



**City of Milwaukie  
Employment Opportunity  
Operations Director**

**Apply by: June 3, 2011, 4:00 p.m.**

Status: **Full-time, Benefit eligible**  
Hours: **Monday – Friday, general business hours**  
Work location: **Johnson Creek Campus, 6101 SE Johnson Creek Blvd, Milwaukie, OR**  
Department: **Community Development / Public Works**  
Salary: **\$73,836 - \$94,236 Annually –Exempt, Non Represented**  
Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking a Public Works Operations Director with exceptional management skills to oversee the city's six public works divisions. Essential to the position are the ability to align public works operations with city goals; improve operating efficiencies; and identify essential resources for carrying out departmental work plans.

The position is responsible for implementing the city's asset management program; coordinating departmental activities with other departments and agencies on service delivery; analyzing business practices and making best practice recommendations; managing public contracts and ensuring contract compliance; resolving service issues and sharing emergency management coordination responsibilities with the Police Department.

Candidates must be able to communicate effectively with the general public, city council and property owners and must demonstrate sound stewardship of public funds. This position is the chief advocate for the city's infrastructure, and its ongoing maintenance and repair. Will coordinate and approve an annual budget and tie operating expenses to deliverable outcomes or projected future outcomes based on funding scenarios. Contributes to the development of utility master plans and associated rate-setting recommendations. The position also has a leadership role on the city's Sustainability Team and is uniquely positioned to advance Milwaukie's sustainability agenda.

**Qualifications:** Bachelor's Degree in Civil Engineering Public Administration or a related field with at least five year's of progressively responsible public works experience with three years in a managerial or supervisory capacity. Any equivalent combination of education and experience will be considered.

**Selection Process:** Applications will be screened to determine the candidates being invited to an interview. Preference will be given to applicants with direct and relevant education and/or work experience. Offers of employment are contingent upon successful completion of a pre-employment screening, which may include a background check, drug screen and physical exam.

**Application Process:** All candidates must complete a City of Milwaukie employment application. Resumes may be included but are **not** accepted in lieu of an application. Application materials are available for download at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org). Please mail your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familiar status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***