

TRAVIS COUNTY, TEXAS

Assistant Director of Public Works

Transportation and
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Assistant Director of Public Works position with an authentic and dynamic leader. The position is vacant due to a retirement. ***This position is eligible for a remote/hybrid work schedule!***



The model candidate should have a proven track record of managing and directing a Road & Bridge Division of Public Works and ensuring consistent and effective execution of systems and processes that makes optimal use of department and organizational resources. Candidate will meet the ever-changing needs of a highly visible and complex department with a budget of over \$35M. The Road & Bridge Division is responsible for maintenance of 1,450 miles of roadway and right-of-way, with activities that include pavement repair, maintenance, rehabilitation, construction, drainage maintenance and right-of-way maintenance. The Assistant Director is also responsible for the Survey Records Operations which includes field surveying and CADD operations. The position is ideal for a leader with innovation; one who establishes vision and direction, fosters and builds team confidence, and has the ability to motivate others to reach a common goal. To be successful in this position the ideal candidate must be proactive, embrace and lead change, and be people centric. Having the ability to lead with tenacity and diplomacy is essential in this role. Applicants that fit this profile and have a strong background in governmental public works and are innovative, collaborative leaders are strongly encouraged to apply.

Job Summary

The Assistant Director of Public Works is a vital member of the TNR management team. The Assistant Director has four direct reports – two Road Maintenance Managers, a Survey Records Manager and Office Manager Sr. Road & Bridge Operations are handled through two Service Centers with nine Road Maintenance Supervisors and over 200 employees. The Assistant Director also serves as the department liaison at the Emergency Operations Center (EOC) for weather related events including coordination of services. The position provides leadership and guidance to not only the Road & Bridge Division, but County Officials, Department Heads and Outside Agencies. To drive impact, the Assistant Public Works Director has to be a forward and critical thinker that operates with integrity, personal and team accountability, and functions as a leader in innovation.

This classification may require a flexible work schedule in order to meet the needs of the department. This classification typically directs through subordinate managers and supervisors.

What additional responsibilities will you be expected to do in this role?

- Directs, develops, and monitors policies and operating procedures directly related to program area. Implements, communicates, and effectively uses resources and departments, agencies, and organizations to accomplish goals and objectives of the department and division.
- Responsible for development of processes and maintaining day-to-day operations for budget and fiscal operations, capital, and human resources. Develops and deploys management systems that optimize resource utilization.
- Determines staffing requirements and makes recommendations for hiring accordingly.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. May negotiate with private professional consultant firms for outsourcing work.
- Develops, manages, and controls division's work programs, schedules, budgets, and personnel. Plans future budgetary requirements for the Program. Purchases, monitors, and maintains fixed assets common to the Program.
- Evaluates and reports on Program performance. Prepares process analyses and uses statistical process controls to continually improve quality of processes and output.
- Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, Commissioners Court and the department.
- Develops and monitors policies and operating procedures related to the Program. Implements, communicates, and effectively utilizes department policies and procedures.
- Coordinates with other division directors, departments, agencies, and organizations to accomplish division/department goals and objectives.
- Negotiates and oversees service contracts and supplemental agreements and services assuring financial integrity.
- Analyzes division program initiatives, determines strategies, prioritizes implementation, and ensures high quality delivery through appropriate tracking and feedback processes.
- Defines, prioritizes, schedules, and monitors multiple operations projects, developing and maintaining comprehensive project plans/schedules.
- Reviews and analyzes annual contract deliverables. Develops project resource strategies, allocating budget, staff, and tools necessary for implementation of projects. Reports metrics and service deliverables to ensure quality and satisfaction.
- Supervises professional, technical, and administrative support staff, evaluates staff job performance. Coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation, and compliance of systems.
- Serves as liaison with State and Federal authorities and other Local organizations to ensure coordination. Serves as key liaison between TNR Assistant Director, County Executive, Commissioners Court, and operations staff. Works with peers from across the County on common issues. Develops relationships with professional organizations, peer groups and industry trade groups to stay current on practices.
- Represents the County by attending meetings, community meetings, seminars, conferences, and professional association meetings.



The Ideal Candidate

- Has strong customer service skills.
- Has experience reviewing the work of others.
- Is an effective communicator.
- Is a relationship builder.
- Is results-oriented.
- Is timely.
- Is collaborative.
- Is objective.
- Is resilient.

In addition, the ideal candidate will have the ability to successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an, efficient, and quality manner.

Minimum Qualifications

Bachelor's degree in in Civil Engineering, Construction Management or related field AND seven (7) years of directly related, increasingly responsible senior level management experience, including four (4) years of mid-to senior level supervisory/management or project management experience; OR any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.



Compensation and Benefits

The approved salary range for this position is **\$100,000 - \$130,000**, and is commensurate with the qualifications and experience of the selected candidate. Travis County offers a full array of health and welfare benefits, including medical, dental, vision, life, and disability insurance, as well as an onsite health clinic available at no cost to employees and dependents enrolled in Travis County health insurance. The County also offers a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8-year vesting schedule. Travis County now provides 12 weeks of Paid Parental Leave! ***This position is eligible for a remote/hybrid work schedule!***

For more information on employee benefits, visit the County's benefits page:
<https://www.traviscountytx.gov/human-resources/jobs/benefits>.

Application Process

The final filing date is Friday, May 10, 2024. To be considered, submit a cover letter, list of six work-related references (who will *not* be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months *and* years of beginning/ending dates of positions held.

To apply visit: <https://www.cpsr.us/recruitment/2344>.

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Candidates deemed to have the most relevant qualifications will be invited to interview with the County. A comprehensive reference and background check will be performed on final candidate.