



PUBLIC WORKS DIRECTOR

\$130,000 - \$165,000

Plus excellent benefits.

Apply by

November 20, 2022

(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



Located in northern Clark County approximately 10 miles north of Vancouver, Washington and 14 miles north of Portland, Oregon, the City of Ridgefield encompasses nearly seven square miles and is a rapidly growing community of 14,500 residents. Ridgefield is expected to double the current population in the next 10 years. Because of the growth, Ridgefield has a rapid development of residential, commercial, parks, industrial, and other capital projects. Projects getting underway in 2023 include a second campus for Clark Community College, YMCA, Costco, the City’s waterfront area, road capacity, water capacity (which will be subject to a stormwater permit beginning in 2024), multiple roundabouts, and new parks and trails, which are continually a priority for the city.

Ridgefield is notable for the significant Native American and Lewis and Clark Expedition history of the area and is also the home of the Ridgefield National Wildlife Refuge; a primary reserve for migrating waterfowl on the Pacific Flyway. In addition to the picturesque Ridgefield National Wildlife Refuge, Ridgefield’s rolling hills and historic downtown create a welcoming small-town feel even with continued fast-paced growth. The quantity and quality of buildable residential, commercial, and industrial land will allow Ridgefield to continue to be a well-balanced, vibrant community. The area offers an outstanding quality of life with affordable housing, excellent schools, a very low crime rate, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, art galleries, unique shopping, restaurants, and much more.

To learn more about the community and rich history of Ridgefield, please visit:

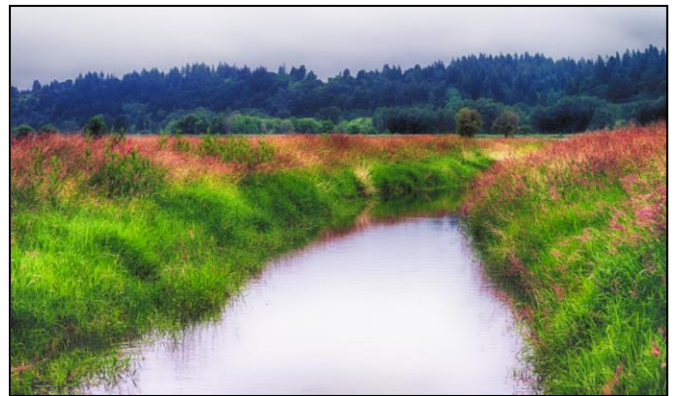
www.ridgefieldwa.us/residents/about-ridgefield



THE CITY

Incorporated in 1909, the City of Ridgefield operates under the council-manager form of government. The Council is comprised of seven members including the Mayor who are elected by the citizens of Ridgefield on a non-partisan basis. Each member is elected to four-year, staggered terms. The City currently has 69 FTEs and 1.25 part-time employees. If the proposed budget is adopted, 6 new FTEs will be added in 2023.

The City of Ridgefield is split into five departments overseen by the City Manager, and includes Administration, Community Development, Finance, Police, and Public Works.



As an organization and community, the City of Ridgefield has been growing quickly, offering growth and development for individual employees as well. New projects and programs continue providing opportunities for internal promotions, as well as additional certification training and education. City leadership embraces a philosophy of continuous improvement individually and collectively, to lay the foundation for employee and community success.

THE DEPARTMENT

The City of Ridgefield’s Public Works Department supports the community’s quality of life and economic vitality by managing the planning, design, construction, and operation of all City-owned public infrastructure to meet the needs of the community. As the city of Ridgefield continues to rapidly grow, the Ridgefield Public Works Department has and will be responsible for designing, managing construction of, and maintaining, a variety of key assets including streets, sidewalks, water rights/wells, stormwater facilities, community parks, and even a City cemetery.

Department employees work closely with the Community Development Department to provide design guidelines, requirements, and oversight for the development and installation of all capital and development projects associated with the new and existing infrastructure, which are vital to the community.

