

Recruitment Profile

Director of Streets & Utilities



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The City of Dublin is seeking qualified candidates for the position of Director of Streets & Utilities. A recent organizational analysis, conducted by the Novak Consulting Group, identified this position's critical need for the successful long-term management of our infrastructure and priorities. This Recruitment Profile highlights:

- the City of Dublin overview
- Public Service mission, philosophy and purpose
- the required/desired qualifications, competencies and capabilities of the ideal candidate

Required education and experience

Bachelor's Degree in Public Administration, Public Policy Management, Civil Engineering or related field from an accredited college or university. Extensive management level experience in a public works position, preferably in a local government environment or equivalent combination of education and experience.

Compensation

The authorized salary range for this position is \$76,000 – \$111,500. The salary offered to the successful candidate will be based on the candidate's qualifications, competencies and experience. The City provides an excellent benefits program including medical, dental, vision, life insurance, deferred compensation and generous vacation, personal and sick leave. Retirement benefits are provided through the Ohio Public Employees Retirement System.

Deadline for application

Applications will be accepted until the position is filled. To ensure full consideration, please apply by Friday, February 28, 2014. Applications will be accepted electronically at www.DublinOhioUSA.gov/careers.



Community Profile

Dublin, Ohio is a progressive, well-educated and innovative city surrounding the Scioto River in the northwest area of metropolitan Columbus.

Approximately 25 square miles and home to 42,000 people, the City annually hosts Jack Nicklaus' PGA Tour Memorial Tournament at Muirfield Village Golf Club and one of the nation's largest Irish cultural events – the Dublin Irish Festival. In September 2012, Dublin was recognized as the Most Outstanding Global Festival and Event City in the World by the International Festivals and Events Association.

Dublin also is known as a leader in municipal innovations, including tax increment financing, underground fiber optics, Wi-Fi deployment and green initiatives.

Dublin has long been recognized as a premier community, not only locally, but also internationally. Home to Ohio's largest corporation, Cardinal Health – 21 on the Fortune 500 list, Dublin also is the headquarters of the Wendy's Company, Ashland Inc. and OCLC – the Online Computer Library Center.

Dublin's diverse and sound economic base provides the foundation for the present and future stability of the City. The City's continued economic vitality is the result of quality development, strategic planning and aggressive efforts to attract and retain high-quality commercial development.

All three high schools were named to Newsweek's 2012 list of top high schools in the country. With 25 institutes of higher learning in Central Ohio, including The Ohio State University, the region offers a pipeline to 115,000 college students and 20,000 annual graduates.



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Dublin's largest source of funding is income tax revenues, which are allocated 75 percent to the General Fund and 25 percent to the Capital Improvements Program (CIP). Dublin's healthy tax base provides the resources necessary to keep pace with the city's growth and underwrite the high quality of life enjoyed by Dublin's corporate and residential citizens.

The CIP establishes a fiscally sound plan for Dublin's future investment in capital infrastructure and provides financial guidelines that identify available revenue sources, debt capacity and policy for projecting revenues and designating reserves to be maintained.

Dublin's fiscally sound stewardship has earned the City the highest available bond ratings – AAA from Moody's Investors Service and AAA from Fitch Ratings – a distinction carried by approximately three percent of rated cities nationwide.

These ratings reflect the cooperative efforts of private citizens, civic leaders, government officials and business representatives. Such widespread commitment to the community ensures that Dublin will remain one of the most desirable suburbs in Central Ohio and the Midwest.

Financial Close Up

The City's current total income tax revenues are estimated to be \$76.5 Million in 2014. The City's 2014 Operating Expenditures are estimated to be \$74.0 million, while the General Fund expenditures are estimated at \$62.3 million. The City's five-year (2014-2018) Capital Improvements Program is \$167.5 million with a 2014 budget for capital related projects is estimated to be \$54.5 million. The City's 2013 year-end General Fund balance was \$56 million, which was 81% of the year-end General Fund expenditures.

