

Public Works Director- The Town of Princeville is pleased to announce they are looking for an energetic leader to serve as their next Public Works Director. The incumbent will provide strategic direction to the Town public works department and use innovative approaches in achieving Town goals set forth by the Town Manager. For this incumbent to be successful, s/he must have effective communication skills and have dynamic interpersonal skills to build and maintain internal and external relationships. We are seeking someone who is a proactive problem-solver. The Town operates under a Council Manager form of governance with a mayor and 4 Commissioners.

About Princeville

Princeville, North Carolina is located in Edgecombe County. It has a population of 1250. As the first Town chartered by African Americans in the United States it has a rich and proud history. The Town in September 2021 adopted a comprehensive plan with an emphasis on resiliency, self-sufficiency and economic growth. Federal and state funding totaling in excess of 18 million dollars will provide the necessary capital to carry out many components of the plan.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, building maintenance; recommend and administer policies and procedures within the public works department.
- Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
- Plan, direct and coordinate the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Public Works Department budget.
- Represent the Public Works Department to the public, coordinate/ facilitate Public Works activities with public service needs.
- Work as zoning enforcement for the Town of Princeville, develop and maintain a zoning enforcement program, fine assessment program and will be responsible for issuing citations for citizens in violation of the zoning or any other ordinance of the Town.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, education and training required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. **Knowledge, Skills and Abilities**

- a. **Knowledge of:** operational characteristics, services and activities of a comprehensive public works program; management skills to analyze programs, policies and operational needs; principles and procedures of facility maintenance; principles and practices of program management, development and administration; principles of supervision, training and performance evaluations.

- b. **Skill in:** handling sensitive information and maintaining confidentiality; teambuilding; budget management; training, evaluating and instructing staff.
- c. **Ability to:** plan, organize, direct and coordinate the work of lower-level staff; select, supervise, train and evaluate staff; delegate authority and responsibility; lead and direct the operations, services and activities of the Public Works Department; Identify and respond to community issues, concerns, and needs.

2. **Education and Training Guidelines**

- a. **Education and/or Experience:** Experience in public works management, construction or a related field, including experience in administrative and supervisory responsibility preferred.
- b. **License or Certificate:** Possession of, or ability to obtain, an appropriate, valid driver's license.

This job description does not list all duties of the job. The Town Manager may ask employee to perform other job-related duties provided those duties are not illegal or injurious to the employee's health.

Applications will be accepted until the vacancy is filled.

How to Apply:

Your application package should include:

- Letter of interest/cover letter
- Salary history
- Detailed resume
- 3-work related professional references
- Town application

All items in the application package should be submitted to:

Town of Princeville (Attn: Town Clerk)
201 South Main Street
Princeville NC 27886

(252)-823-1057