



265 Strand Street, St. Helens, OR 97051  
Phone: (503) 397-6272 Fax: (503) 397-4016  
[www.sthelensoregon.gov](http://www.sthelensoregon.gov)

## Job Opening

August 21, 2020

**PUBLIC WORKS DIRECTOR.** The City of St. Helens is seeking qualified applicants to fill the position of Public Works Director. The ideal candidate is a solution-oriented and collaborative leader with the ability to perform complex supervisory, administrative, and professional work as a manager of the divisions of Engineering, Operations, Fleet, Parks, Water Filtration, and Wastewater Treatment. This position works under the broad policy guidance and direction of the City Administrator. A Council liaison is assigned by the Mayor. This position coordinates activities closely with the City Administrator and directs the work of 32 FTE with an operating budget of \$15.42 million annually.

### **Minimum Qualifications:**

- Undergraduate degree in civil engineering, public administration, or business from an accredited four-year college or university. PE or advanced degree preferred.
- Minimum of five years' experience in public works related positions with at least three to five years in supervisory positions.
- Any equivalent combination of education and experience.

Please see job description below for a complete list of duties, qualifications, and requirements.

### **Terms of Employment:**

- Annual Salary: \$94,152 (Step 1) to \$115,596 (Step 5).
- Excellent benefits package.
- This is an exempt position.

Applicants must complete the City application form attached or you may download an application online at [www.sthelensoregon.gov/jobs](http://www.sthelensoregon.gov/jobs) and attach a cover letter and detailed resume. If you are a veteran and would like to receive veterans' preference points, please complete that form which is also on the website and attach documentation. The successful candidate will be required to pass an extensive background check.

If you have any questions, please contact City Recorder Kathy Payne at 503-366-8217 or by email at [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us).

**Position is open until filled.**

**First review deadline is Friday, September 18, 2020 at 5:00 p.m.**

The City of St. Helens is an equal opportunity employer.