

TRAVIS COUNTY, TEXAS

Assistant Director of Public Works

(Capital Improvement Program)

Transportation and
Natural Resources (TNR)

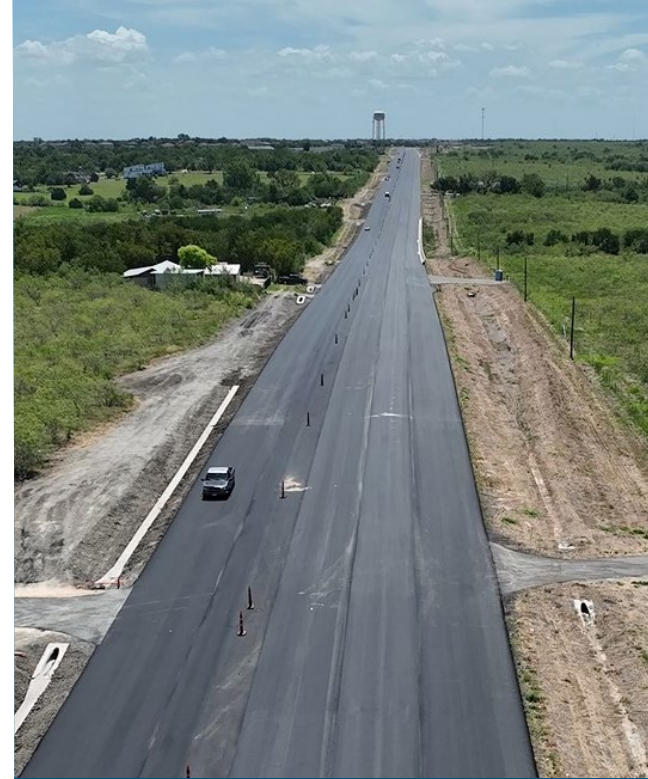


TRAVIS COUNTY

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

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

- Direct, execute and manage the TNR Capital Improvement Program for multiple projects totaling \$80M to \$120M every year.
- Plan, organize, review and evaluate the activities, functions and operations of the program group as well as the General Engineering Consultant and Program Management Consultant firms.
- Communicate with other departments and agencies. Manage resources to ensure the completion of projects on schedule and under budget.
- Supervise professional and technical staff, setting performance expectation, evaluate performance results and implement improvement measures.
- Monitor project progress and resolve obstacles. Prepare program status and performance reports. Review alignment with County priorities and community expectations.
- Determine professional, technical services and procurement requirements and confer with and advise staff on technical and management issues.
- 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.
- 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 and develops relationships with professional organizations, peer groups and industry trade groups to stay current on best 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, 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. 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.



Compensation and Benefits

The approved salary range for this position is **\$120,000 - \$150,000**, 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 deposit), 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, January 31, 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/2427>

For additional information about this position please contact:

KYLIE WILSON

Principal HR Consultant
Email: kwilson@cpshr.us
Web-site: www.cpshr.us



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.