The Only City in the World

Home of the Memorial Tournament since 1976, Dublin is the only city in the world to host three of golf's most prestigious international team, match-play competitions

- 1987 The Ryder Cup
- 1998 The Solheim Cup
- 2013 The Presidents Cup



Explore our website and experience Dublin

Find out why 'It's Greener' in Dublin, Ohio, USA

<http://DublinOhioUSA.gov/home-page/about-dublin/>

Join the Team

<http://DublinOhioUSA.gov/dublin-police/join-the-team/>

IFEA World Festival & Event City Award

<http://DublinOhioUSA.gov/government/ifea-world-city-award/>

Video

<http://DublinOhioUSA.gov/video/>

Newsroom

<http://DublinOhioUSA.gov/newsroom/>

City Services

<http://DublinOhioUSA.gov/city-services/>

Living in Dublin

<http://DublinOhioUSA.gov/living-in-dublin/>

Visiting Dublin

<http://DublinOhioUSA.gov/visiting-dublin/>

Government Structure, Leadership Philosophy and Core Values

The City of Dublin is an award-winning local government organization known for its professionalism, vibrant spirit, customer service orientation and a strong commitment to distinctive and well-planned community development. We excel in a dynamic, fast-paced, achievement-oriented culture distinguished by our participative leadership style and collaborative working relationships.

The City of Dublin is a “Home Rule” municipal corporation operating under the authority of our own Charter.

Dublin residents adopted the City’s original Charter in 1979 and later revised the Charter in 1996. The City’s original Charter and Revised Charter have provided for a Council-Manager form of government.

Dublin City Council is comprised of seven members – three elected at large and four elected from each of the four wards of Dublin. All Council members serve a term of four years. As Dublin’s governing body, City Council adopts policies and passes legislation, establishes City goals and oversees and approves the annual budget. The presiding officer of Council is the Mayor, who is elected by fellow Council members for a two-year term.



The **City Manager** is the chief administrative and law enforcement officer of the City and is appointed by the City Council to serve at its pleasure. The City Manager is responsible for day-to-day administration and operations. Dublin City Council annually adopts goals and strategic focus areas providing a blueprint for administrative priorities.

The City Manager is supported by a **Management Team** that consists of directors, managers and other professional administrators who are accountable for strategic, tactical and operational management of their initiatives and leadership of their employees. The Director of Public Service is a member of the Management Team.

While international recognition and financial security are very important to the growth of our community, what sets us apart is the deep expertise and rich experience of our employees. The City of Dublin has 20 principal organizational units comprised of **368 full-time permanent positions** and approximately **232 part-time and seasonal positions**. Each day, this dedicated team of public servants

is committed to delivering high quality services, fair and transparent governance and stewardship of public funds that maximizes accountability and efficiency in local government.

“While City Council determines policy, the City Administration works diligently to implement it. Our focus is on maintaining a high level of service. We also look for ways that we can incorporate sustainable values knowing that what we do today can have long-term impacts on the community,” said City Manager Marsha Grigsby. “We have been gratified to hear from residents, through national and local surveys, that they consider Dublin to be an excellent place to live. We value endorsements like that, but will not rest on our laurels. We are implementing additional customer service training for our employees to ensure that we continue to meet the expectations of our residents. Our employees take great pride in their work. And that’s a healthy outlook, and one that will continue to move our City forward.”

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Mission Statement

The **City of Dublin** strives to preserve and enhance the unique **high quality** of life offered to those who live or work in our community by providing the **vision, leadership and performance standards**, which allow for **managed growth and development**. We endeavor to deliver our services **cost effectively** with an emphasis on **quality and innovation**. The City of Dublin seeks recognition in the field of local government as being **responsive, cooperative and culturally and environmentally sensitive** while embracing the highest standards of **integrity and accountability** to those we serve.

Leadership Philosophy

We are members of an organization that succeed because of teamwork, dedication and innovative spirit. Together we build a culture of trust, mutual respect, creativity, diversity and open

communication. We hold ourselves mutually accountable to promote and sustain continuous learning and to develop the potential that exists in every member of our team. We are the City of Dublin.

Core Values

Integrity. We are open and honest. We honor our commitments to the community and each other. Our actions are consistent with what we say.

