

CITY OF HARTFORD, CT DIRECTOR OF PUBLIC WORKS POSITION

Hartford, Connecticut's Capital City, is the heart of a region of a million people and home to diverse, energetic neighborhoods and ambitious companies primarily in the insurance, medical research, and aerospace fields. It's a small city, with all the charm and history of a place first settled in 1636, that's beginning to see a revival with rapid development of the downtown area. In 2016, The Brookings Institution named Hartford and the surrounding area as one of 19 "Knowledge Capitals" because it's one of the world's "leading knowledge creation centers," thanks to an incredibly well-educated and productive workforce.

Hartford has approximately 125,000 residents but draws nearly 100,000 commuters into the City daily. Located along the Connecticut River, Hartford is also strategically located about 100 miles away from New York City, Boston, and Providence. The largest employers are three major insurance companies, The Hartford, Aetna, and Travelers, and two world-class hospitals, St. Francis and Hartford Hospital. The City also has several colleges and universities including the University of Hartford, Trinity College, Capital Community College, and the University of Connecticut's Law School, which will be joined by a new 3,000 student undergraduate satellite campus in downtown Hartford in the fall of 2017.

CITY GOVERNMENT:

Hartford operates under the strong mayor form of government, with the mayor serving as the City's Chief Executive Officer and a Court of Common Council, which acts as the legislative body. The Mayor and members of the Council are popularly elected, at large, to serve four-year terms. The next election is in 2019.

JOB DESCRIPTION:

Director of Public Works is appointed by the Mayor in accordance with Chapters IV & V of the City Charter. The Director works under the general direction of the Mayor and administrative direction from the Chief Operating Officer. Position is responsible for the management, leadership and operation of the Department of Public Works which includes: engineering, traffic engineering, architecture of infrastructure, implementation of capital improvement plans, flood control, fleet/equipment maintenance for City (except fire and education), facility maintenance and repair, parks, cemeteries, forestry, street/road maintenance, emergency response to various weather events such as snow removal, and solid waste and recycling services. The department includes a Deputy Director & Executive Assistant and is divided into four divisions:

1. Engineering – Traffic, Flood Control, Permits, Architecture, CIP
2. Operations – Streets, Fleet, Waste & Recycling, Forester
3. Fiscal Management – Payroll, Personnel, Purchasing, Risk Management, Accounting
4. Parks & Facilities Maintenance – Cemeteries, Golf Courses, Special Events, Blight Removal

QUALIFICATIONS:

Bachelor's Degree from a four-year accredited college with major course work in business or public administration, engineering or closely related degree and 10 years of managerial, administrative and professional experience in management of various aspect of municipal Public Works programs. Possession of a valid driver's license

COMPENSATION & APPLICATION PROCESS

The City offers a salary (range \$103,000 - \$156,000) which is negotiable based on the chosen candidate's qualifications and experience. The benefits package includes: medical and dental insurance, a voluntary defined contributions retirement plan with up to 7% match, paid sick and vacation time and optional defined contribution plan

ADA/AA/EOE employer. Residency within 6 months. For full details about requirements, department and city see Profile – www.randifrank.com

To apply, interested Candidates must submit a letter of interest and resume to: Ms. Randi Frank, Randi Frank Consulting, LLC; by email at randi@randifrank.com or call 203-213-3722. **The position will remain open until filled. First screening deadline is August 10, 2017;** however, resumes may be presented immediately. For additional details or questions contact Ms. Frank.

For additional information about the City of Hartford and the Department of Public Works visit their website at: www.hartford.gov

Ms. Randi Frank
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