



The City of Burien is looking for its next:

Public Works Director



Apply now at burienwa.gov/jobs

Interviews will be held April 18, 2024

Our Community

Burien is a young city built from homesteads around Lake Burien and a summer waterfront community on the Puget Sound. With six miles of shoreline and expansive mountain views, residents take pride in their neighborhoods, actively preserve the environment, and support protection of public spaces.

Burien is a diverse community. Individuals who identify as Latinx/Hispanic make up Burien’s largest ethnic group at nearly a quarter of the total population. Another 10 percent identify as Asian, and according to the Highline School District, more than 50 different languages are spoken in the homes of Burien area students.

Burien has been the birthplace of several iconic Puget Sound businesses. And more businesses are opening second or third locations in Burien, as hundreds of new residents move to the city each year. Our community supports a thriving maker culture—from chocolates to “Aussie” pies. Products made in Burien are being enjoyed throughout the Seattle region, and the world.

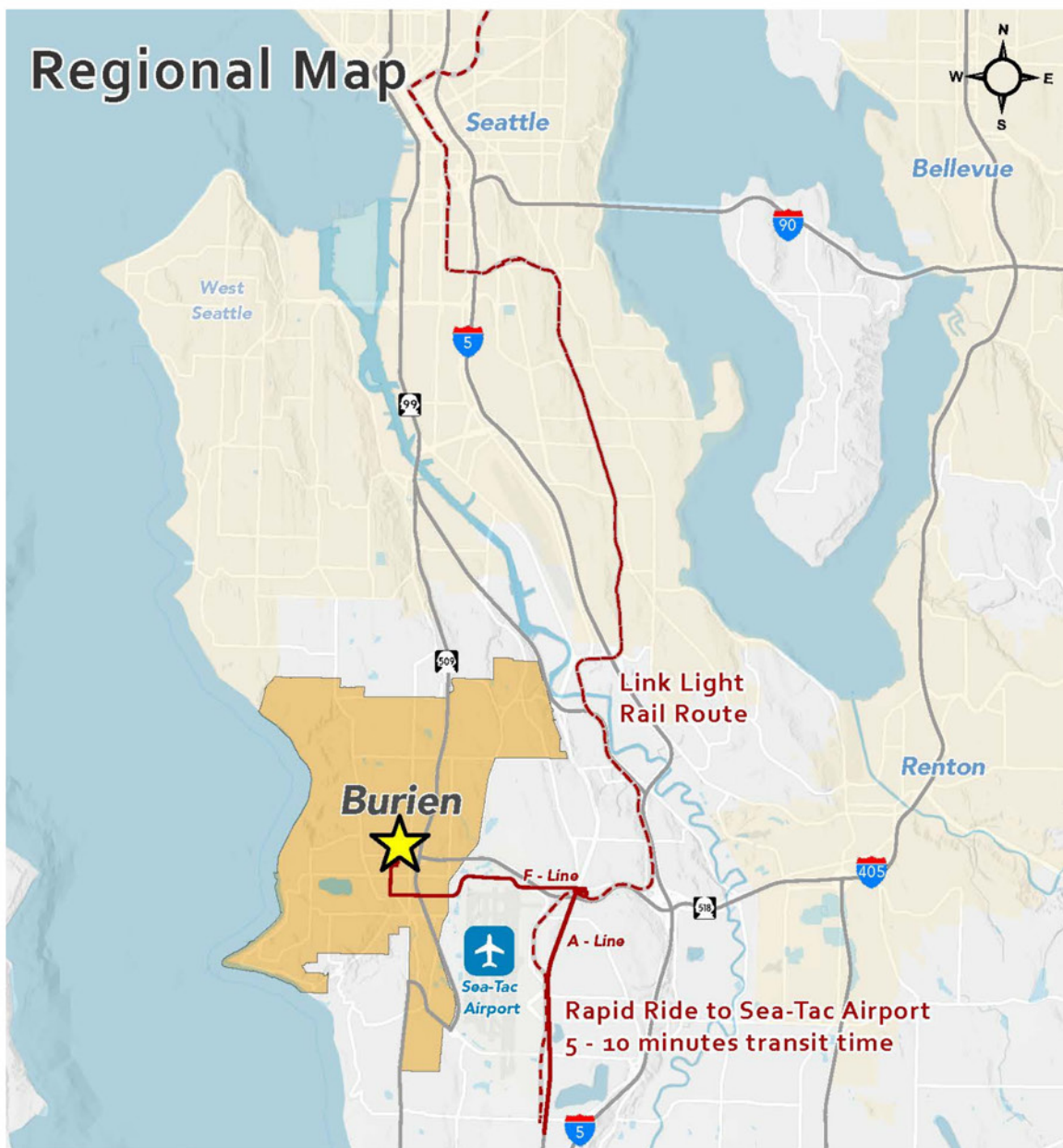
Calling Burien Home

The Puget Sound Regional Council designated Burien as one of the 25 Regional Growth Centers that will experience focused urban growth in the decades ahead. Housing ranges from starter homes to high-end homes, condominiums and apartments of all sizes, including senior living. Walk Score lists Burien as one of the most walkable cities in Washington state. And NerdWallet listed Burien as one the top places to raise a family. The community offers a high quality of life where residents can access acres of public parks and trails, including playgrounds, mature forest, and a beach recently restored to its natural state.



Hub Location Offers Easy Connections

Residents and businesses love the convenience of Burien's hub location and great connections. You can drive north to Seattle in about 12 minutes, east to Sea-Tac Airport in five minutes, and south to Tacoma or east to Bellevue in 30 minutes. The Burien Transit Center offers public transit connections throughout the region, including the Rapid Ride F bus line and the Rapid Ride H bus line. The central location combined with transit options means jobs and entertainment are convenient and easy to access. The Burien Community Shuttle (route 631) runs between the Burien Transit Center through the Gregory Heights and Seahurst neighborhoods to St. Anne Hospital.



Your opportunity

Burien is one of the fastest growing cities in Washington state. The community desires well-maintained public infrastructure that supports all users and reflects a commitment to protecting the natural environment.

The public works director leads, plans, organizes, directs, and controls the City's public works functions including engineering services, project management, development review, transportation services, street maintenance, traffic, and surface water management. In this role, you will:

- Support and model the identified vision, values and behaviors of the organization.
- Plan, organize, direct, and evaluate public works functions including engineering services, capital improvements, project management, development review, transportation, street maintenance, and surface water management.
- Review and monitor proposed changes to federal, state, and local laws to determine their impact on public works policies and practices; prepare, coordinate, and implement responses and recommendations to the City Manager, City Council and other department directors.
