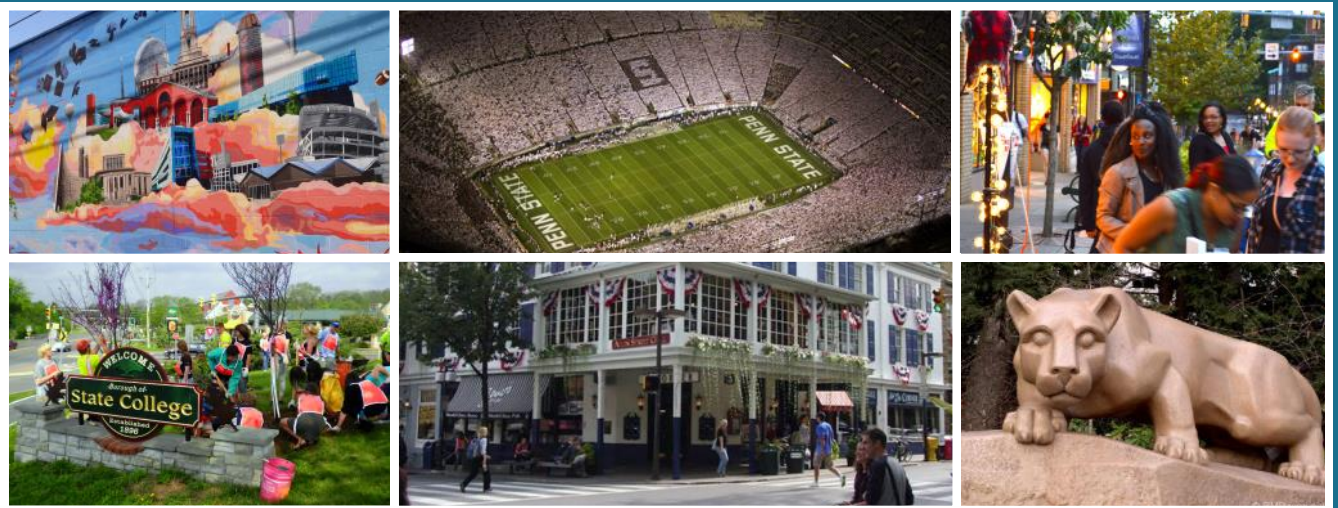


STATE COLLEGE

P E N N S Y L V A N I A



DIRECTOR OF PUBLIC WORKS



243 S Allen Street, State College, PA 16801



The Community

The Welcome to State College, Pennsylvania (incorporated, 1896; population 42,024). Also known as Happy Valley, State College hosts friendly, walkable neighborhoods, a safe, vibrant downtown, and the main campus of the world-famous Pennsylvania State University.

Occupying 4.56 square miles, with a vibrant downtown and a world-class university in the middle, State College is a pedestrian's paradise, boasting the highest percentage of people who walk and bike to work among Pennsylvania cities. The bus system has the third-highest mass transit ridership in the state. The regional growth boundary has helped to maintain low commuting times and to preserve the area's physical beauty.

State College has a dynamic restaurant scene, a lively nightlife, a local farmer's market, an eclectic mix of retail chains and independent shops, and an abundance of exciting events and festivals, providing excellent opportunities and venues for socializing. The Downtown State College Improvement District is also home to a vibrant cultural arts district featuring galleries, theaters, and much more. In July, the community hosts the Central Pennsylvania Festival of the Arts, a bustling five-day event, featuring a sidewalk sale and exhibition with performances and entertainment.

State College is a welcoming community that affirms the importance of diversity, tolerance, and understanding among races, nationalities, religions, sexes, sexual orientations, and ideologies.

Accolades

Ranked as one of the least stressful communities in America, State College also is one of the safest. A place for families with children. The State College Area School District is recognized for its excellence.

Government

In 1973, the residents of State College adopted a Home Rule Charter, which provides for a Council-Manager form of government. Under the charter, there is a seven-member Council, elected at large, for four-year, overlapping terms. The Mayor is also elected at large for a four-year term. The day-to-day operation of the Borough is the responsibility of a professional local government manager, appointed by Council.

Mission Statement:

State College Borough's mission is to enhance the quality of life by fostering a safe, vibrant, diverse and sustainable community; by providing quality, innovative, cost effective services; and by allocating resources efficiently with professionalism, integrity, transparency and accountability.

Vision Statement:

State College – providing leadership, opportunities, and exceptional services for an innovative, progressive, and caring community.

