



CITY OF URBANA

The City of Urbana, Illinois
invites applications for:

Director of Public Works





URBANA KEY FACTS

Click on blue links for more information.



Diversity

Difference is an asset in Urbana. Nearly 20 percent of our residents were born in another country. We pride ourselves on an inclusive community welcoming to everyone.



High Tech

A vibrant tech community, a rich startup ecosystem, and [gigabit-speed fiber network](#) are just a few reasons why we were recently named a top startup city in America.



Education

From early childhood to the golden years and everything in between, you will continuously find options to edify and inspire you.



Transportation

Getting around is easy thanks to a short commute time and multi-modal transportation options. We're also the only [Gold Level Bicycle Friendly Community](#) in Illinois.



Healthy Lifestyle

Enjoy a healthy and active lifestyle with our [award-winning park district](#), [recreational opportunities](#), [Market at the Square](#), and [renowned restaurants](#).



Arts & Culture

Entertainment options abound, such as the [Urbana Arts & Culture Program](#), [museums](#), [festivals and events](#), and a wealth of [other things to do](#).

CITY GOVERNMENT

Urbana is a home-rule municipality functioning in a mayor-aldermanic form of government. Led by Mayor Diane Wolfe Marlin, the City of Urbana is committed to delivering excellent core services to promote a high quality of life for residents, businesses, and visitors.

The Urbana City Council is comprised of seven members, with one representative elected from each of the City's wards. Council members and the Mayor serve four-year terms.

City government is comprised of seven departments, approximately 260 employees, and an operating budget of \$68 million.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for approximately 68 full-time equivalent (FTE) positions and a budget of approximately \$7.9 million.

On July 1, 2019, the Public Works Department was reorganized into four divisions: Administration, Engineering, Operations, and Sustainability. A new position of Deputy Director of Public Works Operations was added, while the total impact of the reorganization process resulted in a net reduction of 1.5 FTEs.

The reconfigured organization will offer a more streamlined management structure and achieve more effective delivery of essential services to citizens.

Reduction of the management staff will increase responsiveness by granting greater autonomy to crew supervisors, encouraging staff members to assume a higher level of ownership over assigned work, and facilitating cross-functional work assignments.



THE POSITION



The Public Works Department has maintained stable leadership under the same director for a quarter of a century. The department is now eager to write the next chapter of its legacy.

The individual selected for this role will demonstrate integrity, authenticity, and subject matter expertise, while challenging assumptions and encouraging innovation.

The next leader will possess a multi-faceted skill set to effectively analyze department operations, facilitate open dialogue with a wide variety of audiences, engage collaboratively with staff at all levels to build on strengths and address challenges, and prepare sound, well-reasoned recommendations for moving forward.

Challenges & Opportunities

The next Public Works Director will be presented with a number of challenges and opportunities:

- Establishing the strategic direction for the department, in alignment with City priorities.
- Planning and implementing strategic initiatives relating to service delivery, infrastructure, and development.
- Creating an inspiring, shared vision for the department that aligns with the City's mission and vision, and translating these messages in ways that are inspiring, motivational, and purpose-driven.
- Addressing the needs of diverse and underserved communities.
- Enhancing the morale of a large, diverse staff through a variety of strategies, including open communication, consistent recognition of contributions, development opportunities, and equitable implementation of talent management practices.
- Developing professional development and career progression for Operations Division staff, specifically the development and implementation of defined career ladders, to enhance recruitment, retention, and staff engagement.

Key Responsibilities

include but are not limited to:



Transformative Leadership

- Establishing the strategic direction for the department, in alignment with City priorities.
- Cultivating a culture of respect, trust, and high performance.
- Fostering innovative ideas and streamlining operations to provide meaningful value for residents and the community.



Department Operations

- Managing all departmental services and activities, while demonstrating an expert understanding of the full range of modern principles and best practices specific to public works activities.
- Serving as a technical advisor to City leadership, citizen groups, individuals, contractors and others on departmental issues.



Team Management

- Working with union and non-union staff to develop and retain highly competent, customer service-oriented staff through selection, training, and management best practices.



Community Engagement

- Identifying and responding to diverse customer needs through continuous improvement of customer service.
- Maintaining effective relations with citizens, government officials, community leaders, media members, and other stakeholders.



Candidate Profile

Our ideal candidate will bring exceptional management, interpersonal, and communication skills, keen organizational insight, an approachable and innovative leadership style, and the ability to develop credibility with multiple stakeholder groups. Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain these knowledge and abilities would be:

Education

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.

Experience

At least ten (10) years of progressively responsible experience, at least six of which were at a management and supervisory level. Ideal candidates will have demonstrated exceptional management and leadership skills, outstanding communication ability, and a proven track record of delivering high quality services in a growing and diverse public service environment.

To Apply



For immediate consideration, please submit a cover letter outlining your qualifications and your resume to:
UrbanaPWDirector@urbanaininois.us

In your cover letter, please describe your leadership and management experience as it relates to this position, as well as any experience with identifying best practices and results-driven strategic outcomes.

This position is open until filled; however, a review of applications will take place after August 30, 2019. Interested applicants are strongly encouraged to submit materials prior to this date.

Total Compensation Package

This position offers a competitive salary with excellent benefits. Beginning salary will be negotiable DOQ. The City's generous benefits package includes paid vacation, sick leave, holiday pay, outstanding health coverage options, a pension plan through the Illinois Municipal Retirement Fund (IMRF), an optional deferred compensation plan, and a post-retirement medical savings benefits program.

Learn more: www.urbanacareers.org/management-benefits.



THE CITY OF URBANA WELCOMES DIVERSITY!

We foster an environment that values and encourages mutual respect, inclusion of all people. We leverage our differences to achieve a richer and more vibrant organization. We welcome applications from diverse candidates and candidates who support diversity are welcome. EOE.

Learn more at www.urbanaininois.us

