

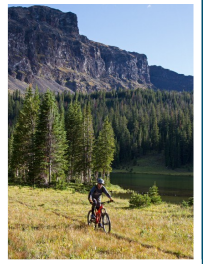
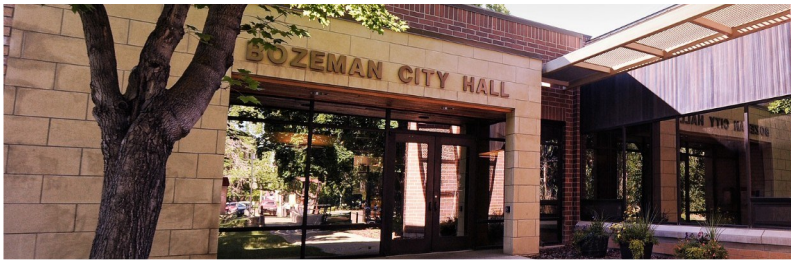
*City of Bozeman, MT*

# Director of Transportation and Engineering



*121 N Rouse Ave, Bozeman, MT 59715*

**BOZEMAN**<sup>MT</sup>



## About Bozeman, MT

Nestled in the Rocky Mountains, with a population of 53,923 in the 2020 Census, the City of Bozeman has topped the charts for fastest growing micropolitan in the U.S. and now officially holds the status of “metropolitan” community. Spurred on by rapid growth the city touts a robust economy, world class university, and a thriving international airport.

Home to Montana State University, Bozeman is a dynamic growing community. The City’s economy is supported by regional trade, tourism, higher education, and many high-growth industries such as photonics and optics, outdoor recreation, bioscience, manufacturing, technology, and healthcare. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state.

Bozeman is a welcoming, diverse community that has received numerous awards and accolades over the years, including a high ranking in Livability’s “Top 100 Best Places to Live for 2018” and National Geographic’s “World’s 25 Best Ski Towns.”

Bozeman is an ideal location for outdoor enthusiasts, from hiking and skiing to mountain biking and fishing, Bozeman offers a variety of outdoor recreation amenities. Bozeman residents are within easy distance of several cross country and downhill ski centers and trails in the region. The City of Bozeman parks system consists of 42 public parks, 52 miles of trails, numerous sports fields and open spaces, ice rinks, off-leash dog parks, and three community garden areas. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities and stunning vistas.

## City Government

The City of Bozeman operates under a city commission-city manager form of government. The City Commission is composed of four members and a Mayor who are all elected at-large. At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.

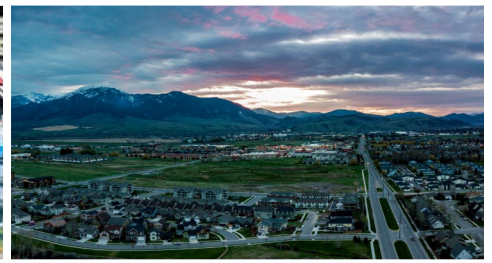
## The Position

The Director of Transportation and Engineering provides leadership and directs the overall operations of the Streets, Vehicle Maintenance, Engineering, and Solid Waste Departments, including coordinating City infrastructure installation and maintenance.

## Essential Functions and Responsibilities

- Plans, organizes, directs and evaluates the work of Departmental administrators in implementing the expressed goals, policies, regulations, and directives of the Streets, Vehicle Maintenance, Engineering, and Solid Waste Departments
- Develops and administers policies and procedures designed to increase the efficiency and effectiveness of departmental operations, including overseeing public works, environmental protection, and infrastructure needs
- Maintains public contact, including receiving and answering citizen complaints or questions regarding various aspects of public services, including coordinating public service announcements regarding upcoming major infrastructure construction projects and forthcoming rate increases
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives





