



**CITY OF
SEASIDE**

OREGON

PUBLIC WORKS DIRECTOR
\$105,967 - \$142,006 DOQ

Apply by
October 18, 2026
(First Review, Open Until Filled.)

***P*ROTHMAN**



THE COMMUNITY

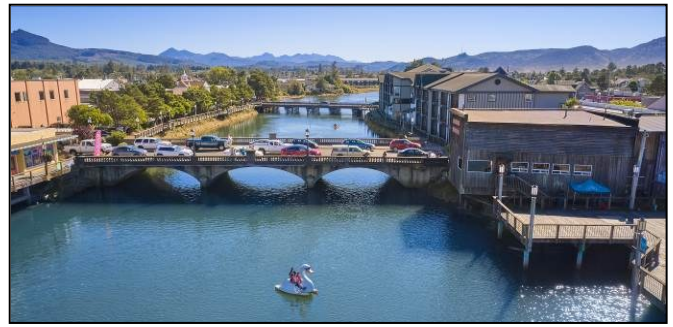
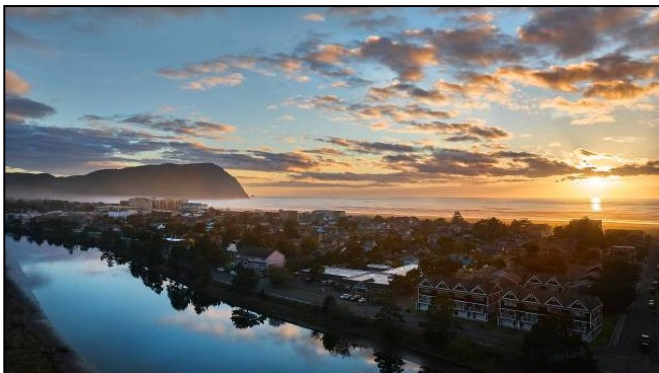


Seaside sits on Oregon's North Coast, where the Necanicum River runs through the historic downtown and Tillamook Head rises two miles to the south. The Oregon Coastal Highway (Highway 101)

serves as the community's main thoroughfare. Roughly 7,334 people live in the city year-round, and another 1.3 million visit annually, giving the city an average daily population of approximately 15,000 - 20,000 and a distinctly busier rhythm through the summer months.

The city's history began with the native Clatsop people, continued through the Lewis and Clark expedition, and includes the development of one of Oregon's earliest coastal resort communities. Seaside incorporated in 1899 and has since balanced its history and natural setting against the opportunities and demands of being both a year-round hometown and a major Pacific Northwest destination. The Seaside Historical Society Museum and the Seaside Aquarium, the oldest privately owned aquarium on the West Coast, are good places for newcomers to start.

Seaside is both walkable and bikeable, anchored by a century-old, 1.5-mile oceanfront Promenade and seawall and a downtown core of shops, restaurants, galleries, arcades, and pocket gardens. The Turnaround, where Broadway meets the Promenade, is one of Oregon's most iconic landmarks, with memorable ocean and mountain views. The Seaside Civic and Convention Center hosts hundreds of events each year, and the Seaside Factory Outlets sit a short distance from downtown merchants, with no sales tax anywhere in Oregon.



Those who live in Seaside enjoy easy access to hiking, biking, surfing, birding, fishing, and kayaking alongside the services and amenities of an established destination community. New residents find a welcoming place with many ways to get involved and volunteer. A new middle school and high school, along with a renovated elementary school (serving Seaside, Gearhart, and Cannon Beach), opened in 2021, and an extremely active business community lends strong support to youth programs. Good hospitals are available in both Seaside and nearby Astoria, and the Portland metro area is a 90-minute drive for specialists, urban access, and a major airport.

THE CITY

Seaside operates under a Council-Manager form of government. The seven-member City Council, including the Mayor, forms the legislative and policy-making body and sets policy direction. The City Manager serves as the City's professional administrator, responsible for implementing that direction and overseeing day-to-day municipal operations.

