



PUBLIC WORKS DIRECTOR

\$80,000 - \$106,000 DOQ
PLUS EXCELLENT BENEFITS

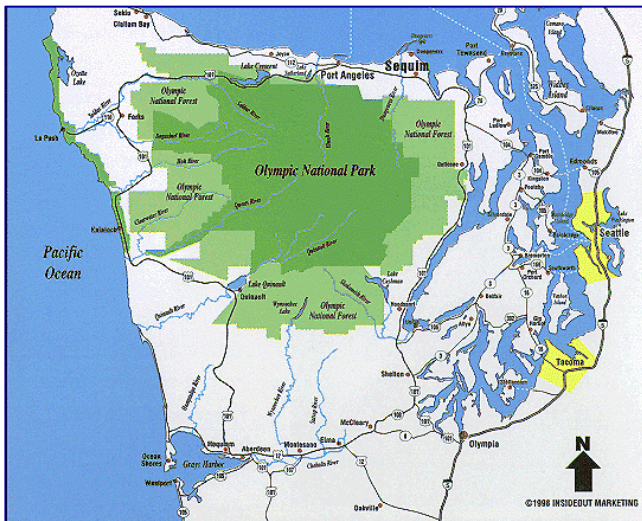
APPLY BY **February 20, 2010** (OPEN UNTIL FILLED)

***P*ROTHMAN**



WHY SEQUIM?

The City of Sequim (pronounced “S’Kwim”), and the surrounding Sequim-Dungeness Valley, is located on the Strait of Juan de Fuca on the north coast of Washington State near the base of the Olympic Mountains. Sequim is about two hours away from the metropolitan cities of Seattle, Tacoma, and Olympia and is a gateway to the Olympic Peninsula and its numerous tourist attractions.



The residents in this community enjoy a quality of life in a scenic environment that others only dream about. Due to its unique location in the rain shadow of the Olympic Mountains, Sequim is considered a “banana belt”, with an annual average rainfall of just 16 inches!

The first European settlers arrived in the Dungeness Valley in the 1850s. While the lands along Sequim’s Dungeness River became fertile farmlands, the remainder of the area remained arid prairie. Irrigation canals first brought water to the prairie in the 1890s, allowing the expansion of farmlands. For many decades small farms, mostly dairy farms, dotted the area around the town. In recent years, the City has dramatically increased in population and draws many retirees.

The area is particularly known for its production of lavender, as Sequim’s unique climate allows a commercial growth industry that is only rivaled in France. The area is also known for its Dungeness crab and resident elk herd.

If you are looking for a public works director position that will allow you creativity, present you with challenges and provide you with the potential for great satisfaction at the end of the day, then this is the position and community for you.

THE COMMUNITY

The community consists of approximately 25 square miles, of which about 20 percent is in the City of Sequim, 30 percent in the City's Urban Growth Area, and the remaining 50 percent is in the Sequim-Dungeness Valley. Sequim’s retail centers service a population that extends considerably beyond city boundaries.

The City’s population is approximately 6,000 and growing. In 1997 Fortune magazine named the City of Sequim one of the top six retirement communities in the country. City planners are projecting population to reach 15,000+ by 2025.



An outdoor lover’s paradise, the Sequim area is home to three 18-hole golf courses, John Wayne Marina, Olympic Game Farm (where many world famous animal actors now reside), the Dungeness Recreation Area, beaches and dive sites, fishing, sailing, water sports, hiking, biking, skiing in Olympic National Park, and numerous other activities.

The region offers great opportunities for walking. A forest trail through the wildlife refuge at the Dungeness Recreation Area extends approximately 5 1/2 miles out into the Strait of Juan de Fuca and the Dungeness Spit, the longest natural sand spit in the United States. At the end of the spit is the historical New Dungeness Lighthouse.

Many portions of the Olympic Discovery Trail (ODT) and its route through Sequim are complete. The Olympic Discovery Trail will ultimately stretch approximately 100 miles east to west, is envisioned as a non-motorized, multi-user transportation system connecting all the communities of the Northern Olympic Peninsula.

And although retirees make up a large part of the community, young adults are also making this city their home. The City offers youth a quality education at the high school, middle school, two private schools, and home school associations.

The City of Sequim is truly a community located in one of the most beautiful settings in all of Washington State.

THE CITY

The City of Sequim operates as a code city under the laws of the State of Washington with a Council-Manager form of government and a seven-member City Council. Sequim is a "full service" city, providing all municipal services except Fire/EMS, which is provided by Clallam Fire Protection District #3. The City employs 72 FTEs and its 2010 annual budget is \$15.6 million.

Mr. Steve Burkett has served as Sequim's City Manager since November of 2009. Mr. Burkett is a longtime member of ICMA, having served as City Manager in Shoreline, WA, Springfield, OR, Fort Collins, CO, Tallahassee, FL, and The Woodlands, TX. Steve enjoys a national reputation as a progressive, innovative City Manager who has consistently developed excellent management teams in each of his previous positions. He has also implemented private sector techniques to improve customer service and create an organizational culture that attracts and retains high quality employees at all levels of the organization.

His leadership style includes creating an organizational vision and developing a citywide team to develop and implement strategic work plans to accomplish shared goals. He believes the ultimate measure of organizational success is the perception of service quality as judged by their customers.

