

EMPLOYMENT OPPORTUNITY

ASSISTANT CITY ADMINISTRATOR-PUBLIC SERVICES

CITY OF GIBRALTAR



GENERAL DESCRIPTION

The City of Gibraltar is accepting applications for the position of Assistant City Administrator-Public Services. This appointed position will work under the direction of the City Administrator.

The Assistant City Administrator-Public Services is expected to be an innovator in both problem solving and in providing overall direction. This position requires frequent communication with elected and appointed officials. Assignments involve direct supervisory and management responsibilities for assigned departments and projects.

ABOUT THE COMMUNITY:

The City of Gibraltar (pop. 4,487), covers an area of 4.4 square miles located in the southeast portion of Wayne County. Gibraltar is a coastal community along the Detroit River, opening into Lake Erie. Gibraltar is bordered by the Cities of Trenton, Rockwood, and Brownstown Township.

The City of Gibraltar is a full-service municipality with its own Public Works Department, Police/Fire Department, and Recreation Department. The City of Gibraltar does not have its own water distribution system and receives its water from the Great Lakes Water Authority (GLWA). Additionally, the City does not have its own waste water treatment facility. The City is part of the South Huron Valley Utility Authority (SHVUA).

ABOUT THE DEPARTMENT OF PUBLIC WORKS:

The DPW has three full-time employees and three part-time employees that handle the day to day operations of the department. The City's sanitary sewer system has 107,207 feet of pipe that is maintained by its Department of Public Works. Additionally, the City's storm sewer system has 76,830 feet of pipe that is maintained by the DPW.

CHALLENGES:

In 2016, the City of Gibraltar was awarded a \$1.7 grant from the Stormwater, Asset Management, and Wastewater (SAW) Program. This grant allowed the City to assess the condition of its existing underground infrastructure (storm sewer, sanitary sewer). Additionally, assessing the condition provided the City with the necessary information to develop a plan to maintain and repair that infrastructure. This plan is known as an Asset Management Plan or Capital Improvements Plan.

Once the condition of the storm and sanitary sewers were assessed, it was determined that nearly \$20 million in repairs and renovation were necessary to maintain the existing infrastructure. Once the City developed an Asset Management Plan, we were able to annually prioritize a schedule of infrastructure maintenance over a span of twenty (20) years. Engineering consultants also provided an estimated cost for those repairs and maintenance.

In 2020, the City has committed to using a portion of its Water fund balance to begin implementing portions of the Capital Improvements Plan. The City is continuing to work on a long-term solution to fund the full implementation of the CIP.

THE IDEAL CANDIDATE:

The City of Gibraltar is seeking qualified applicants able to carry out the following responsibilities:

- Plan and oversee that quality public services are provided by the City for our residents.
- Provide leadership and oversight to all Public Works staff, including coordination of daily workload, goals, training, and performance reviews with an emphasis on continuous development and improvement.
- Manage and supervise all public works operations
- Prepares plans, schedules, resource allocation and analyses for City projects.
- Oversees department budgets including forecasting, allocations, and unexpected expenses.
- Ensure compliance with federal regulations, City ordinances/policies, state statutes, and environmental regulations to ensure safe and efficient operations of the Public Works department.
- Respond to resident inquiries and complaints.
- Work with Engineering Consultants and City Administrator on infrastructure-related projects.
- Develop and present action plans to the City Administrator and City Council.
- Attend meetings of the City Council and report on activities.
- Perform other duties as assigned by the City Administrator.

THE PREFERRED CANDIDATE WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Bachelor's degree in construction management, public administration, or related field.
- Minimum of 1-2 years of progressively responsible experience in public works administration.
- Thorough knowledge of the principles, techniques, equipment, machines, materials, safety precautions and operating practices of a municipal public works department.
- Preferred experience with ArcGIS and BS&A software.

COMPENSATION:

Salary (DOQ), Full benefits package including defined contribution retirement plan (401a), health insurance, dental/vision insurance, and optional deferred compensation plan (457).

TO APPLY:

Qualified candidates should submit their cover letter, resume, and City of Gibraltar Employment Application (available at www.cityofgibraltar.net) to City Administrator Tim McLean tmclean@cityofgibraltar.net or by mail to **City of Gibraltar, 29450 Munro St. Gibraltar MI 48173**
Attn: City Administrator. Applications will be received until **Friday, November 13, 2020 at 4:00 p.m.**