

# Public Works Director



## Community

On the rolling plains of eastern Williamson County, Texas is the historically significant city of Taylor. Located just eight miles east of the new 130 Toll Road at the intersection of U.S. Highway 79 and State Highway 95, Taylor is in the crosshairs of a growth wave surging from the Austin metro area. Austin has been identified as the fastest growing major city and Williamson County has been identified as the fastest growing county in the United States by Forbes magazine. Taylor, located on the northeastern edge of this growth area, has grown from a population of 13,575 at the time of the 2000 Census to an estimated population of 16,080 in 2012, an increase of 18.5%. The community is both figuratively and literally at the crossroads of major changes.

Like many Texas cities, Taylor's beginnings are tied to the railroads, cattle and cotton. Taylor was originally settled in the mid-1800s as the railroads expanded into Texas. Because of its location on one of the major cattle trails, Taylor became a shipping point for cattle. The fertile soil in the area led to the production of "abundant" cotton. Unfortunately, a fire in 1879 destroyed all of the wood buildings in the downtown area. This incident led to the construction of the stone and masonry structures which are still part of downtown today. In fact, the area is now recognized as a National Historic Place by the U.S Department of the Interior. The 950-acre historic area is one of the

largest in Texas and includes 83 buildings and as many as 300 storefronts. Efforts are underway to

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***Mission: To be a productive, fiscally responsible organization that takes proactive steps to ensure economic growth and the safety, well-being and success of Taylor residents and the growth of business. Our vision for Taylor is to be a vibrant and diverse community.***

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redevelop the downtown and attract new businesses and restaurants to the area. The area also includes a number of large old homes with two and three stories which reflect a time of affluence in a young Taylor. Many of these homes have been maintained by generations of the same family, while others have been faithfully restored and modernized. Taylor's connection to the railroads continues today through the modern Amtrak station located in downtown Taylor.

From its earliest days, Taylor has attracted a diverse population. The community takes great pride in its ethnic diversity that includes Czech, Polish, German, English, Scotch-Irish, Swedish, Black, Hispanic, Mid-Eastern and other ancestry. Taylor has a reputation for being an extremely friendly community accepting of newcomers. The ethnic background of the area is reflected in its reputation for great barbecue restaurants. Kolache, a slavic pastry, is also widely available.

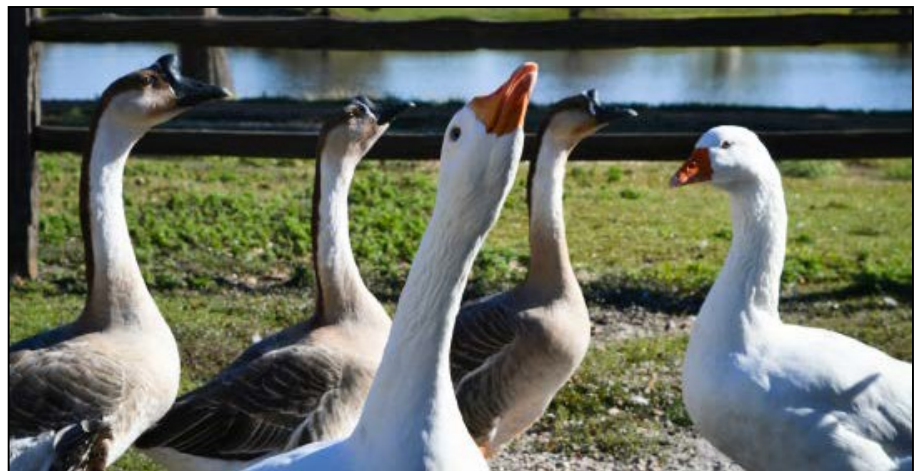


## Community (cont.)

Residents of Taylor enjoy the quiet atmosphere of a semi-rural community, with the amenities of a major metropolitan area just minutes away. The city is proud of its parks system which includes three major parks and more than eight miles of hike and bike trails. The Taylor Regional Park and Sports Complex is a state-of-the-art recreation facility and nature preserve which includes a variety of tournament quality athletic fields, basketball courts, a covered pavilion, two modern playscapes, and a hike-and-bike trail. The park also features an innovative nature conservation project and a six-acre lake that are perfect for outdoor education. Williamson County is planning to expand the County rodeo arena adjacent to this park further enhancing its attraction as a regional destination.

