

TRAVIS COUNTY, TEXAS

# Public Works Director

Transportation and  
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Public Works Director position with an authentic and dynamic leader. The position is vacant due to a retirement. Come work for an agency named "Best Place for Working Parents", a designation earned for four years! ***This position is eligible for a remote/hybrid work schedule!***



The model candidate should have a proven track record of ensuring consistent and effective execution of systems and processes that makes optimal use of department and organizational resources. The candidate will meet the ever-changing needs of a highly visible and complex department with a budget of over \$41M for Operations and Maintenance and \$595M for the Capital Improvement Program. Four Assistant Directors report directly to the Director to include Road & Bridge Operations, Capital Improvement Program, Fleet Services and Traffic Engineering. The Public Works division has a total of 230 employees. 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 Director of Public Works is a vital member of the TNR senior leadership team. As a direct report to the County Executive and Chief Deputy, the Public Works Director has oversight of the strategic planning, development, implementation and evaluation of business and administrative functions for key business units, specifically: Road and Bridge Maintenance, Fleet Services, Capital Improvement Program and Survey Services. The position provides leadership and strategic guidance to not only the Public Works Division, but County Officials, Department Heads and Outside Agencies. The Public Works Director also serves as a professional technical advisor and is responsible for overseeing and monitoring that service delivery follows applicable laws, rules, regulations and applicable standards and procedures established by the state, Commissioners Court and the division. To drive impact, the 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.

In addition, the ideal candidate is one who has the ability to quickly acquire business acumen, successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an innovative, efficient and quality manner. The ideal candidate is (a):

- Change Leader
- Relationship Builder
- Influencer
- Collaborator
- Resourceful
- Inclusive
- Politically Savvy
- Persuasive Communicator
- Cooperative
- Consensus-Building
- Results-oriented
- Motivator
- Coach
- Dependable
- Objective
- Resilient

## Distinguishing Characteristics

This is a job classification within the Management job family. This classification is intended to describe the most senior division director level positions in one of the largest, most complex County departments responsible for four or more of the business functions, including road and bridge maintenance, fleet services, capital improvement program and survey services. This classification typically directs through subordinate managers and supervisors.

## What will you be expected to do in this role?

- Develop and direct core business functions and operations of the division; manages the day-to-day operations through subordinate managers and supervisors.
- Provide vision, guidance and oversight of outputs for the Assistant Public Works Director – Road and Bridge Maintenance, Assistant Public Works Director – CIP, Assistant Director - Fleet Services and the Survey Records Manager, and ensures activities are consistent with county-wide goals and objectives; seek and create opportunities for improved performance, learning and development of staff; and identify and addresses problems and/or resolves conflicts.
- Manages the resources of the division to ensure projects are completed on time and under budget; develops and implements plans for financing improvements; and reviews plans, reports, budget estimates and proposals.
- Negotiates and oversees services contracts, agreements and services assuring financial integrity. Oversees the preparation of bid documents and contracts and manages these contracts to successful completion.
- Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County employees and outside agencies. Serves as a professional technical advisor and may represent the division and/or County with customers and media.
- Develops, directs and manages division human resources, equipment, and budget. Plans future budgetary requirements. Evaluates and reports on division performance. Uses statistical process to continually monitor and improve quality of processes and output.
- Directs the planning, development, and implementation of strategic short and long-term plans.
- Prepares high-level analysis of fiscal impact of various programmatic and policy-related decisions for policymakers. Provides management support to executives and administrative oversight of the department. Evaluates, plans and implements systems, processes and procedures to maximize office efficiency.
- Develops or assists in developing and implementing comprehensive business continuity and operational development plans that establish goals and objectives for the department.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups, and the general public. Serves as spokesperson to media and outside agencies.
- Participates as a committee member and researches process improvement strategies for departmental operations; measures results of activities.
- Performs other job-related duties as assigned.



## Minimum Qualifications

Bachelor's degree in in Civil Engineering, AND eight (8) years of directly related, increasingly responsible and varied professional engineering project management, developing and managing public works, or municipal management experience, including five (5) years of senior level management or project management experience. Incumbents must be licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire. The preferred candidate will have a Master's degree in Civil Engineering.



## Compensation and Benefits

The approved salary range for this position is **\$170,000 - \$190,000**, 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, March 28, 2025.** 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.cpshr.us/recruitment/2457>

For additional information about this position please contact:

### KYLIE WILSON

Principal HR Consultant

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Resumes will be reviewed by the consultant and sent to the County for further consideration. 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.