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**VILLAGE OF ELK GROVE VILLAGE**

**JOB POSTING**

**PUBLIC WORKS DIRECTOR**

Elk Grove Village (population 33,127 with a daytime population near 100,000) is located in Cook and DuPage Counties adjacent to O’Hare International Airport. Elk Grove Village is home to the nation’s largest contiguous business park, with approximately 3,600 businesses calling the 5 square mile park their home.

The Village of Elk Grove is seeking an innovative and creative-thinking Public Works Director to lead its Public Works Department. Under the direction of the Village Manager, the Public Works Director will provide strategic leadership and management for the department’s 59 full-time, 6 part-time, and 18 seasonal employees. The Public Works Director is responsible for the administration of all functions of the Public Works Department including but not limited to: engineering of the public infrastructure, street resurfacing and concrete programs; traffic sign and pavement marking installation and repair; snow and ice control operations; the tree planting program; large branch collection program; leaf collection program; water main and valve repairs; hydrant flushing and repairs; storm sewer and inlet cleaning; sanitary sewer cleaning and root cutting; and water quality monitoring.

**KEY RESPONSIBILITIES:**

* Plans, directs, manages and leads activities and operations of the department;
* Mentors, coaches, leads, empowers staff and delegates as needed;
* Demonstrates significant knowledge of Public Works construction and maintenance methods, materials and equipment;
* Encourages open dialogue with employees and in labor relations;
* Experience budgeting and allocating limited resources to meet the needs of the community.

(More details can be found on the full job posting brochure at Open Jobs on [www.elkgrove.org](http://www.elkgrove.org) .)

**MINIMUM QUALIFICATIONS:**

**Education, Experience and Training:** A Bachelor’s degree in Civil Engineering, Business Administration, or Public Administration is required. A Master’s degree in Business Administration, Public Administration or a related field is highly desirable. A strong candidate must have five (5) years of experience in Public Works, Civil Engineering, Public Administration, or a related field, including three (3) years at a supervisory level, or an equivalent combination of experience and training.

**Residency in Elk Grove Village is required within 18 months**

HOURS OF WORK: 40 hours per week STARTING SALARY: $140,000 +/- DOQ

OPENING DATE: July 10th, 2018 CLOSING DATE: August 15th, 2018 at 5:00pm

To Apply: Candidates interested in applying for the position should submit their resume, and cover letter along with contact information for five work related references by August 15, 2018 to the following:

BY EMAIL: pwdirector@elkgrove.org

BY MAIL: Michael Krcik, Director of Human Resources, Village of Elk Grove Village, 901 Wellington Avenue, Elk Grove Village, IL 60007

FOR INQUIRIES: Contact the Office of Human Resources at (847) 357-4020.