Operating with a budget of approximately \$38.4 million, the City delivers a broad range of services, including police, fire and emergency services, public works, water and wastewater utilities, planning and building services, finance, library services, parks and recreation amenities, a municipal airport, and the Seaside Civic and Convention Center.

Serving a population that expands substantially during peak visitor periods puts infrastructure reliability, emergency preparedness, public safety, transportation, housing, and long-term resiliency squarely in front of the community. Recent City priorities reflecting this include continued investment in core infrastructure, follow-through on implementation, clear communication, disaster preparedness, and stronger connections between City Hall and the people it serves.



THE DEPARTMENT

The City of Seaside Public Works Department provides and maintains the infrastructure a modern city depends on, 24 hours a day, seven days a week, 365 days a year. The Department employs 25 staff and is organized around four primary areas: Administration (4), Streets (7), Water (6), and Wastewater (8).

The Department's responsibilities span water treatment and distribution, wastewater collection and treatment, streets and stormwater systems, parks and public facilities, project management and coordination of consultant-provided engineering services, fleet maintenance, watershed maintenance, the Seaside Municipal Airport, and Evergreen Cemetery. Public Works also carries an important role in emergency response, regulatory compliance, infrastructure planning, and the delivery of major capital projects. With significant wastewater and water planning efforts ahead, along with ongoing needs across streets, stormwater, facilities, parks, and other City assets, Public Works will remain central to Seaside's operational reliability and long-term resiliency.



THE POSITION

Reporting directly to the City Manager, the Public Works Director leads and manages all functions of the Public Works Department, including financial planning and annual budgeting for streets and parks, water, wastewater, and other assigned service areas. Direct reports include three division supervisors, a project manager, an administrative assistant, and a mechanic. The Director organizes, directs, and supervises department activities; assigns work and evaluates performance; assists in the selection of new employees; develops goals, objectives, policies, and priorities; manages and monitors budgets and grants; and provides long-range planning for utility facilities and infrastructure.



Major projects and contracts run through this position from planning and procurement to construction and completion. Responsibilities include Requests for Proposals and bidding processes from development through award, coordination with legal on final contracts, consultant coordination, review and coordination of engineering drawings, specifications, construction plans, and bid documents prepared by the City's engineering consultants, capital improvement planning, and development of long-range maintenance programs. The Director also serves as the Department's primary representative within the organization and community. The position provides high-level analysis and advice to the City Manager and Council, attends and participates in Council meetings, represents Public Works with other departments, elected officials, regulatory agencies, consultants, contractors, and the public, and responds to difficult or sensitive community issues. The Director serves as the primary liaison to the Airport Committee, Parks Advisory Committee, City Tree Board, and Transportation Advisory Committee and carries responsibility for regulatory compliance, safety and risk management, and emergency management and response.

For a complete list of responsibilities, please review the full job description found [here](#).

OPPORTUNITIES AND PRIORITIES

Organize and Strengthen Department Operations:

The Director will establish clear annual and seasonal work programs, priorities, schedules, and ownership so routine operations, seasonal responsibilities, preventive maintenance, and projects are coordinated through clear and practical work plans. The Director will clarify organizational structure, division responsibilities, supervisory spans, lead and operator roles, administrative support, and the relationship between operations, project management, and consulting engineering services. Clear responsibilities and performance standards, timely follow-through, and consistent accountability will strengthen operations throughout the Department.

Improve Coordination and Communication:

The Director will create dependable communication systems within divisions, across Public Works, and between Public Works and City Hall so employees understand priorities, project status, responsibilities, and decisions. The Director will also ensure the coordination of Water, Wastewater, Streets, Parks, facilities, and project staff around shared City and department priorities. Effective coordination among consulting engineers, project management, supervisors, field employees, and other technical professionals will strengthen project delivery.

