

JOB VACANCY ANNOUNCEMENT



Internal: Yes
External: Yes
Classification: Appointed
Schedule Status: Full-time
Salary: Grade 24 - Negotiable
(Grade 24 range = \$62-\$93K)

Opening Date: January 25, 2012
Closing Date: Open Until Filled

Public Works/Community Development Director

Tooele City Corporation is an equal opportunity employer and does not discriminate with respect to any qualified applicant with a disability or disabilities.

This announcement does not represent the entire job description. For a complete and thorough job description please contact the human resource office.

Tooele City Mayor Patrick Dunlavy is accepting application for the position of Community Development/Public Work Director. This key management position is filled by Mayoral appointment, reports directly to the Mayor, and is responsible for the success of our public works and community development departments which include streets maintenance, water distribution, wastewater, shops, planning, zoning, building inspections, ordinance enforcement and administrative divisions. Major divisions are staffed by supervisors with expertise in their respective areas of responsibility.

The ideal candidate will be an educated, experienced, and technically skilled director with strong management and leadership skills.

Other desired qualifications include:

- Bachelor's Degree or higher from an accredited college or university with in a public administration, business management, engineering, or a related field;
- Substantial high level professional experience in public works, utilities, engineering, building zoning, or other relevant areas.
- Certification as a building inspector or official, or ability to obtain certifications within a reasonable period of time;
- Substantial administrative and supervisory experience including long and short-range planning, formulation of staff recommendations to administrative and legislative personnel, organizing and directing the activities of several divisions, preparing and managing complex budgets,
- Prior experience presenting complex material in a manner understandable to the applicable audience;
- Excellent problem resolution skills relating to difficult administrative, technical, and public relations problems;
- Ability to carry out the City's mission, ordinances, laws, council directives, and strategic initiatives;
- Strong computer skills including the ability to utilize software application applicable to completion of the work;
- Willingness and ability to respond around the clock to unusual circumstances within a reasonable time period; and
- Excellent public service and communications skills.

A combination of applicable education and experience will be considered.

As a condition of employment the selected applicant must:

- Pass a comprehensive background check including DMV records review, criminal history check, and drug screen;
- Posses a valid Utah Driver's License and driving record satisfactory to the department; and,
- Obtain any deficient licenses or certifications that may be required necessary to complete work responsibilities.

This position is filled by appointment of the Tooele City Mayor with consent of the Tooele City Council. Salary is negotiable based on experience and qualifications. Please specify salary expectations on your application. Competitive benefit package including health, dental, vision, life, 401k, pension, paid leave and holidays.

TO APPLY

Return a completed Tooele City Application and a resume and cover letter addressed to Tooele City Mayor, Patrick Dunlavy, explaining your salary expectations, qualifications and interest in this position.

Return application materials to: Tooele City HR Office, 90 N Main, Tooele, UT, 84074 or fax to 435-843-2106. First review of application will be completed on February 3rd.

This position will remain open until filled.

Communications regarding the status of the recruitment will be made via e-mail.

Pre-employment drug screen required - ADA/EEO Employer - www.tooelecity.org

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