

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!***



The model candidate should have a proven track record of managing and directing the Capital Improvement Program of Public Works and ensuring consistent and effective execution of systems and processes that makes optimal use of department and organizational resources. This candidate will meet the ever-changing needs of a highly visible and complex department which oversees projects up to \$80 - \$120 million a year. A total of six (6) Sr. Engineers (Project Managers) and a Project Management Consultant report to the Assistant Director, along with a team of three (3) Engineering Inspector Specialists.

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 and will direct the development and implementation of the TNR Capital Improvement Program, which includes overseeing design, construction, inspection, and project management of projects up to \$80M - \$120M a year.

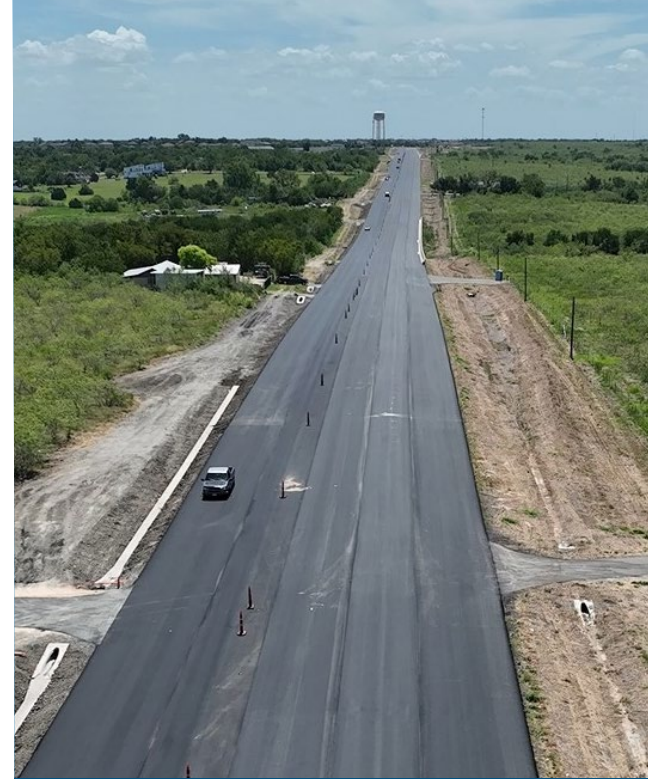
The Assistant Director manages the program development and implementation for complex capital projects including technical standards, service level, scopes, schedules and budgets; allocating staffing, resources and equipment; quality assurance and control; develops policy and procedures; professional service procurement and management, construction administration; construction inspection, personnel management; coordinates and works closely with department head, Commissioners and outside agencies.

This role will direct and supervise interdisciplinary groups of professional and technical staffs; monitor and oversee services/product deliveries for compliance with applicable laws, rules, regulations, policies, procedures; efficiently directs and manages the TNR Capital Improvement Program to achieve organization goals of enhancing the transportation system, reducing traffic congestion, improving transportation safety, encouraging multi-modal transportation; building and maintaining public works infrastructures; and developing natural trails and parks.

The position provides leadership and guidance to not only the CIP work group, 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 job classification may require a flexible work schedule in order to meet the needs of the department and typically directs through subordinate managers and supervisors.

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.