

CITY OF BRANSON--CURRENT JOB VACANCIES

Personnel Department
110 W. Maddux St. Suite 315
Branson, MO 65616
(417) 337-8555
(417) 337-5466--Fax

**ASSISTANT DIRECTOR
PUBLIC WORKS**
OPEN TO INTERNAL AND EXTERNAL
APPLICANTS

Applicants are required to complete separate applications and corresponding supplemental questionnaires if applicable for each posted vacancy. A photocopy of the completed application with original signature will be accepted. General applications submitted for no particular vacancy are retained on active file for one year and may be used once. The City of Branson is an Equal Employment Opportunity Employer and, therefore, does not discriminate because of race, color, religion, sex, disability, national origin, age, marital status, or political opinions or affiliations, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment in accordance with the Immigration Reform Act. In accordance with the Americans with Disabilities Act (ADA), a position description outlining the essential job functions for each of the vacancies listed below is available for review and reasonable accommodations for the application and testing processes will be made upon request.

Applicants must meet minimum requirements as stated or have equivalent combinations of experience or training which demonstrates the knowledge, skills, and abilities to perform the job.

ASSISTANT DIRECTOR PUBLIC WORKS

SALARY RANGE: \$53,676-\$72,294

HOURS: Monday - Friday from 8:00 a.m. to 4:30 p.m.

The City of Branson, Missouri is seeking a public works professional to fill the position of Assistant Director of Public Works.

This position, managing a division of the Engineering/Public Works Department assists in planning, directing and overseeing the activities and operations of the Streets Department including drainage, sweeping and also Signage, Facility Maintenance and Fleet Maintenance. Supervising a staff of 32 with a division budget of \$3.2 Million Dollars under general supervision of the City Engineer/Public Works Director.

The candidate must have the ability to supervise management, technical and administrative support staff. Plans, organizes, coordinates, prioritizes, assigns, and evaluates the work of operation managers for street, signage, building maintenance, facility maintenance, and fleet maintenance divisions. Coordinates and oversees the preparation of bid specifications, regulatory compliance correspondence and public communication for streets, signage, building, facility and fleet operations. Participates in the review of plans for subdivisions to ensure compliance with regulations and standards. Coordinates the requisition, purchase, and maintenance of division equipment, property, and facilities. Drafts resolutions, ordinances, and memos for City Council consideration; prepares information and presents reports to the Planning and Zoning Commission. Assists in capital and operating budget preparation; monitors budget expenditures. Answers inquiries from the public regarding public works projects and areas of interest. Assists in the development and implementation of new programs and policies for departmental functions. Coordinates projects with and provides support for other City departments and other governmental units. Conducts research; evaluates and makes recommendations regarding proposed and existing facilities and services; conducts system planning studies. Acts as assistant or acting department head, as needed. Performs related duties as needed or assigned.

MINIMUM QUALIFICATIONS: Requires graduation from an accredited college or university with a Bachelor's degree in applicable field. Five years of management or administrative experience in municipal public works management, relationship management, communication/technical writing, initiative and problem solving. Thorough knowledge of professional engineering principles, practices, and methods. Thorough knowledge of design principles and standards required in planning construction projects. Thorough knowledge of construction and zoning standards and regulations. Considerable knowledge of GIS, AutoCAD, MS Word, MS Excel, and other suitable computer applications for engineering projects. Knowledge of effective supervisory practices and techniques. Ability to plan, organize, coordinate, prioritize, assign, and evaluate the work of subordinate technical and maintenance support staff. Ability to prepare accurate plans, specifications, cost estimates, and engineering reports. Ability to maintain a variety of technical records and adapt records systems for computerization. Ability to make accurate engineering computations and drawings. Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature. Ability to establish and maintain effective working relationships with other employees, city officials, other governmental agencies, and the general public. Excellent work history and attendance record.

A CITY APPLICATION, SUPPLEMENTAL QUESTIONNAIRE **ASSISTANT DIRECTOR PUBLIC WORKS** AND CRIMINAL BACKGROUND RELEASE MUST BE COMPLETED AND RETURNED TO THE PERSONNEL DEPARTMENT TO BE CONSIDERED FOR THE POSITION.

CLOSING DATE: Applications and questionnaires will be accepted until the position has been filled.

Posted on _____ Posted by _____

01/08/2009