

DIRECTOR OF PUBLIC SERVICES
CITY OF MOBILE, ALABAMA



THE COMMUNITY

The City of Mobile is a beautiful coastal Alabama city situated along the Mobile River and Bay, feeding into the Gulf of Mexico. Known as the "Port City," the City of Mobile is the Mobile County Seat, and one of the largest seaports in the United States. Mobile is a regional hub for marketing, processing, packaging, and distribution of numerous commodities. The City's economy is diverse with a blend of various business and industries, including manufacturing, tourism, health care, retail, education, shipping, agriculture, and the US Coast Guard. Mobile is also home to Austal Ship Building and Airbus.

Today, the City of Mobile is the third largest city in Alabama. Known for its historic neighborhoods, streets lined with massive live oaks, and thriving aerospace and maritime industries, Mobile, Alabama is a coastal city – encompassing an area of 140 square miles with population of approximately 200,000 residents (600,000 in the greater metropolitan area). Citizens have access to a wide variety of arts and culture, including the Mobile Opera, the Mobile Symphony, the Mobile Ballet, and the historic Saenger Theater. Mobile is host to a monthly open air art museum or “Art Walk” as well as the Museum of Art, outdoor concerts and movies at Cooper Riverside park and other local venues. Coastal South Alabama is the heart and soul of the Alabama Gulf Region that offers some of the best beaches in the world as well as a variety of opportunities for boating, fishing, hunting, and countless other outdoor activities.

Mobile is rich with heritage and local traditions including the proud honor of first introducing Carnival-style Mardi Gras celebrations to the United States. Mobile is home to the Azalea Trail Maids as well as the port of call for Carnival’s Ecstasy cruise ship. Area attractions include the USS Alabama Battleship Memorial Park, the state of the art Gulf Quest National Maritime Museum, and Bellingrath Gardens.

In addition to the Mobile County Public School System which offers a diverse curriculum through its Magnet programs, the City of Mobile serves students in the area through its strong network of private and parochial schools. Mobile is also home to Spring Hill College, University of South Alabama, the University of Mobile, and Bishop State Community College, catering to the diverse higher education needs of the community. For more information about the City and the region, visit the City's website at <http://www.cityofmobile.org/>.

THE DEPARTMENT

The City of Mobile Public Services Department is one of seven divisions falling under the umbrella of Public Works, reporting directly to the Executive Director of Public Works. Along with Public Services, the additional divisions under Public Works include Engineering, Parks and Recreation, Programs and Project Management, Real Estate and Asset Management, Build Mobile, and the Office of Resiliency.

The mission of the Public Services Department is to provide essential services for the citizens of Mobile while conducting the routine operations and maintenance of City infrastructure. The Department is comprised of five sub-departments that work to accomplish its mission. These include Public Services Administration, Sanitation, Public Services Maintenance, Urban Forestry, and Fleet Management. With an annual expenditure budget of over \$22 million, the 276 employees deliver essential services to the City including those described below.

The Public Services Administration Department is responsible for the overall coordination of Public Services operations, contract management, facility maintenance, payroll, human resources, work order system management, policy development, stormwater/MS4 documentation, grant management, budgeting, performance metrics and procurement.

The Sanitation Department provides essential services including: Residential Garbage Pick-up, Garbage Cart Delivery and Repair, Downtown District Garbage Pick-up, Residential Trash Pick-up (Yard Debris), Electronics Pick-up, Right-of-Way Dead Animal Removal, Right-of-Way Tire Pick-up, Regulatory Enforcement of Trash and Garbage Rules.

The Public Services Maintenance Department performs critical maintenance and repair functions in the City of Mobile, including: Right-of-Way Litter Collection, Recycling Center Management, Right-of-Way Mowing, Stormwater Inlet Maintenance, Asphalt (Pothole) Repair, Ditch Maintenance, Concrete Infrastructure Repair (ditch walls, catch basins, streets, and sidewalks), Street Sweeping, and Roadway Washout and Erosion Repair.

The Urban Forestry Department is responsible for the management of trees on City property and in City Rights-of-Way. Primary activities include: Right-of-Way Tree Trimming and Removal, Tree Risk Assessments, Ordinance and Code Enforcement, Tree Removal Permit Review, and Development/Site Plan Review.

The Fleet Management Department is responsible for the management of the City's fleet of nearly 2,500 vehicles. Services include: Vehicle and Equipment Maintenance and Repair, Management of Municipal Fuel Stations, Procurement of Repair Parts and Services, Procurement and Assignment of Vehicles and Equipment, and Vehicle and Equipment Disposal.