THE PUBLIC WORKS DEPARTMENT

The primary functions of the Public Works Department include: water supply and chlorination, water distribution, wastewater collection, wastewater treatment, street maintenance, landscaping, parks construction and maintenance, building maintenance, and vehicle maintenance. The Department also

plays a major role in the planning for the City's future, with the Public Works Director working closely with state agencies to secure grant and loan funding for the City's capital projects.



Public Works Offices

Public Works is the City's largest department, with 23 FTEs and an annual budget of approximately \$10 million, with approximately \$4.4 million in capital projects. The Public Works Director currently has seven direct reports.

THE POSITION

The Department is currently being led by Interim Public Works Director Jim Pemberton. Mr. Pemberton is a retired public works professional and will not be a candidate for the position.



Reporting to the City Manager, the Public Works Director leads the activities and operations of the multiple divisions within the Public Works Department.

Working through the talents of subordinate managers and supervisors, this individual is responsible for: public works operations; capital improvement project engineering and administration; transportation planning and engineering; parks and facilities maintenance; fleet management; state contracts; water and sewer system operations and planning; and right-of-ways management.

Additional duties include:

- Manage the development and implementation of a departmental strategic plan, including goals, objectives, policies, and priorities for each assigned service

area, and developing objectives in support of City and City Council goals.

- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plan, direct, and coordinate the Public Works Department work plan; assign projects and program areas of responsibility; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
- Attend and participate in professional group meetings, and stay abreast of new trends and innovations in the field of public works.
- Serve as a member of the City's leadership team.
- Oversee and participate in the development and administration of the department budget, and forecast and approve funds needed for staffing, equipment, materials, and supplies.



Sequim offers the right candidate a chance to take this Department to the next level of professionalism. The Director will be well supported by great staff and a top notch City Manager.

MAJOR PROJECTS

The Public Works Director will have a role in the following projects and programs:

- **Street Improvement Project.** The City is developing plans for several street improvement projects in the older neighborhoods of the City. These projects may include widening and reconstruction, pavement overlays, adding or improving sidewalks, landscaping, adding or replacing street lights and signalization. The new Director will be a key player in securing project funding. A Transportation Benefit District has been formed and will be funded with a 0.2% sales tax. TBD funds are to be used for capacity related projects. The Public Works Director will play a key role in prioritizing projects and insuring that those funds are used appropriately and effectively.

- **Sewer Treatment Plant Upgrade.** An \$11 million sewer treatment plant upgrade/expansion is currently under way and is approximately 90% complete. The Public Works Director will assume responsibility for the completion of the project, start-up, and project closeout.

- **Water System Improvements.** The City recently completed construction of a new reservoir and drilled a new well to support the current growth in population. A multi-year \$9 million upgrade to the City's water system that includes a new 1 million gallon water reservoir, as well as drilling and equipping two new wells, has been proposed.

- **City Hall Project.** The City is currently analyzing options for siting and development of a new City Hall. The Public Works Director will be a major player in the development of these plans.

- **Other Projects.** The City of Sequim is considering the formation of a Stormwater Utility and a Reclaimed Water Utility. The Public Works Director will take the lead on the formation, planning, and implementation of those new utility systems. The Director will be an active participant in utility rate studies and comprehensive plan updates for the water, sewer, and transportation elements of the comp plan. The new Public Works Director will also be responsible for evaluating the current organizational structure of the Department and making recommended improvements. The Director will also assist the City Manager and Finance Director in developing the City's first CIP and take the lead on the development of a pavement management system.

THE IDEAL CANDIDATE

The ideal candidate will be a Public Works Director in a comparably-sized full-service city and will have experience in an organization that is recognized for outstanding customer service and continuous improvement.

The best candidate for this position will have a strong management background and will understand all aspects of development review, public works, and engineering. He/she will have proven leadership skills and a track record of implementing policies and systems to create a high performance organizational culture. He/she will also understand and support the concepts of Smart Growth and Build Green design.

The new Director will be able to communicate clearly through excellent oral and written communications to a wide variety of audiences. He/she will be able to translate complex issues into a clear plan that the community and council can fully understand, and serves as a technical resource for employees.

This individual will value employee growth and development and will nurture creativity. He/she will have a vision and will be able to clearly set a direction and road map, with clear expectations. He/she will have demonstrated success in creating and leading teams.

The Director also will have water and sewer experience that goes beyond simply operating the system. He/she will understand how aquifers function and the role of reclamation in wastewater treatment plant operations.

The ideal candidate will be considerate and even-tempered, someone who honors and values diversity, and someone who brings energy and enthusiasm to the position, a "can do" attitude, and an appropriate sense of humor.

EXPERIENCE & EDUCATION

The ideal candidate should have 10 or more years of increasingly responsible public works experience. Graduation from an accredited college or university with a degree in public administration, engineering, architecture, or a closely related field is preferred; a master's degree is desirable. Current registration as a Professional Civil Engineer is also desirable.

Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

COMPENSATION

- **\$80,000 - \$106,000** DOQ
- Medical, dental, vision for employee, plus spouse and children
- Life insurance
- Long-term disability insurance
- 10 paid holidays, plus 1 floating holiday
- Vacation
- Sick leave
- Education incentive pay
- Washington State PERS retirement



*For more information about the City of Sequim,
please visit:*

<http://www.ci.sequim.wa.us>

The City of Sequim is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 20, 2010** (first review, open until filled). To apply, please send a letter of interest, resume, completed application, and answers to the supplemental questions to Prothman via email at humanresources@prothman.com or by mail to the address below. The application form and the supplemental questions can be found at www.prothman.com.

PROTHMAN

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