Respect. We treat our coworkers and members of the community with courtesy and dignity. We embrace diversity and acknowledge the needs, responsibilities and inherent worth of each individual.

Communication. We maintain an environment in which employees feel free to share ideas and information. We promote open interaction throughout the organization to ensure knowledge and understanding among all employees and our community.

Teamwork. We create a climate in which all employees work together and support the individual talents and contributions of team members. We celebrate successes and see mistakes as opportunities for growth; we will never willingly let a member of our team fail.

Accountability. We are responsible to our community and each other for our personal and organizational decisions, actions and performance results. We are committed stewards of our City's assets and resources.

Positive Attitude. We focus our efforts on constructive behavior, attitudes and solutions. We promote an environment that people love going to every day – a place where each individual can find a sense of belonging, inspiration, enjoyment and meaning.

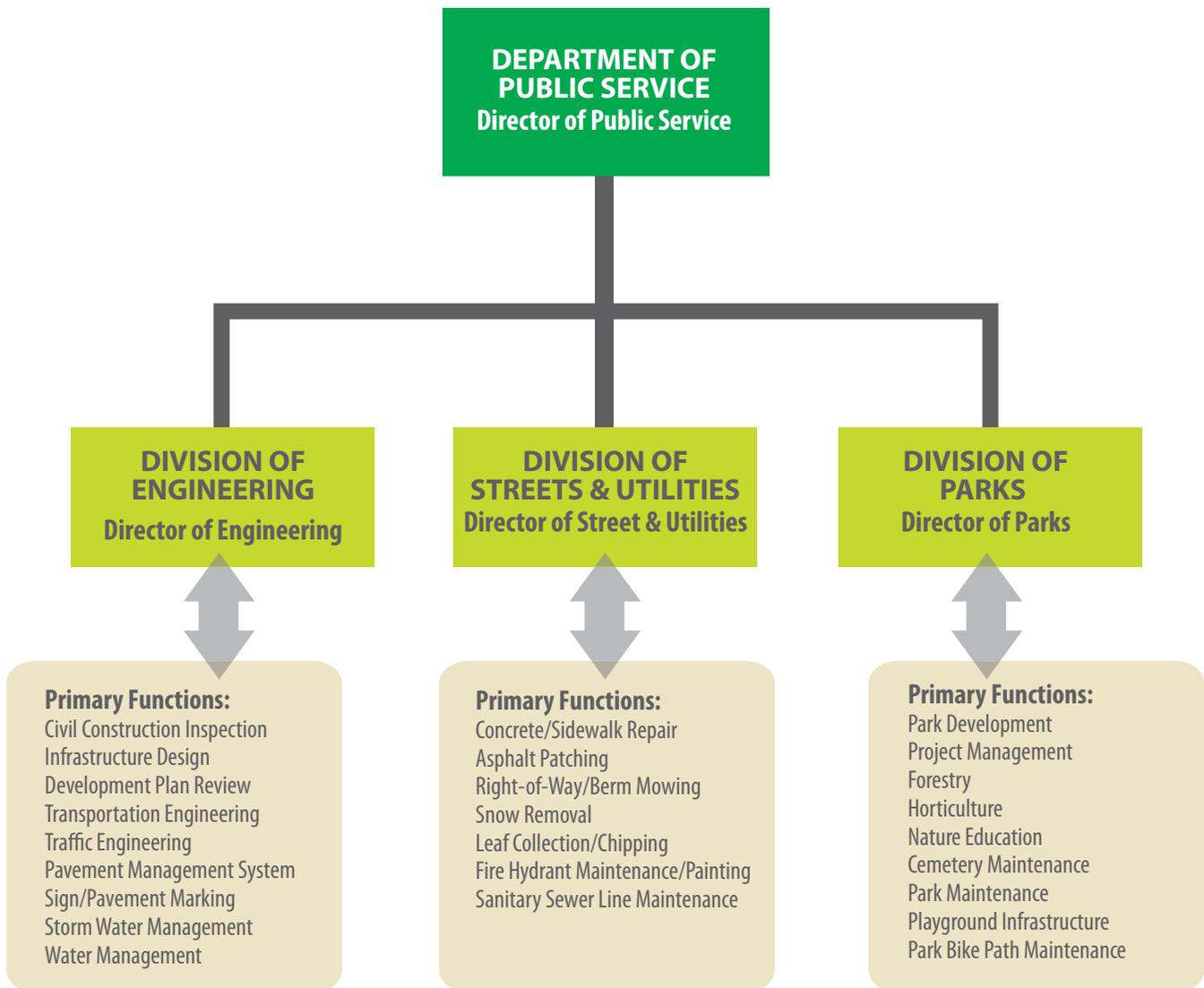
Dedication to Service. We pursue innovation and continuous improvement in all we do. We are committed to efficient, effective and responsive service delivery that makes a difference in the lives of those we serve.

