



An invitation to apply for the position of
PUBLIC WORKS DIRECTOR

THE OPPORTUNITY

Are you interested in a terrific opportunity to lead a full-service public works department? Do you want to be part of a first rate leadership team and work with a progressive City Manager? Do you like the challenge of long range infrastructure implementation and budget planning? Then this is the opportunity for you!

This position provides the right public works professional with a unique opportunity to be an important part of the process of making a well-managed organization an outstanding one. If you are interested in working in a supportive environment and making a difference, this could very well be the right position for you.

THE ORGANIZATION

The City of Newberg is a full-service City with a Council-Manager form of government. The City Council's six members are chosen by district and serve four-year terms. The Mayor is elected at large for a four year term.

The City Departments are: Administration, Legal, Building/Planning, Police, Fire, Finance, IT, Library and Public Works.

THE COMMUNITY

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

Newberg is home to 23,150 people and enjoys a diverse economic base. The community's strategic location also provides numerous recreational opportunities. With an elevation of only 175 feet above sea level and a relatively close proximity to the Pacific Ocean, Newberg enjoys a very moderate climate. The average high temperature is 65 degrees Fahrenheit (16 degrees Celsius) and the average low temperature is 39 degrees Fahrenheit (7 degrees Celsius). The annual average of rainfall is 42 inches. A short drive provides

access to the urban pleasures of Portland. The median price for a single family home in 2010 was approximately \$173,000.

Several golf courses are located in the county; one of which is right here in Newberg! World-class wine tasting is available throughout Yamhill County, which is developing a reputation of being the Napa Valley of Oregon. A one-hour drive east will take one to the Cascade Mountains for skiing, camping, fishing and hiking. A one-hour drive west will take one to the breathtaking views of the Pacific coastline.

THE DEPARTMENT

The Public Works Department is made up of almost 50 employees from three Divisions: Operations, Maintenance and Engineering.

The Operations Division operates and maintains the Water and Wastewater Treatment Plants, Water Supply, and Wastewater Pump Stations. The newly completed Reuse Facility provides recreation water to the Chehalis Glenn Golf Course.

The Maintenance Division is responsible for maintaining the infrastructure of the City of Newberg. This includes the equipment, systems and facilities associated with Streets, Water Distribution, Storm Water Collection, Wastewater Collection, Construction, Facilities, Grounds, and Fleet Maintenance.

The Engineering Division reviews development for conformance with the City of Newberg standards, provides design and contract administration services for utility and street maintenance projects, and maintains records of the City's infrastructure.

Public Works Department Quick Facts:

Lane miles of roads	136
Miles of storm sewers	83
Miles of water lines	102
Miles of wastewater lines	75
Utility customers	6,400

Capacities:

Wastewater Treatment Plant	4.0 MGD
Water Treatment Plant	7.9 MGD
Wastewater Reuse	1.0 MGD

The Department's 2010-11 proposed operating budget is near \$10.6 million with an additional \$10.3 million in the capital improvement program. The five year capital improvement plan is nearly \$100 million. Department goals and challenges include the upgrade and expansion of the wastewater treatment plant. The Director will be key to developing and instituting a new Transportation Funding Program.

THE POSITION

The Public Works Director reports directly to the City Manager. The Director is responsible to provide guidance and leadership to the Engineering, Maintenance and Operations Divisions of the Public Works Department. He/she will also serve as Engineering Division Manager, managing engineering division personnel and projects. He/she will develop department work plans to support and implement City Council goals.

The Director is responsible for the overall financial management of the City's utility enterprises, including long term capital planning and rate setting. He/she is charged with developing and administering a multi-year capital and operating budget for the Department.

THE IDEAL CANDIDATE

Leadership

The ideal candidate will be an exceptional leader who can develop a strategic vision for the Public Works Department and be able to successfully implement the vision. Proactive and innovative leadership will be essential within the organization and the community.

Management skills

The new Director will have a proven track record of program development and implementation in addition to team building. An ideal candidate will be a successful manager from a progressive, well-managed organization and will be an expert in all facets of public works administration.

Communication skills

We are looking for a candidate who can exhibit an open communication style and the willingness and ability to speak, write and listen effectively. The Director will interact with personnel throughout the organization in a consistent manner. He/she will be familiar with all field operations, project design and project management. He/she must also be able to communicate effectively to City Council and other sub committees regarding the Department activities.

Personal traits

A successful candidate will be professional, considerate and a people person with an appropriate sense of humor. He/she will bring new ideas and enthusiasm to the position. Above all, the Public Works Director shall always lead by example and demonstrate personal and professional integrity beyond reproach.

EXPERIENCE & EDUCATION

A bachelor's degree in civil engineering, public administration or a related field, or a combination of education and experience that provides equivalent knowledge is required. A master's degree in public administration is a plus. The ideal candidate will have at least five years progressively responsible management experience including at least two years supervisory responsibility.

The successful candidate must be a licensed professional engineer, and must thoroughly understand the full range of public works disciplines, and have the ability to effectively delegate. A proven track record planning, designing, funding and building public projects is essential.

COMPENSATION

The City of Newberg has established a starting salary range of \$80,000 to \$90,000, dependent on experience and qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance with the City paying 90% of the premium for the employee and dependents. Life insurance and AD&D coverage are also provided. In addition, the City pays the 6% retirement contribution to Oregon PERS. Residency within the City limits of Newberg is highly desired for the Public Works Director.

THE PROCESS

To be considered for this exceptional career opportunity, please forward a letter of interest, resume, and a completed City application to:

Becky Green
Human Resource Manager
P.O. Box 970
414 E. First Street
Newberg, Oregon 97132
Email: becky.green@newbergoregon.gov

Please obtain the City application online at:
www.newbergoregon.gov/jobs

Please submit no later than **5:00 p.m. Friday, August 6, 2010**
Applications submitted after that date will not be accepted.

The City of Newberg is an equal opportunity employer.