## Essential Functions and Responsibilities continued...

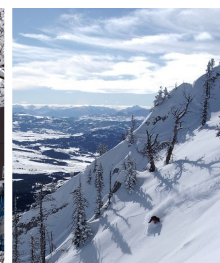
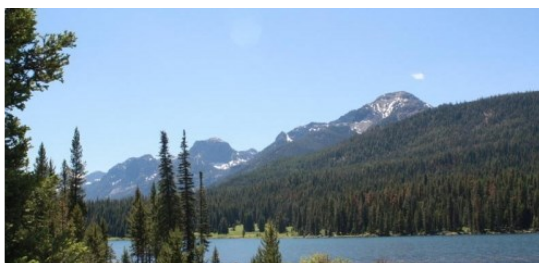
- Appropriately coordinates, directs and approves all City engineering and construction activities, including planning projects between public services departments, the public, and other agencies to ensure projects are designed, implemented, and maintained in coordination with other projects
- Reviews and signs subdivision plats and Certificates of Survey
- Develops and administers the Department budget, including eliminating duplicate purchases of major equipment, ensuring budget items are purchased as approved in a timely manner, ensuring departments stay within approved budget, coordinating rate structures with Finance Director, Assistant City Manager and City Manager, and reviewing capital improvement programs to coordinate with other projects
- Outlines priorities, schedules assignments, and coordinates related projects
- Provides legislative input on clean environment and enhanced local project funding issues
- Serves as an in-house consultant on matters involving infrastructure guidance and related City services, including preparing presentations for City Commission and others as necessary
- Completes and maintains records and files of required reports, correspondence, and documentation
- Conducts site inspections and oversees all infrastructure maintenance, repair and construction project activities, including special projects as requested
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work areas
- Responds directly to citizen's questions and comments referred either directly or by the City Manager in a courteous and timely manner
- Communicates and coordinates regularly with the Assistant City Manager, City Manager, the City Commission, department heads, Federal and County officials, news media, and the general public to maximize the effectiveness and efficiency of interdepartmental operations and activities

## The Ideal Candidate

The ideal candidate should have public works knowledge and experience to include engineering, construction, streets, sewer, solid waste, fleet maintenance, and environmental sustainability. The ideal candidate will have experience in strategic planning and organizational development, and should possess financial knowledge to include fiscal planning, budget management, and capital improvement projects.

The ideal candidate must possess excellent customer service skills and a strong ability to build relationships with stakeholders and work closely and effectively with the City Commission, City Management, department heads, and the community.

The ideal candidate should demonstrate the capacity and interest to be an effective mentor and leader for staff. This individual should inspire staff to achieve excellence and encourage professional development. Advanced written and oral communication skills are imperative.



## Education and Experience

Qualified applicants will have a Bachelor's degree in Civil Engineering, Construction Engineering Technology, or a closely related field and at least seven years of progressively responsible experience in public works operations, engineering, or a related field, including at least five years in a supervisory role. An equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work will be considered.

## Salary

The City of Bozeman is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

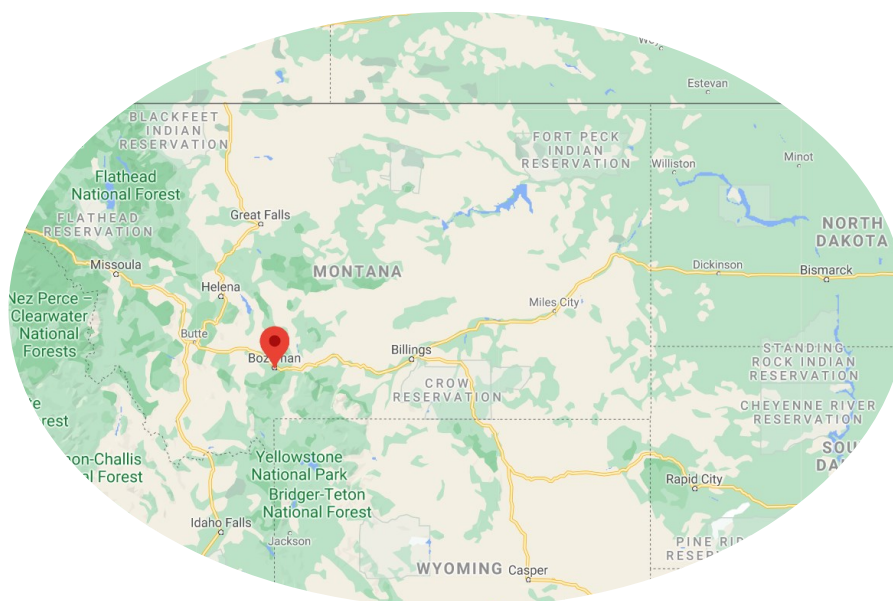
## How to Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: BOZDTE

Affion Public  
PO Box 794 Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of Bozeman is an Equal Employment Opportunity Employer.*