Public Service Staffing and Structure

The Department of Public Service is comprised of a total staffing level of 114 Full Time Equivalent (FTE) and 60 Seasonal professional, managerial, administrative,

technical, maintenance and clerical support staff within the divisions of Engineering, Streets & Utilities and Parks.

Staffing Levels	FTE	Seasonal
Engineering	32	NA
Streets & Utilities	35	19
Parks	47	41



Functions, Duties & Responsibilities

This position entails advanced professional and administrative work in planning, organizing, coordinating, and directing the activities of the Division of Streets & Utilities. The incumbent in this position will directly supervise staff and provide leadership and guidance to the entire divisional staff. Work also includes developing program concepts, implementing programs and standards, and measuring performance. Considerable coordination with other departments and divisions is required. Other responsibilities include:

Plans, organizes, prioritizes, and directs the activities and operations of the division for effective, high quality, cost efficient service delivery (functional areas of responsibility include: street maintenance; water, sanitary sewer, storm water maintenance; solid waste management; safety; support to special events including logistics/materials management).

Ensures compliance with state, federal, and local laws, policies, and procedures; city ordinances, city charter, and administrative orders.

Recommends and participates in the development of capital and land acquisitions and facility improvements; assists with project scoping and development of project plans and specifications.

Develops and recommends an annual operating and capital budget, manages and monitors budget and project status.

Manages the procurement of goods and inventory for program activities.

Ensures safe conditions for employees and the public.

Emphasizes employee safety through training, discipline, organized and clean work areas, and the development, implementation and administration of safety policies.

Ensures the proper documentation of safety practices in accordance with administrative orders, standard operating guidelines, and state and federal laws.

Develops and implements public information regarding divisional programs in cooperation with and within guidelines established by the City.

Participates in various public meetings, provides liaison to boards, commissions, committees, and task forces; delivers presentations and speeches at meetings and other community events.

Networks via professional associations related to functional areas of responsibility as well as with other division directors/administrators responsible for similar functions in other jurisdictions.

Conducts liaison with other governmental entities and agencies as required or assigned.

Responds verbally or in writing to a variety of requests and correspondence from community groups, state and local officials, and the general public.

Possesses ability to input, obtain output, and analyze and interpret data using computer technology.

Given the nature of this classification's duties, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not eligible for formal overtime compensation or formal compensatory time.



Requirements/Qualifications

- Bachelor's Degree in Public Administration, Public Policy and Management, Civil Engineering, or other related field is preferred, with extensive management-level experience in a public works position preferably in a local government environment, or equivalent combination of education and experience.
- Must possess the combination of a team-oriented, participatory leadership/management style; a comprehensive understanding of the public policy aspects of local government; and exceptional communication, interpersonal, and problem-solving skills.
- Thorough knowledge of effective managerial practices and methods.
- Thorough knowledge of budgeting policies, practices and procedures.
- Thorough knowledge of modern principles, methods, practices, and equipment relating to the functional areas of responsibility.
- Thorough knowledge of asset management principles.
- Ability to identify and define training needs of subordinate personnel.
- Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations, community agencies, and the general public.
- Ability to plan, direct, supervise, and evaluate programs; assess overall division effectiveness in carrying out its missions and recommend improvements.