Taylor residents have access to schools and facilities of the Taylor Independent School District (TISD). TISD serves over 3,200 students in schools that have all received the rating of "Acceptable" from the Texas Education Agency (TEA). The area is also served by a number of institutions of higher learning, including the East Williamson County Higher Education Center (located in Hutto), a multi-institutional teaching center that boasts a partnership of: Temple College, Texas State Technical College, Texas Tech and Concordia College, along with Legacy Early College High School which is located in downtown Taylor. The Austin Campus of the University of Texas is only 30 minutes away. A number of other colleges and universities are located in the Austin Metro area.

Baylor Scott & White Hospital in Taylor is a 25-bed critical access hospital with 24-hour Emergency Room service. Radiology, Laboratory, and Surgery are also available services. Baylor Scott & White Clinic provides pediatrics, women's healthcare, cancer screening, office surgery, orthopedic care, and occupational medicine to the city's residents. Twenty-five hospitals and one children's hospital are located in Greater Austin, totaling more than 3,000 hospital beds, and 13,000 physicians and nurses.



## Governance

The City of Taylor operates as a Council/Manager form of government under a Home Rule Charter originally adopted in 1914 and last amended in 2001. Under the Charter, the City is governed by a five-member Council with four members elected from Districts and the fifth member elected at large. Council Members serve three-year terms and elect the Mayor from among the five Members.

The City Council appoints the City Manager, City Attorney and Municipal Judge. The City Manager is appointed to be the chief administrative officer of the city for any term, condition and compensation deemed acceptable to the City Council. The current City Manager is Isaac Turner who was appointed to the position in September of 2014.

The City Manager oversees an organization with 148.75 full-time employees and an operating budget for Fiscal 2016-2017 for all funds of \$24.5 million. The City is organized into a number of departments including Police, Fire, Development Services, Public Works, Finance, Library, General Services, Human Resources, City Clerk, Main Street and Public Information. The City operates a municipal airport. Solid waste services are provided to the City through a private contractor. The City is very strong financially and has a "AA-" bond rating. The City has adopted the Type "A" economic development sales tax and has established the Taylor Economic Development Corporation (TEDC) to administer the tax. TEDC owns two industrial parks, one of which has been fully developed.

The City has established a Municipal Drainage Utility System which allows the City to collect a fee to address drainage related issues in the community including localized flooding, emergency operations, and the cost of providing infrastructure and facilities that permit the safe drainage of storm water. The City is currently updating the Master Drainage Plan.

The City Council has recently adopted a Transportation User Fee which will provide funding for increased street maintenance and reconstruction. The City will begin collecting the fee in June 2016. It is anticipated that construction of projects funded by the fee will begin in Spring of 2017. The City's long-term water supply is provided from Lake Granger through a 50-year contract with the Brazos River Authority (BRA). The City also operates a 4 MGD wastewater treatment plant.



## The Position

Under the direction of the City Manager, the Director of Public Works is responsible for the oversight of Engineering and Inspections, Streets and Drainage, Parks/Grounds Maintenance, Cemetery, Utility Construction, Water Distribution, Wastewater Collection/Treatment, and Solid Waste Collection. The Director also manages property and easement surveys and legal descriptions; supervises the inspection of construction projects performed by contractors for compliance with plans, specifications, and City standards; and is responsible for the review of development projects and the oversight of all public infrastructure improvements. The Public Works Director manages the solid waste collection contract. He/She prepares reports related to Public Works activities and performs other related duties as required. The Director oversees an organization with 30 FTEs and a 2016-2017

operating budget totaling and Five-Year Community Improvement (CIP) budget of \$56,987,786.