Develop Supervisors and Workforce Capacity:

The Director will continue developing supervisory and leadership capacity throughout Public Works and distinguish technical expertise from the skills needed to manage people effectively. The Director will identify critical positions and institutional knowledge, expand cross-training and backup capacity, support certifications and advancement, and establish meaningful career pathways based on qualifications, technical skill, performance, and supervisory capability. Capable employees should be given appropriate ownership and authority while maintaining clear standards, oversight, and responsibility for results.

Advance Safety and Preventive Maintenance:

Implementing a comprehensive safety program with documented policies, recurring training, equipment-competency standards, job-hazard procedures, and consistent accountability for safe work practices is a priority. At the same time, it is important to continue moving the Department toward planned maintenance, asset management, condition assessment, and lifecycle replacement.

Advance Wastewater Planning and Improvements:

The Director will lead the City through completion of a comprehensive update to the City's Wastewater Master Plan being prepared with consulting engineers, including system condition assessment, capacity analysis, regulatory needs, long-term capital planning, and prioritization of future investments. The Director will advance rehabilitation and replacement of aging lift stations and collection-system infrastructure, including consideration of standardized designs, standardized equipment, and long-term maintenance needs, and will translate the updated master plan into a practical, prioritized multi-year capital improvement program that can be funded and implemented over time.

Plan for the Next Generation of the Water System:

Following completion of the wastewater planning effort, the Director will lead the City's participation in an updated Water Master Plan prepared with consulting engineering support addressing treatment, storage, distribution, resiliency, capacity, system condition, and future capital needs. The Director will then help develop and implement projects identified through the planning process, including treatment plant, distribution, storage, and system-reliability improvements.

Strengthen Project Delivery and Prioritize Infrastructure Investment:

The Director will address aging streets, stormwater, water, sewer, facilities, parks, airport, and other Public Works infrastructure while balancing major capital work with daily operational responsibilities. This will include strengthening project scoping, coordination of engineering, procurement, construction management, consultant oversight, and completion so projects begin with clear scope, budget, responsibility, schedule, and decision-making authority. The Director will establish clear priorities among a substantial range of operational and capital needs, matching projects to available staff and funding, effectively using consulting engineers and other specialty expertise, maintaining appropriate management oversight, and keeping projects moving from planning through completion.



THE IDEAL CANDIDATE

While technical knowledge is important, this is first and foremost a leadership position. Seaside needs someone capable of overseeing major infrastructure planning and capital programs, but the greater need is for a strong people manager and organizational leader who can bring structure, prioritization, and accountability to a diverse department.

The ideal candidate will be comfortable working with engineers, consultants, contractors, regulators, and field employees and will know how to effectively use engineering and other specialized technical resources.

The ideal candidate will also bring a genuine commitment to safety, employee development, succession planning, and professional standards, and will spend enough time with operations to understand how the Department functions, while maintaining an appropriate department-wide perspective. An effective Director makes timely decisions, delegates appropriately, and empowers capable employees while maintaining clear expectations and accountability for results.

Seaside is looking for candidates who are collaborative and approachable, but willing to address difficult performance or organizational issues when necessary. Above all, the City is seeking a leader interested in building a stable, well-organized Public Works Department for the long term.



EDUCATION, EXPERIENCE, AND QUALIFICATIONS

A bachelor's degree from a four-year college with major coursework in engineering, construction management, business administration, public administration, or a related field is ideal. That said, the City is focused on identifying candidates with the experience, knowledge, skills, and abilities necessary to excel in the role, and encourages qualified candidates to apply regardless of educational background.

Preferred candidates will bring progressively responsible experience in public works or a related field, including ten (10) or more years of demonstrated management or high-level administrative experience. Candidates should also bring experience with the oversight, management, operations, and certifications necessary to lead a public works department. Experience managing diverse municipal operations, supervising both employees and supervisors, delivering significant infrastructure and capital programs, and working within a local government environment will be highly valued.

