

The City of Salem, Salem Illinois is seeking resumes to fill the role of **Public Works Director**. This highly responsible administrative work directing the activities of the public works department of the City of Salem. Work involves responsibility for the efficient and effective operation of all levels and divisions within the public works department. Public Works includes ten (10) active working departments. The Public Works Director, through planning, organizing, and directing public works activities, assure the proper maintenance of all departments. The Public Works Director works under, and is responsible to, the City Manager. The Director is responsible for supervision and oversight over all personnel and departments assigned to public works department. Some of the duties include budget preparation and planning for each department, planning and implementation of public improvement projects, coordinates all motor fuel tax programs and acts as a liaison between the City and the Illinois Department of Transportation. Serves as the building official for the City. Manage thirty-three full time union employees and approximately sixty part-time employees. The position requires a BS/BA degree in a related field of study and/or skills, knowledge, experience, mental development, and considerable training with a specific emphasis on public works administration, and associated engineering disciplines that are considered comparable or are acceptable as an alternative to a degree. Requires a minimum of five (5) years-experience in a progressively responsible supervisory and/or administrative position within a municipal or state government operation or comparable private sector management position. Considerable knowledge of current trends and development in the field of public works administration and current EPA, IDOT, ICC regulations pertaining to the position. Must have the ability to establish relationships with other city officials, authorities of other governmental entities, civic leaders, and the public and news media. Requires the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with departmental activities. Knowledge to read and understand blue prints including purchasing, bidding and contract procedures. Salary range is based on experience \$85,000 to \$110,000 and includes health insurance benefits and IMRF retirements. Please submit resume to City of Salem, Attn: City Manager, 101 S. Broadway, Salem, IL 62881 or email to ctymgr@salemil.us