



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

DEPARTMENT OF PUBLIC WORKS

Cecil County Department of Public Works is seeking a **Deputy Director**, with a salary range of \$75,698- \$116,282. Assists the Director (Public Works) in leading and managing the Department of Public Works. Provides day-to-day oversight and supervision to five (5) subordinate divisions: Roads; Wastewater; Solid Waste; Engineering & Construction; and Stormwater Management. Position reports to the Director (Public Works) for general supervision. (Grade 127N)

Position requirements: Bachelor' degree in civil engineering, construction management, architectural engineering or related field; Master's degree preferred. Seven (7) or more years' experience in the planning, engineering, design, construction, operation and/or maintenance of public works engineering projects and systems; five (5) years' supervisory experience. Equivalent combination of education and experience may be substituted. Valid Driver's License; Maryland Professional Engineer's license or ability to obtain within one year preferred.

Duties: Supervises Office of the Director administrative staff and five (5) subordinate division Chiefs in performing daily operations. Assists the Director (Public Works) in developing and implementing strategic plans to accomplish departmental goals and objectives. Assists the Director (Public Works) in developing and implementing policies, procedures, and management controls for the efficient and effective operation of the department in fulfilling its assigned mission. Oversees the preparation and management of the department's annual operating budget. Assists the Director (Public Works) in overseeing the preparation and management of the department's Capital Improvement Program (CIP) budget and the execution of departmental CIP projects as well as those of other County departments and agencies. Chairs or serves on various committees; represents the County and/or department to other government agencies and the public during meetings and other forums. Assists the Director (Public Works) in developing and conducting public relations and community outreach efforts to inform residents and other stakeholders of public works programs, projects, services, and issues to increase understanding and support. Makes presentations to community and other groups. Ensures complaints, inquiries, and/or requests for service from elected officials, other government agencies, residents, and/or customers are received, investigated, resolved, to the maximum extent possible. Responds to media inquiries pertaining to public works issues while ensuring effective customer service. Prepares, reviews, and directs the preparation of correspondence, reports, and presentations concerning the activities of the department. Establishes and maintains effective working relationships with co-workers, subordinates, other agencies and stakeholders. Acts on behalf of the Director (Public Works) in his/her absence. Performs other duties as instructed and assigned.

Application procedure: To submit your resume and application, please go to www.ccgov.org and complete an online application. Please include salary requirements. Open until Filled.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap. EOE/AA/ADA.