



# City of Cortland

400 North High Street, Cortland, Ohio 44410

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## Director of Public Service – Job Description

### **POSITION OVERVIEW**

The City of Cortland is seeking a Director of Public Service to serve under the City's Charter form of government and to lead the City's Service Department into its next era of success. The candidate will be an effective communicator who demonstrates a strong commitment to collaborating with the Mayor and City Council to ensure the city's long-term success.

Under the guidance of the Mayor, the Director of Public Service is responsible for collecting and analyzing data from various sources to provide actionable insights and recommendations. This role involves managing a broad range of projects, services, and activities. The position demands strong coordination and communication skills, as well as the ability to foster productive relationships with city staff, external organizations, businesses, and the public.

### **PRIMARY JOB RESPONSIBILITIES**

This position's primary responsibilities include the direct oversight of the Service Department within the City, and all of the associated responsibilities outlined in the City Charter. This includes supervision of several employees, budgeting, scheduling, project management and other strategic initiatives that evolve over time.

The Director of Public Service will be responsible for managing and auditing a variety of large projects, including public works infrastructure operations, capital asset management, EPA compliance, and other related public service programs. The position requires a strong understanding of City ordinances and local, state, and federal regulations. Responsibilities include developing and/or oversight of RFQs, RFPs, and Scopes of Work, overseeing financial activities for accurate invoicing and payment processing, and supporting capital planning and project management.

### **SUPERVISORY RESPONSIBILITIES**

This position will supervise all employees of the Service Department.

### **ESSENTIAL DUTIES, RESPONSIBILITIES, & FUNCTIONS**

The Director of Public Service's essential duties and responsibilities, as outlined in the City Charter and expanded below, include but are not limited to:

- Serve as the director of the service department and fulfill the responsibilities therein as outlined in the City Charter.
- Oversee applicable City operations, including administrative services and public works programs.



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- Direct and guide the implementation of the City's goals, objectives, policies, priorities, and procedures as applicable within the department.
- Regularly meets with the Mayor and City Council members to review and discuss projects, programs, and issues affecting city government.
- Ensure the enforcement of City ordinances, resolutions, and codes, including code and zoning enforcement.
- Plan and direct the process necessary to modify and update the City zoning codes and ordinances when such revisions are deemed to be needed.
- Provide general supervision over all City-owned property and equipment within the Service Department.
- Coordinates efforts to assess the City's needs within the applicable service department areas, and in collaboration with the Mayor and City Council, sets priorities for current and upcoming programs and projects.
- Ensure compliance with leases, contracts, permits, and privileges, ensuring they are properly enforced and observed.
- Establish service and staffing levels in accordance with applicable policies. Monitor and evaluate the efficiency of service delivery, adjusting resources as needed.
- Plan, coordinate, and direct related projects and programs through staff, reviewing work methods and procedures to ensure effectiveness. Address challenges with management staff and resolve issues.
- Evaluate workload, support systems, and internal reporting relationships. Identify opportunities for improvement and additional responsibilities.
- Conduct studies and surveys to assess the duties, responsibilities, and performance of department personnel that fall within the oversight of the Director of Public Service under the City's organizational chart.
- Develop and manage Service Department aspects of the city's budget, ensuring financial stability and integrity to meet commitments and maximize service delivery to citizens.
- Maintain strong relationships with community groups and represent the City in public settings. Develop and implement community relations programs and policies as they relate to the service department. Act as the City's representative to neighboring jurisdictions, governmental bodies, organizations, and the media.
- Meet with citizens to address customer service concerns and resolve issues.
- Liaise with federal, state, and local officials and legislators to advocate for the department's position on pending administrative and legislative actions.
- Negotiate applicable agreements with agencies and external entities on behalf of the City as they relate to the service department, including state, county governments, and private organizations.
- Develop and implement effective policies and procedures to streamline operations.
- Set strategic priorities and direct the allocation of resources to meet department needs.
- Formulate plans and recommendations for achieving the department & City's broad goals and objectives and oversee the execution of key programs and projects.



