

LARAMIE COUNTY, WY

PUBLIC WORKS DIRECTOR



13797 Prairie Center Circle, Cheyenne, WY 82009



The Community

Laramie County is located in the southeast corner of Wyoming with a population of 94,483. Home to the largest outdoor rodeo in the world, Cheyenne Frontier Days, a variety of museums, historic hotels and mansions, Laramie County embodies the spirit of the Old West. The area also includes a civic center, a symphony and a nationally recognized library and for those who enjoy outdoor activities there is plenty of biking, mountain climbing, hiking, fishing and hunting. Residents enjoy a stable, growing economy, a high-quality of life, an excellent educational system and a low tax structure.

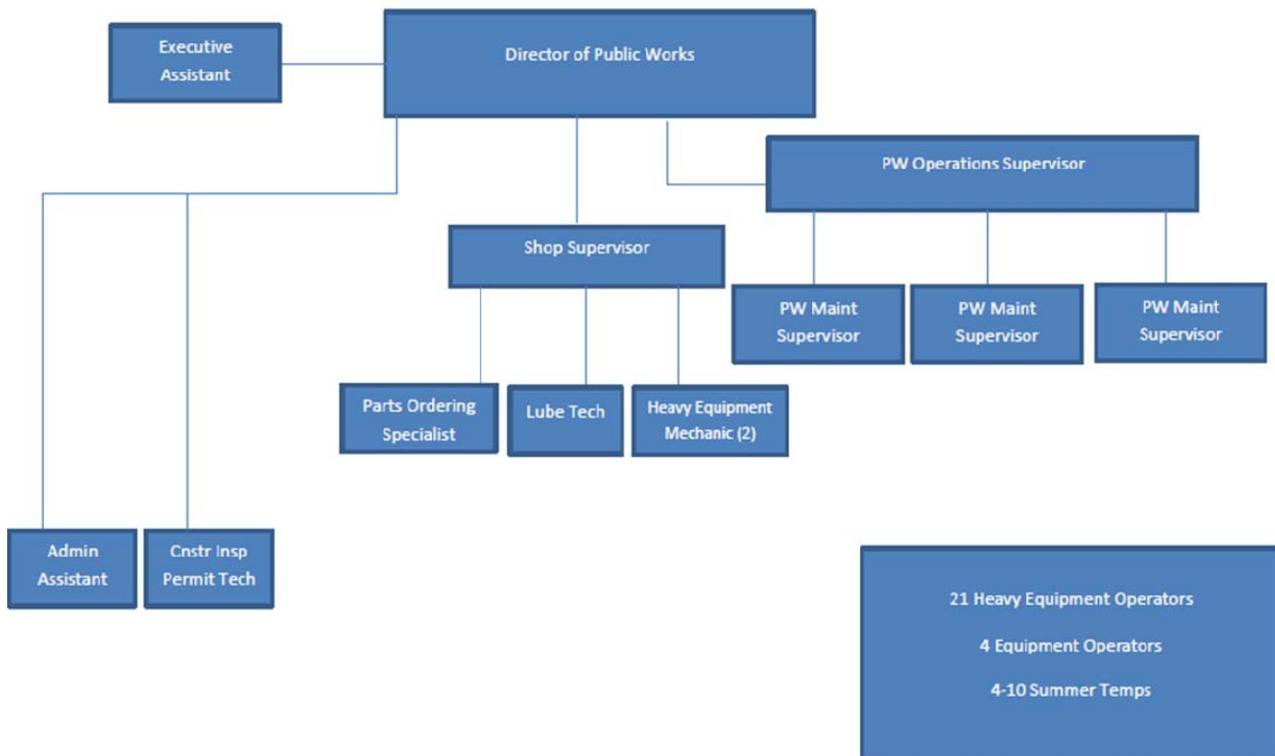
Government

The Laramie County Board of Commissioners is the general administrative body for county government and is made up of five elected members to include a Chairman, a Vice Chairman and three Commissioners.

The Position

Under administrative direction, the Public Works Director directs the Public Works Department (PWD) through effective planning, staff management, resource allocation, and sound fiscal practices; assures the effective coordination of Public Works projects required to meet Laramie County strategic plans and objectives.

Organizational Chart



Duties and Functions

- Develops and implements Public Works Department (PWD) strategies to accomplish plans and goals; reviews County needs, and determines PWD resource requirements, costs and deliverables; determines scope and priorities of projects, and directs activities required to achieve project goals.
- Directs Department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; manages Department performance and productivity; assures the overall integrity of the Department products and services.
- Plans, directs and coordinates the Public Works Department's work plan; meets with management staff to identify and resolve problems; assigns projects and operational responsibilities to supervisors; reviews and evaluates work methods and procedures.
- Directs the PWD activities to support present and future operational needs; assures compliance with state and Federal policy and regulations.
- Interprets Board of Commissioners' concerns, defines desired results, develops solutions, and recommends direction of PWD strategies and projects.
- Directs and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; implements corrective actions and conducts performance evaluations; provides leadership, direction and guidance in project strategies and priorities; reviews and approves status reports and directs schedule and plan modifications.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; evaluates and monitors work load and support systems; identifies opportunities for improvement; directs the implementation of changes.
- Manages, allocates, and coordinates numerous internal and external resources, including negotiating contracts; develops and manages budgets, maintains current and accurate financial and resource information on PWD operations; directs the purchase of equipment and services.
- Assures effective communication of issues and strategies between PWD and County Commissioners; serves as liaison between the County and various Regional organizations and agencies; coordinates PWD project activities with other departments and agencies, including County Planning Group and Wyoming Department of Transportation.

Knowledge, Skills, and Abilities

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of principles and practices of project management in a government environment.
- Knowledge of the fundamentals of civil engineering and project planning.
- Knowledge of the methods and techniques of the design, construction and maintenance of public works infrastructure.
- Knowledge of the principles and practices of cost accounting, budgeting, personnel administration, and strategic planning.
- Skill in analyzing PWD issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in checking designs, details, estimates, plans, and specifications of PWD projects.
- Skill in analyzing and evaluating technical engineering data and documentation.
- Skill in analyzing needs of County residents and prioritizing projects to meet their needs.
- Skill in developing and implementing long-range plans and procedures for cost effective management of allocated resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in creating a work environment that fosters teamwork, creativity, and ethical standards.
- Skill in operating a personal computer utilizing a variety of software applications.

Experience and Education

Interested candidates should possess a Bachelor's Degree from an accredited four-year college or university in Engineering, Public Administration, or a related field. Qualified candidates should possess at least seven (7) year's experience in managing Public Works projects, including five (5) year's supervisory experience; OR equivalent combination of education, training and experience. Qualified candidates must have a valid Commercial Driver's License.

The Ideal Candidate

The ideal candidate will possess superior project management skills and have the ability to make strategic decisions pertaining to staff and procedures within the department. This person should be a visible leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control. The successful candidate should possess financial knowledge to include fiscal planning, budget management, and grant writing. Experience in the operation and maintenance of heavy equipment and direct experience working in a climate similar to Laramie County will be beneficial.

The ideal candidate should be a critical decision maker with the ability to process information and commit to a definite course of action. 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.

The ideal candidate will have experience in strategic planning and organizational development. 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.

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

Salary

Laramie County is offering a competitive salary commensurate with experience and a comprehensive benefits package.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: LARAMIE

Affion Public
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