THE DIRECTOR OF PUBLIC SERVICES

The Director of Public Services leads a team of highly skilled, competent, and passionate employees and is responsible for the effective, efficient, and responsive service delivery. The director ensures the development and implementation of strategies, plans, and projects that align with the Public Works mission, vision, objectives, and core values. The Director of Public Services supervises five Deputy Directors and indirectly supervises all Public Services employees.

Other responsibilities of the position include:

- Establishes an organizational vision and implementation plan that is continuously changing environment, while servicing as a lead change agent who understands the industry, is able to anticipate, embrace, and adapt quickly to continuously improve service delivery.
- Identifies opportunities to continuously improve service delivery, methods, and approaches, while leading the effective management and completion of all approved and pending projects.
- Implements "best practices" and methods to ensure timely completion of departmental responsibilities and initiatives.
- Demonstrates sound business and economy efficiencies, and engineering principles to meet organizational goals and customer expectations through the application of documented technical knowledge, problem analysis and risk/reward calculation.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
- Communicates professionally and effectively with internal and external customers. This includes other department directors, employees, residents, client departments, engineering and architectural consultants, contractors, regulatory agencies, and members of City Council.
- Provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflict.
- Prepare, presents, and oversees the department's budget and establishes controls to ensure not exceeded approved operating limits. May recommend budget allocations and is responsible for monitoring budget expenditures (typically non-discretionary expenditures). The director is also responsible for presenting the department's budget(s) to the Executive Director of Public Works.
- Acts as official departmental representative to other City departments, the Executive Director of Public Works, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues. Assumes responsibility for all department services and activities as Director. Attends City Council meetings and other committee meetings as required.

- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures. Apply best business practices to plan, organize, and direct the work effort to focus resources efficiently and effectively.
- Maintains professional and technical knowledge and skills through involvement with professional organizations and maintaining professional licenses and/or certifications related to the engineering profession. Serve on EOC Team and lead department and other organizational groups in times of emergency, including hurricanes.

DESIRED CAPABILITIES

The City of Mobile desires to employ an experienced public works professional with a proven record of accomplishment, inclusive and effective leadership, and efficient process management. This skilled leader is visible, responsive, and knowledgeable in modern public works methods, principles, and best practices.

Reporting to the Executive Director of Public Works, the Director of Public Services is a highly visible, accessible, approachable, and competent professional who leads a team of skilled employees and manages multiple service specialties in the city's Public Services Department.

The director is a proactive leader who consistently champions results, desired outcomes, partnerships, and respect and cooperation. This astute public works professional consistently seeks to value, advance, and support the needs and expectations of a continuously evolving organization and community and is committed to creating, maintaining, and improving each service delivery model, in a high performing, strategic, and results-based department.

As a visionary leader, the director establishes high standards of excellence and leads by example while supporting the development of talent throughout the organization to build effective teams and instill trust, character, and competence, while empowering every member of the department to bring their best self to work each day.

The new director is a confident, humble change agent who offers superior management skills and understands the symbiotic relationship that exists between successful organizations and successful communities. As such, the director is committed to attracting, developing, advancing, coaching, and retaining outstanding employees as a way of inspiring all departmental staff to achieve excellence through professional development

EDUCATION AND EXPERIENCE

The desired candidate will hold a bachelor's degree in Construction Management, Civil Engineering, Public Administration or a closely related field, and a minimum of ten (10) years related professional experience in a public works function, of comparable, similar, or larger size, and service delivery model similar to the City of Mobile.

A valid Alabama Driver's License (ADL) or the ability to secure an ADL within 90 days of employment required.

A master's degree, Professional Registration, and affiliation with the American Public Works Association is preferred.

COMPENSATION AND BENEFITS

This is a Mayoral appointed position that works at the discretion of the Mayor. The salary range for this position is \$110,000 - \$140,000, depending upon the overall experience and qualifications of the selected finalist. The City of Mobile offers a comprehensive benefits package that includes thirteen (13) Holidays, Health insurance,

mandatory participation in the Retirement Systems of Alabama, Flexible Spending Account or HSA options, City Employee Fitness Center reimbursement, and Tuition Reimbursement Programs.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume to Shonnda Smith at shonnda.smith@cityofmobile.org

Application review begins on April 21, 2022. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, including references, and a formal interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the City reaches an agreement with one finalist. For more information, please email Shonnda Smith as above or call 251.208.7048.

The City of Mobile, Alabama is an Equal Opportunity Employer.