



CITY OF  
**SEQUIM**

WASHINGTON

**DIRECTOR OF PUBLIC WORKS**

**\$100,000 - \$142,740**

**NEW INCREASED SALARY!**

*Plus Excellent Benefits*

*Apply by*  
**March 6, 2022**  
*(open until filled)*

***P*ROTHMAN**



## WHY APPLY?



The City of Sequim (pronounced “skwim”) 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 just 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.

This position provides the right public works professional with an excellent opportunity to work in a well-managed city where management and staff work well together. If you are interested in putting your public works expertise to use in a city offering an excellent quality of life, then this is the right position for you!

## THE COMMUNITY

An outdoor-lover’s paradise, the area is home to three 18-hole golf courses, the John Wayne Marina, the Olympic Game Farm, the Dungeness Recreation Area, beaches, dive sites, fishing, sailing, water sports, hiking, biking, skiing, and numerous other activities.

Sequim sits in the rain shadow of the Olympic Mountains in the Sequim-Dungeness Valley where its approximately 8,000 citizens enjoy fantastic weather with just 16 inches of rain per year. City planners predict that Sequim’s population will more than double in the next 15 years.



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 is 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.

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.

Although retirees make up a large part of the community, young adults are also making Sequim their home, due in part to the high-quality education offered 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 & DEPARTMENT

The City of Sequim operates under a Council-Manager form of government, with a seven-member Council elected to staggered four-year terms. Sequim is a full-service city, providing all municipal services except Fire/EMS, which is provided by Clallam County Fire Protection District #3. The City operates with 87 FTEs on a 2021 budget of \$19,526,237.

The Public Works Department provides vital city services including drinking water treatment and distribution, wastewater collection and treatment, street maintenance, bike lanes and trails, landscaping, parks construction and maintenance, solid waste management, building maintenance, vehicle maintenance, design and construction engineering services, traffic engineering, and city mapping. The department operates on a 2021 total budget of \$21,514,780 including a operating budget of \$10,036,419 and a capital budget of 11,478,361, with 35 FTEs. To learn about the exciting projects currently underway, and to better understand the public works department, please see the Story Map found [here](#).

## THE POSITION

The Public Works Director provides leadership through planning, directing, managing, and overseeing the activities and operations of multiple divisions within the Public Works Department. Through subordinate managers and supervisors, in addition to direct-reporting staff, this individual is responsible for: public works operations; capital improvement project engineering and administration; transportation planning and engineering; solid waste management, land development engineering and administration, fleet management; facility maintenance, state and other intergovernmental contracts; water and sewer system operations and planning; management of public right-of-way, and maintenance of parks.



This position works under the broad policy guidance of the City Manager and manages, directs, and controls the operations of the department following state and federal constitutional law, as well as other administrative and legislative policies, and the policies and ordinances of the City of Sequim. This individual is primarily responsible for establishing and implementing departmental policies, effectively managing finances and coordinating the use of all available resources in a manner that provides stability to the department and appropriate services to the community. The Director performs specialized work which requires the ability to exercise independent judgment, initiative, and discretion, and also completes projects and accepts additional responsibilities, as directed by the City Manager.

The Public Works Director has contact with numerous state, county and municipal government officials, members of other public works departments, and with civilian vendors and consultants who conduct business with the Public Works Department. The Public Works Director supervises support staff, and responsibilities include ensuring that fair employment practices are observed.

The Sequim Public Works Department team is highly collaborative and team oriented. The ideal candidate must have a participatory approach to leadership with the goal of obtaining high decision quality. The selected candidate will have the opportunity to wear many hats and must be capable of leading the team to successful solutions for a range of topics including budget, capital projects, land development, utility rates, personnel, organization structure, and long-range strategic planning.

For a full job description and to view the full responsibilities of the position, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. The City has healthy utility fund revenues and reserves to support maintenance, operation, repair, and replacement of city owned water and sewer utilities.
2. Revenue for transportation improvements is available through impact fees and the city's transportation benefit district sales tax measure.
3. A successful rollout of a public works asset management system sets the stage for making data-based budgeting and project decisions.
4. Succession planning and recruitment for key positions in maintenance and operation and in public works administration will be a challenge.
5. The Director will work to ensure the infrastructure built in association with land development is done so in a responsible manner to meet the current and future needs of the community.
6. There is a need to deliver a backlog of capital improvement projects that have been slowed down or delayed due to Covid impacts, staffing shortages, and poor bid pricing.



Please visit:  
[www.sequimwa.gov](http://www.sequimwa.gov)

## EDUCATION & EXPERIENCE

A Bachelor's Degree in Engineering, Public Administration, Business Administration, or a closely related field, and ten (10) or more years of progressively responsible management experience in the field of Public Works Administration with five (5) or more years of experience supervising direct reports is required. A Master's Degree in a related field is highly desired.

Registration as a Professional Civil Engineer (P.E.) in the State of Washington is also desired. Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.

Candidates must have possession of or the ability to obtain and maintain throughout employment a valid Washington State driver's license, along with proof of insurability. Following an offer of employment and prior to starting work, satisfactory background clearance will be required.

## COMPENSATION & BENEFITS

- **\$100,000 - \$142,740 DOQ**
- Medical, Dental, Vision & Life Insurance
- AD&D and Long-term Disability Insurance
- Employee Assistance Program
- Public Employees Retirement System (PERS)
- Optional 457 Deferred Compensation
- 20 Days' Vacation
- 12 Days' Sick Leave
- Bereavement Leave
- 11 Paid Holidays Plus 1 Floating Holiday

The City of Sequim is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 6, 2022** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Sequim, WA – Director of Public Works**", and click "**Apply Online**", or click [here](#).



[www.prothman.com](http://www.prothman.com)

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