## Personal Qualities

The City of Taylor is seeking an experienced public works professional, with a strong preference for a professional civil engineer in the State of Texas (PE), with knowledge of and experience in the management of public works operations to be the next Director of Public Works. Following is a summary of the knowledge, talents and experience preferred for the position:

- A strong working knowledge of the types of operational and administrative services provided by the City of Taylor Public Works Department.
- A proven track record of providing high quality services and facilities in a growing, diverse urban environment.

- Outstanding personal management, leadership skills, professional demeanor and appearance, including the ability to relate to a broad range of people both inside the organization and in the community.
- An approachable, friendly, open and collaborative management style that encourages communication with and on behalf of employees, cooperation, and productivity within the Department while maintaining appropriate levels of accountability and discipline; the ideal candidate must set high personal standards and require high performance standards for the Department.
- Demonstrated commitment to staff development and involvement with intentional focus on developing future leadership for the Public Works Department. This includes the ability to select, organize and motivate a top-notch staff.
- An ability to maintain effective working relationships with departmental staff, fellow department directors and other City employees. The Director of Public Works will be a member of the city management team and will be expected to encourage teamwork within the Public Works Department and between the Public Works Department and other City departments and represent the department with city management, elected officials and the public.
- An ability to anticipate problems, identify alternative courses of action, prepare pro-active recommendations providing workable solutions; present, defend and support those recommendations before the City Manager, City Council, advisory groups, regional and state agencies and/or citizens.
- Active commitment and involvement in professional networking and training.
- A visionary leader with a track record of innovation, resourcefulness, and influential leadership within the organization, community and interfacing entities.

The new Director of Public Works must have a strong commitment to public service and be willing to make a commitment to the city.



## Priorities for Director of Public Works

The City Manager will expect the new Director of Public Works to give priority to the following issues:

**Become Familiar with the Public Works Department Personnel and Operations:** The City Manager will expect the new Public Works Director to become familiar with the operations of the Public Works Department and look for opportunities to improve organizational communications and coordination. The City is committed to providing a high level of service to its citizens and to insuring that the City of Taylor provides a good working environment for its employees.

**Administration of Contracts:** The Director of Public Works oversees a number of contracts including those for engineering consulting, including a provider who serves as City Engineer, sanitation services and the Brazos River Authority water supply contract. The City Manager will expect the Director to become familiar with these contracts.

**Expediently implement recommendations from Strategic Facilities Plan:** The City of Taylor has engaged the services of an engineering firm to provide a facilities plan in order to review all capital projects together. The City Manager expects this to require a multi-year commitment and will look to the Public Works Director to manage implementation upon approval by Council.

**Customer Service:** The City Council and City Manager are committed to the development and maintenance of a high level of service to the citizens of Taylor. The Director will be expected to support that objective and look for opportunities to strengthen the City's customer service program.

**Operations Data Collection:** The city has recently implemented new systems to better track operational expenses, including a Community Improvements status report and use of I-WorQ to track project costs within Public Works. The Public Works Director will be responsible for timely reporting and full implementation of these new systems.

## Education & Experience

The position requires a Bachelor's degree and five years' public works administrative experience. Possession of a license to practice as a professional civil engineer in the State of Texas (PE) is desired but not required. The selected candidate must pass a drug test, driver's license check, criminal history background check, and social security number verification check prior to employment and must have or be able to get a Class "C" Texas Driver's License.

## Compensation

The starting salary is open and will depend upon background and qualifications of the successful candidate. The city benefits package includes medical, dental, and vision insurance. TMRS retirement is five years at age 60, or 20 years at any age and the City match is 1.5 to 1. The City provides LTD insurance to all full time employees, as well as sick leave, vacation and holidays. Taylor is an excellent place to live and work.

## To Apply

Send an electronic version of your current resume and salary history ASAP to G. Chris Hartung at [jobsearch@chcpublicsectorsolutions.com](mailto:jobsearch@chcpublicsectorsolutions.com). The first review of candidates will be August 1, 2017.

Applicants for this position selected as finalists will be subject to a background review prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.

The City of Taylor is an Equal Opportunity Employer and encourages anyone interested in this position to apply. Taylor desires diversity at all levels of its workforce!