The Public Works Department is currently organized by activity, with divisions for facilities, engineering, utilities, and stormwater, with a total of approximately 25 FTEs operating on a 2022 budget of \$8.3 million. The City also hires up to six seasonal employees during the summer months to assist the operations crew.

THE POSITION

Under the direction of the City Manager, the Public Works Director assumes full leadership and management responsibility for all Public Works Department services and activities. The position will develop and implement department goals, objectives, and policies, and review and evaluate work methods and procedures to improve organizational performance, enhance services, and meet goals.

The Public Works Director will be responsible for preparing and managing the public works budget, preparing forecasts for necessary funding, developing grant funding applications, and monitoring expenditures. The Director coordinates engineering activities, conferring with staff as needed in preparing and reviewing plans and specifications, inspecting and supervising projects, and resolving construction contract problems. This position will also coordinate and oversee the City's involvement in community and regional issues, and participate in the City's executive management team in developing and implementing policy recommendations and strategic direction of the City.



This is a highly visible position that must maintain a high level of customer service to the departments and to the public. The incoming Public Works Director will be politically savvy, and will effectively communicate with department heads, elected officials, citizens, and other agencies regarding the City's public works services.

The City depends on the Public Works Director to provide professional oversight and progressive leadership of engineering, construction, and public works services and resources. The incoming Public Works Director will have the opportunity to take a working director role in a fast-paced environment that is successfully accomplishing a large number and variety of projects.

EDUCATION & EXPERIENCE

A bachelor's degree in a job-related field and at least six (6) years of progressively responsible experience in a public works setting are required.

It is preferred that candidates be registered as a Professional Engineer. Experience in strategic planning, team building, and regional partnerships is desirable.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

THE IDEAL CANDIDATE

The City is seeking a community-minded Public Works Director with a proven track record of delivering results, implementing best practices, and a demonstrated ability to create a positive working environment characterized by teamwork and innovation.



The ideal candidate will:

- Be a confident leader with excellent interpersonal skills who has a track record of building consensus and cooperation among staff based on an environment of trust and integrity.
- Possess a flexible “can-do” attitude focused on high levels of customer service and a willingness and ability to pitch in and help when needed to get any job done.
- Look at the big picture and understand and address the current and future public works need for the City as a whole.
- Be able to organize and effectively express ideas through oral and written communications to a wide variety of audiences, such as City Council, staff, citizens, community groups, and other City boards and committees.
- Explore, evaluate and recommend policy choices for complex issues such as capital projects, organizational efficiencies, and other research projects.



For more information, please visit:

www.ridgefieldwa.us

COMPENSATION & BENEFITS

- **\$130,000 - \$165,000 DOQ (2023 wages)**
- **Medical, Dental & Vision Coverage:** The City offers two comprehensive medical plans which include Regence Blue Cross and Kaiser. Dental plan options are Delta Dental and Willamette Dental. The City pays 90% of a composite rate premium. The employee's 10% cost share for 2022 is \$143 per month.
- **Vacation:** 120 hours first year with increasing accruals each year to a maximum of 360. This position may start with a preloaded vacation bank with a negotiated number of hours, then begin accruing 10 hours per month.
- **Sick Leave:** Accrual of eight (8) hours of sick leave each month to a maximum of 1,200. This position may start with a preloaded sick leave bank with a negotiated number of hours.
- **Holidays:** 11 paid holidays, plus 3 personal days.
- **Bereavement:** Paid bereavement leave up to 40 hours.
- **Retirement:** Washington Public Employees Retirement System (PERS)
- **Deferred Compensation:** Optional deferred compensation plan is offered through the State.
- **Professional Development:** The City offers training and education opportunities including travel expenses and payment for membership in professional organizations.
- **Other Benefits:** Life insurance, long-term disability, Flexible Spending Account, Employee Assistance Program, Wellness Program, and self-pay plans such as short-term disability, cancer coverage, and accident coverage. Relocation and Housing Assistance may be available.

The City of Ridgefield is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 20, 2022**. (First review, open until filled.) Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Ridgefield, WA – Public Works Director", and click "Apply Online", or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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