

Village of

University Park



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Public Works Director Village of University Park, University Park, IL

University Park is a home-ruled form of government in Cook and Will counties in the U.S and state of Illinois. Located almost entirely in Will County, University Park has been the home of Governors State University since 1969. The village population was 7,129 at the 2010 census. Will and Cook Counties, 31 miles south of the Loop.

The Village of University Park, IL, is seeking a candidate to fill the position of Public Works Director. Work is performed under the general supervision of the Village Manager.

The ideal candidate: is an industry leader with excellent management experience to manage, plan, direct and coordinate all work and programs within the Public Works Department. The applicant must have high integrity and a track record in effective customer service, departmental team building within the Public Works department and other departments. Strong oral and written skills, excellent supervisory abilities, budget development and administration experience, are required.

Creating relationships with citizens and community organizations and a demonstrated enthusiasm for working closely with elected and appointed officials is also important. This candidate will have experience in the development and implementation of strategic long-range plans, operations and capital improvement budgeting, developing goals, evaluating performance and holding others accountable for results. They must process employee concerns and problems; counsel; complete employee performance appraisals; recommend promotions, discipline, termination and salary increases; and train staff in operations, policies and procedures. On-call availability for departmental-related emergencies is required.

The successful candidate will have the ability to recognize precautionary and safety measures. They must participate in professional groups; stay abreast of new trends and innovations in The field of public works administration; and prepare and administer department budgets. In addition the applicant must have experience in scheduling and prioritizing projects with realistic timelines and deadlines. Must also stay abreast of Human Relations and employee labor law issues, pertinent federal, state and local laws, codes and regulations.

Must have five (5) years previous construction/public utilities, minimum five (5) Public Works Management experience; obtained NIMS certification or the ability to acquire it. It is preferred, but not required, that candidates have a Bachelor's degree in civil engineering, public administration, construction management, business management or related field, or an equivalent combination of education. Candidate must have a "B" CDL license with an air brake endorsement or obtain within six (6) months. Also, experience in Storm Water Management

Compensation will be negotiated depending on qualifications and experience. Benefits are in addition to the compensation. Residency is encouraged.

**Applicants should submit a cover letter, resume' and three (3) references to:
Acting Village Manager-Director of Public Works-2015, 698 Burnham Drive,
University Park, Illinois 60564 or email: manager@university-park-il.com**

Deadline for submitting applications is: Thursday, December 3, 2015 by noon.

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