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- Provide leadership and strategic direction for major projects and long-term capital programs within the service department.
  - Engage with residents, taxpayers, businesses, and other stakeholders to discuss departmental concerns and interests.
  - Support the City Council by assisting with a variety of activities, providing leadership and information as needed. Aid in drafting policies, regulations, ordinances, and developing City plans.
  - Attend council meetings and provide monthly written updates on activities.
  - Provide staff support to City boards and commissions.
  - Participate in the collective bargaining process and in the negotiations with the service department. Shall present and bargain to incorporate any changes required to job descriptions, procedures, compensation, and any other contractual issues that are identified by the Mayor and approved by Council.
  - Participate in professional meetings to stay current on trends and innovations in public administration and management.
  - Support the City's economic development efforts through collaboration with the Mayor, with the approval of City Council.
  - Performs other related duties as required or assigned.

## **OTHER REQUIREMENTS**

Regular attendance, as governed by and in accordance with applicable rules, regulations, and procedures of the city's personnel policies and Ohio law, is regarded as an essential requirement of this classification. Compliance with training directives established by supervisory/managerial personnel. Adherence to all applicable federal and state safety laws, rules and regulations and city safety policies/procedures.

## **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:** Graduation from a four-year college or university with major course work in engineering or a related field.

**Qualifications:** Must possess or obtain and maintain a water utilities operator license within two years of hire. State of Ohio registered Professional Engineer (P.E.) preferred, but not required.

**Experience:** Ten (10) years of increasingly responsible experience as a planning, consulting, or assistant engineer with a city, county, or regional office or firm which does considerable work for government agencies; and five (5) years of management, supervisory, and budgeting experience.

## **COMPENSATION**



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A pay range of \$80,000 to \$115,000 with applicable retirement (OPERS), vacation/sick time, and a generous health insurance policy is offered for this position. Compensation shall be in accordance with experience, executive and administrative qualifications.

Rate of pay will depend on a combination of the successful candidate's experience, education, and any applicable skills. Given the nature of this classification's duties/responsibilities, it has been designated as Unclassified Exempt under the governing Fair Labor Standards Act regulations.

## **PHYSICAL DEMANDS**

Combination of indoor and outdoor work assignments. The majority of work is accomplished while sitting with intermittent periods of standing and walking. Ability to operate office-related equipment, such as computers, telephones, copy machines, calculators, etc. Ability to drive and make on-site inspections as needed. The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking on unstable ground at construction sites, and lifting or moving up to 40 pounds.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle, or feel; reach with hands and arms; and talk and hear. The employee is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **BENEFITS & NON-MONETARY COMPENSATION**

The City of Cortland offers a competitive benefits program for our permanent full-time employees that includes, but is not limited to, the following:

- Excellent medical, dental, and vision benefits
- Employer-provided contributions to Health Savings Account
- Vacation, Sick, and Personal Leave
- Longevity Pay

## **SPECIAL REQUIREMENTS**

Successful candidate must currently have a valid driver's license and a verified safe driving record. Candidate is also subject to a background check and periodic tests in conjunction with the city's Drug Free Workplace Policy.

## **EMPLOYMENT GUIDELINES**

The Director of Public Service is a salaried unclassified exempt employee under state and federal laws. The Director of Public Service will work on a regular full-time basis, with the ability to work irregular hours, including nights and weekends, as necessary or appropriate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the



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position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Any applicants interested in the above position must submit a letter of request for consideration and a resume, including copies of all applicable certifications to:

City of Cortland, ATTN: Mayor Petrosky, 400 North High Street, Cortland, OH 44410.

Email: [servicedept@cityofcortland.org](mailto:servicedept@cityofcortland.org)

\*Applications and resumes accepted until the position has been filled\*