During employment, the Public Works Director must become and remain a resident of Clatsop County or live within 30 minutes of Seaside city limits, and must maintain a valid State of Oregon driver's license. A Commercial Driver's License is not required but is highly encouraged.

Necessary Knowledge, Skills, and Abilities:

- An in-depth understanding of public works operations across water, wastewater, streets, stormwater, parks and facilities, and fleet maintenance.
- Knowledge of municipal budgeting, contract administration and bidding, grants, and general principles of risk management, with skill in financial plans, rate models, system development charges, and capital programs.
- Demonstrated ability to lead a diverse department, including organizing work, developing supervisors and employees, setting clear expectations and performance standards, delegating appropriately, and maintaining accountability for results.
- Expertise moving projects from scope development and coordination of engineering through procurement, construction, consultant oversight, and completion, and developing schedules for long-range maintenance and capital improvement programs.

- Knowledge of civil engineering principles as applicable to a municipal setting, with the ability to review engineering drawings, specifications, construction plans, and bid and contract documents and to make effective use of outside expertise when appropriate.
- Familiarity with federal, state, and local laws, codes, and regulations affecting public works, including OSHA and other workplace safety requirements and environmental regulations associated with drinking water, wastewater, stormwater, and hazardous materials. Ability to establish and maintain sound safety policies, training, procedures, and accountability.
- Effective oral and written communication skills, including the ability to respond to difficult or sensitive citizen inquiries and organizational issues.
- The ability to support preventive maintenance, asset management, succession planning, and long-term infrastructure investment, and to participate effectively in the City's Emergency Management program to maintain or restore essential public services and infrastructure during emergencies.



**CITY OF
SEASIDE**

**To learn more about the
City of Seaside and the
local community, please visit:**

www.cityofseaside.us

www.seasideor.com

COMPENSATION & BENEFITS

➤ **\$105,967 - \$142,006 DOQ**

➤ **Health coverage:** Medical (Regence Blue-Cross), Dental (Delta Dental), Vision (VSP), Alternative Health Care, and wellness programs. This position is eligible for the Copay Medical Plan. City pays 92.5% of the monthly premium; employee pays 7.5% - ~\$71.00/mo. individual or ~\$205.13/mo. family.

➤ **Vacation:** Director-level positions typically start at 12 hours/month, increasing with longevity.

➤ **Sick leave:** 8 hours/month for all employees, regardless of tenure.

➤ **Holidays:** 11 paid holidays, plus 4 floating holidays per year (available July 1, whole days only, no carryover) and your birthday off.

➤ **Retirement:** The City does not participate in Oregon PERS. Seaside maintains its own two-part retirement system, with contributions at par or better than PERS. Participation begins after six months of employment.

➤ **Part I:** 414(h) Pick-Up (defined contribution): The City contributes an amount equal to 7% of base wages into an individual account on the employee's behalf. No employee contribution and no vesting requirement - these funds belong to the employee from day one.

➤ **Part II:** Defined Benefit Pension: A lifetime monthly benefit calculated by formula using monthly earnings and years of service, payable once retirement eligibility is met. Requires 5 years of service to fully vest.

➤ **Voluntary Retirement Savings:** The City also offers voluntary participation in the Oregon Savings Growth Plan (OSGP), a 457(b) deferred compensation plan, and/or the opportunity to make voluntary contributions to the 414(h).

➤ **Additional benefits:** Situation-specific relocation assistance, a library card for all city employees, and a reduced-cost membership at Sunset Family Fitness or an in-district membership to Sunset Empire Park & Recreation District.

The City of Seaside is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 18, 2026** (first review, open until filled). Applications and supplemental materials are only accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Seaside, OR – Public Works Director", and click "Apply Online", or click [here](#). If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website.

PROTHMAN

www.prothman.com

206.368.0050