- Develop and administer departmental budget, including forecast of funds for staffing, equipment, materials, and supplies and monitoring of expenses.
- Set direction, goals, objectives, and priorities for the department.
- Perform short- and long-range planning activities.
- Prepare scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Participate in the selection of consultants; negotiate and monitor contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Manage construction and service contracts in accordance with applicable city, state and federal requirements.

Education and/or Experience:

Bachelor Degree in business administration, public administration, civil engineering or related field plus ten years progressively responsible administrative experience in the public works field, including five years in a supervisory capacity OR a combination of education, training and experience which provides an equivalent background sufficient to perform the work of the position. Master's Degree and Professional Engineer License (PE) preferred.

[Read full job description at burienwa.gov/jobs](http://burienwa.gov/jobs)

Our Team

The City of Burien has six departments and approximately 97 regular full-time staff. The city has contracts for prosecution, police, fire, and animal control services.



All staff photo from 2023 staff appreciation event held at Burien Community Center.

Ideal Candidate

The ideal candidate will have advanced knowledge of:

- Public Works maintenance and operations.
- Capital project delivery.
- Engineering and infrastructure solutions.
- City budgeting.
- Structure and operation of municipal government and legal requirements.
- Principles of supervision, staff development, and performance evaluation.

The ideal candidate will be able to:

- Effectively lead the work of the department.
- Communicate effectively to diverse stakeholders and non-technical audiences.
- Establish and maintain cooperative and effective working relationships with diverse stakeholders.
- Thoroughly understand and function within a political environment.
- Engage in strategic thinking with the Leadership Team.
- Effectively represent the City in situations which are potentially adversarial or stressful.

Compensation

The salary range is **\$171,906** to **\$208,859**. The salary will depend on qualifications and experience. In recognition of the value its employees deliver to the community, the City of Burien offers an excellent benefit package that includes 5 days annually of management leave, 13 paid holidays, negotiated vacation accrual, 12 days sick leave annually, deferred compensation and retirement benefit options through

the Washington State Retirement System and the International City/County Management Association–Retirement Center (ICMA-RC).

The City participates in a public 401(a) retirement plan in lieu of Social Security Administration (SSA) program, and employees do not earn Social Security credits.

Application Process

The position is open until filled. The first review of applications will take place on Monday, April 8, 2024. Applicants are encouraged to apply early. Interviews will be held April 18, 2024, with the selection occurring shortly thereafter.

Applicants should provide a cover letter, resume, and fill out an application at: **burienwa.gov/jobs**.

The City of Burien is an Equal Opportunity Employer and strongly values diversity.

