

**CITY OF NEPTUNE BEACH  
JOB ANNOUNCEMENT  
Director of Public Works**

**DESCRIPTION**

This at-will position is a key member of the City's Administrative Executive Leadership Team and is responsible for the second largest department within the City of Neptune Beach. The Director of Public Works will be results-driven, with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and a track record of, "big picture" strategic planning.

Of utmost importance to the City Manager is that the Public Works Director can lead the diverse team at the Public Works "Yard." The Director must be an innovative professional that is self-confident and able to speak with clarity on a variety of complex technical issues. The Director must be able to prioritize and execute a Capital Improvement Plan within the budget that's provided. The City is completing a vision plan that enumerates many public works projects, implementing that plan will be a collaboration between the City Manager, Chief Financial Officer, and the Director of Public Works.

The candidate must be capable of working effectively and communicating diplomatically with the City Council, Staff, Resident and Business Groups, the labor union, regulatory bodies, developers, contractors, and other governmental agencies.

**QUALIFICATIONS**

The successful candidate will exhibit outstanding leadership qualities that will bring strength, stability and an instant credibility to the position with a strong focus on customer service and building solid relationships with all internal and external stakeholders. Top candidates for consideration will have had prior experience in an organization that is committed to working in partnership with other departments/agencies and promoting a collaborative team-work environment.

**LICENSES AND/OR CERTIFICATES**

This position requires a Bachelor's Degree from an accredited college or university with major coursework in engineering, or a closely related field. An Advanced degree is highly desired.

This position requires at least six years of experience-based expertise in large and complex public works operations, construction management with multiple contractors, or closely related experience.

**APPLICATION PROCESS**

Qualified applicants may obtain an application here:

<https://www.ci.neptune-beach.fl.us/human-resources/pages/employment-opportunities>

Hard copy applications must consist of a City of Neptune Beach application, cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

**Open until filled**

If unable to obtain application online or to see the complete job description, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Catherine Ponson  
116 First Street  
Neptune Beach, Florida 32266  
[clerk@nbfl.us](mailto:clerk@nbfl.us)

EOE

**If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.**