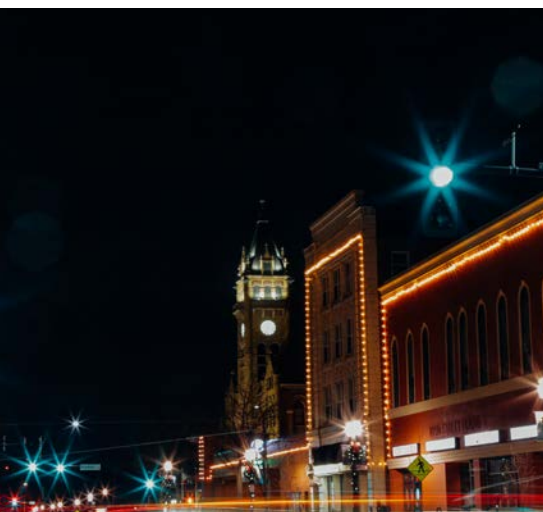




CITY OF URBANA

**The City of Urbana invites qualified applicants for the
Director of Public Works position.**

The Director of Public Works will be responsible for providing leadership and oversight to a highly respected municipal department in a thriving downstate community. The Urbana Public Works Department supports the City's strategic vision by maintaining, constructing and improving the City's infrastructure and environmental footprint. The Public Works Department preserves the quality of life for the citizens, visitors, businesses and government agencies (both within the city and surrounding areas). The department strives to provide prompt and courteous service in a professional, efficient and cost-effective manner to safeguard the safety, health and welfare of those they serve.





About the City of Urbana

What do you see in Urbana? First class dining. Cutting-edge technology. World-class education. Gigabit-speed fiber network. Urbana is a city where artists, scholars, and innovators thrive. We're a small city with a global impact.

Located in east central Illinois, Urbana is the Champaign County seat and home to the flagship campus of the University of Illinois. The city covers 12 square miles with a population of approximately 43,200 residents. Major employers are higher education, healthcare, and the public sector.

Urbana has a long history of fostering innovation, from invention of the transistor to creation of the Mosaic web browser and YouTube. The new Carle Illinois College of Medicine, the world's first engineering-based medical school, will offer exciting opportunities for scholars and entrepreneurs.

You'll never have to wonder "what to do" in Urbana! There's Market at the Square, one of the state's largest farmers' markets (and a beloved Saturday morning tradition), the Boneyard Arts Festival, the Ellnora Guitar Festival, and the Illinois Marathon, just to name a few. We've got festivals, the Christie Clinic Illinois Marathon, celebrations, and events to pique every interest.

We're connected to each other and the world thanks to a nationally-recognized mass transit district, AMTRAK rail, a regional airport, and three major interstates. Prefer to get around on two wheels? We're proud to be the first Gold Level Bicycle Friendly Community in Illinois.

Our West Urbana neighborhood has been named one of the 10 Great Neighborhoods in America by the American Planning Association, and together with our twin city Champaign, we've been recognized as the Greatest Food Town, as well as an AARP Age-Friendly Community.

Mayor Diane Wolfe Marlin is committed to delivering excellent core services to promote a high quality of life for residents, businesses, and visitors. Underlying this mission is effective government, a resilient economy, safe and vibrant neighborhoods, and engaged citizens with pride in our history and excitement about the future.

Award-winning public schools, popular regional parks, diverse and engaged neighborhoods, and excellent public services make Urbana a great place to live. This is a community where people of all ages and abilities can thrive.



About the Public Works Department

The Public Works Department maintains, constructs and improves the City's infrastructure.

The Department is comprised of five sections: Arbor, Engineering, Environmental Sustainability, Equipment Services and Operations.



ARBOR

Provides certain services for the maintenance and planting of trees and green spaces and for operation of a county-wide landscape recycling center.



ENGINEERING

Provides city-wide mapping support, infrastructure design and construction management, subdivision/private development plan review and public infrastructure construction review and approval, and maintenance of the Capital Improvement Plan.



ENVIRONMENTAL SUSTAINABILITY

Provides certain recycling and solid waste programs, sustainability efforts, and environmental compliance services.



EQUIPMENT SERVICES

Provides maintenance of and coordination for replacement of the City's fleet of vehicles and major equipment.



OPERATIONS

Responsible for the repair and maintenance of the City's infrastructure, which includes streets, sidewalks, alleys, municipal parking lots, traffic control signals, storm and sanitary sewers, all building maintenance, operation of the Urban Civic Center, and managing the parking system.

About the Director

The City seeks a new leader with outstanding management and leadership skills, including the ability to collaborate, relate and communicate effectively to a broad range of people both internally and in the community. A demonstrated commitment to staff development and involvement, with intentional focus on developing future leadership for the department and City, is paramount. The next leader will possess exceptional aptitude to anticipate and solve problems, identify alternative courses of action and prepare proactive recommendations.

The director is responsible for the overall leadership and oversight of the department, providing counsel, motivation, and constructive performance feedback to all staff assigned in support of the mission and strategic goals of the Public Works Department. In addition, the selected candidate:

- Manages all Public Works Department services and activities and develops, recommends, and administers policies and procedures;
- Serves as a technical advisor to the Mayor, City Council, City Administrator, citizen groups, individuals, contractors and others, on departmental issues;
- Represents the City in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertinent to public works;
- Oversees all financial aspects of the department including preparing annual budget requests and reviewing compensation and fringe benefits annually;
- Establishes, in accordance with City policy, appropriate service and staffing levels and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;
- Develops and retains highly competent, customer service-oriented staff;
- Maintains effective relations with other governmental officials, community leaders, citizens, news media representatives, etc; and
- Applies a comprehensive understanding of public works operations into strategic planning, complex problem solving, and diverse service delivery; demonstrates a strong commitment to addressing the needs of diverse and underserved communities.

The Executive Competencies required for success as the next Public Works Director are:

- Establishing Trust
- Communicating Clarity
- Providing Recognition
- Reinforcing Organizational Health
- Thinking Globally
- Business and Political Acumen
- Community Engagement

The ideal candidate will have knowledge typically acquired through completion of a bachelor's degree in Engineering, Business Administration, Public Administration or closely related field. A master's degree is preferred. The successful candidate will also possess at least ten (10) years of progressively responsible experience, at least six (6) of which were at a management and supervisory level. Prior experience managing in a collective bargaining environment is helpful.

The City of Urbana Welcomes Diversity!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. EOE.

TO APPLY

For immediate consideration, please submit a cover letter outlining your qualifications and your resume to: CityofUrbana_DPW_Director@polihire.com

To assist with internal sorting, please only include your name (Last, First) in the subject line. Please submit your materials in WORD format. This position is open until filled.

POLIHIRE.

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