Strategic Plan Critical Success Factors:

- Welcoming and Engaged
- Safe and Livable
- Relational and Effectively Governed
- Vibrant and Prosperous
- Planned and Sustainable
- Fiscally Resilient



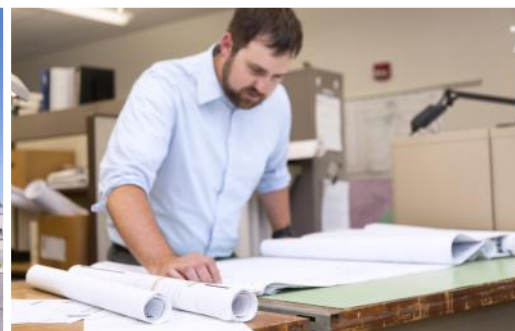
The Department

The Public Works Department provides planning, supervision, engineering, construction management and land surveying services for all Borough facilities and projects. The department is also responsible for stormwater management, solid waste, refuse and organics recycling, snow removal, maintenance of trees/landscape and all municipal-owned buildings and grounds, streets, alleys, and sanitary sewers, vehicles and equipment and oversees the administration of all contract services provided to the Borough. Staff provides professional services to the Tree Commission, Transportation Commission and other authorities, boards and commissions, as needed. The Department reflects the progressive nature of the community in regards to sustainability, which includes a residential organics recycling program.

- The Administration Division of the Public Works Department provides planning, supervision, engineering, construction management and land surveying services for all Borough facilities and projects. The Division is also responsible for solid waste management, maintenance of all municipally owned buildings and grounds, streets, alleys, storm and sanitary sewers, vehicles and equipment. Staff also provides professional services to the Tree Commission, Transportation Commission and other Authorities, Boards and Commissions as needed.
- The Municipal Facilities Division of the Public Works Department maintains the Municipal Building, the Service Building and other municipally maintained buildings such as the Schlow Centre Region Library.
- The Refuse Division of the Public Works Department collects and disposes of refuse, compostable materials and bulk-items. The Division also operates a composting facility and collects food trimmings and yard waste.
- The Shade Tree Division of the Public Works Department plants, prunes, sprays, maintains and removes shade trees in the grassplot areas along municipal streets and in Borough parks. In addition to tree maintenance, the Division provides resources for volunteer flower gardens throughout the Borough and assists with additional projects.
- The Streets/Sewer Division of the Public Works Department is charged with maintaining the Borough's infrastructure, including streets, snow removal, storm sewers, sanitary sewers, street lighting, signs and traffic signals in a manner, which addresses public need, safety and welfare.

The Position

The Director of Public Works position involves supervisory and administrative work in the delivery of municipal public works services. The Director of Public Works primarily focuses on directing, coaching, developing, and evaluating other people, and requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish business strategies.





Essential Duties and Responsibilities

- Administers and directs the construction, maintenance, and operation of the physical properties of the Borough, including streets, sanitary sewers, storm sewers, buildings and grounds, and vehicles and equipment; administers and directs engineering services
- Directs the planting and maintenance of trees and other vegetation on public property
- Directs the installation and maintenance of municipal facilities in and along streets, including traffic signs and signals, parking meters, directional signs and street name signs
- Administers and directs the collection and disposal of solid waste produced in the Borough; oversees the provision and maintenance of facilities for the storage, collection, and disposal of solid waste; administers the Borough's recycling program and coordinates with the county Solid Waste Authority as needed
- Enforces and administers ordinances assigned to the department by the Borough Manager
- Attends all regular meetings of Council, the State College Water Authority, and the University Area Joint Authority; provides professional advice, information, and reports as requested
- Prepares proposed Capital Improvement Plan (CIP) projects based on needs identified by the department
- Responsible for the preparation and project management for construction projects
- Coordinates a public relations program in conjunction with the Communications Coordinator to keep Borough citizens informed of the department's activities; prepares news releases when required
- Evaluates programs and assesses needs for new programs; makes recommendations on projects and programs to the Borough Manager and Council
- Prepares reports as requested by the Borough Manager and makes presentations to Borough Council

Knowledge, Skills and Abilities:

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to assess and plan for future needs of the department in delivery of services
- Ability to meet and deal with the public with tact and diplomacy
- Ability to read and write plans and technical specifications

Education and Experience

Interested candidates should possess a Bachelor's degree in civil engineering, business administration, public administration or a related field; a Master's degree is preferred. Qualified candidates will have a minimum of ten (10) years of progressively responsible professional experience including a minimum of three years of supervisory or management experience; an equivalent combination of education, certification, training, and/or experience may be considered.

Licenses and Certifications

- A Pennsylvania Driver's License will be required
- A Professional Engineer's license is preferred

The Ideal Candidate

The ideal candidate should have general 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. Experience with labor/unions will be beneficial; municipal experience is highly preferred.

The ideal candidate should possess excellent customer service skills and a strong ability to collaborate and build/maintain relationships with the entire organization and throughout the community. This person will need to be creative, resourceful and politically astute; someone who understands the value of creating partnerships as a way of accomplishing goals.

This person should be a visible leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff and to promote professional development.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The Borough of State College is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will 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
Reference: SCDPW2021

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



The Borough of State College is an Equal Employment Opportunity Employer.