

PUBLIC WORKS DIRECTOR COOPER CITY, FLORIDA



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THE POSITION IN BRIEF

The Public Works Director in Cooper City is a key member of a management team serving a suburb of Fort Lauderdale, FL that has continued to grow in the last several decades. The Director is responsible for leading a department of 30 full-time employees and managing combined general fund and enterprise budgets of more than \$15 million.

THE COMMUNITY

[Cooper City](#) is located 15 miles southwest of Fort Lauderdale, and 25 north of Miami. The City has a resident population of 34,401, and a larger daytime population due to commercial and retail businesses. The City's population has been steadily growing in the last several decades.

Incorporated in 1959, the City of Cooper City was originally occupied by the Seminole tribe until the early 20th century. Later settled by Europeans, farming, growing oranges and livestock raising became the principal economies of the time while swamp and marshland dominated the area. In the 1950s orange groves began to make way for well-planned zoning and development in Cooper City, a feature that remains central to the attractiveness of this family-friendly community.

More on the history of Cooper City [can be found here](#).

Today, at 8.5 square miles, Cooper City residents and business owners enjoy the vibrant neighborhoods, public amenities, and community spirit fostered by this rich heritage.



A SNAPSHOT OF COOPER CITY'S DEMOGRAPHICS AND AMENITIES:

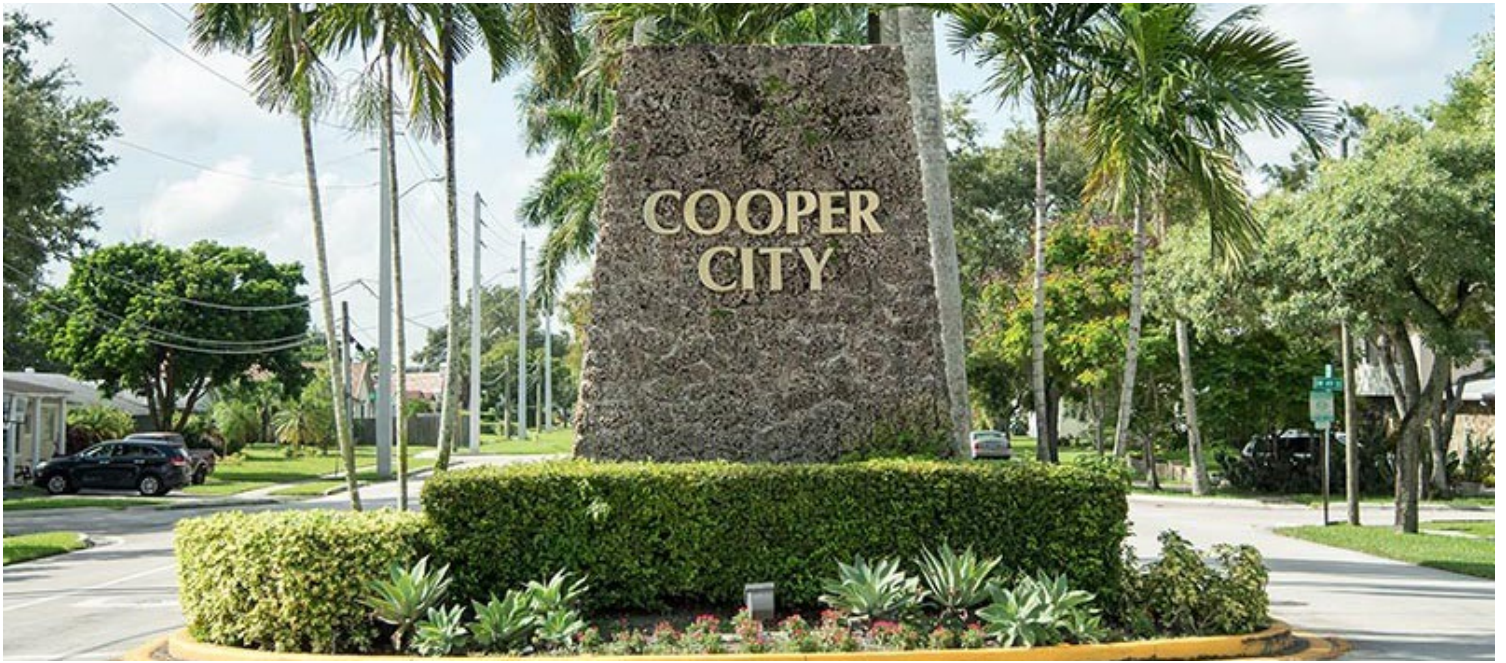
Average age of **39** years old

White (non-Hispanic) **50%**, African American/Black **7%**, Hispanic **31%**, Asian **6%**

Median household income: **\$119,567**

Median value of a Cooper City home: **\$487,900**

- **Exceptional School Districts** serve the community. [Broward County Public Schools](#) system operates public schools in Cooper City. [Cooper City High School](#) is currently ranked among the top ten percent schools in the United States.
- An abundant supply of inexpensive **water and sewage** treatment capacity.
- Easy access to **Interstates 95 and 75**, and to the greater Fort Lauderdale/Miami metropolitan area.
- Cooper City residents are served by an abundance of [passive and active parks \(20+\)](#) and [recreation facilities](#) including two multi-faceted facilities, the Community Center and Pool and Tennis Center.
- For more than 20 years, Cooper City has contracted with the Broward Sheriff's Office (BSO) for the provision of **Police, Fire Rescue and Code Compliance** services.
- Full [library services](#) are provided by Broward County.
- Comprehensive full **health care** and easily accessible in-patient hospitals are found throughout the South Florida metropolitan area.



CITY GOVERNMENT IN COOPER CITY

The City of Cooper City was incorporated in 1959 and adopted the Commission/City Manager form of government in 1981. Five [Commissioners](#) (including the Mayor) serve as the governing body of the City; they set policies and rules by which the City is operated, including establishing City goals and target issues, as well as setting City tax rates. This form of government is known as the Commission-Manager Plan in Cooper City. The Mayor and City Commissioners each serve a four-year term with a maximum of three terms.

The [City Manager](#) ensures the implementation of the policies and directives of the City Commission, manages the daily affairs of administration, and oversees the operation of all departments, including Parks and Recreation, Utilities, Finance, Community Development, Police and Fire, and Public Works, in conjunction with each Department Head. The City Manager is also responsible for preparing the annual budget.

In 2022, the City of Cooper City finalized its first [strategic plan](#). This plan was developed to be a roadmap the City could use to carry out strategic priorities from 2022-2027. The four strategic priorities include: Financial Stability, Proactive Public Safety, A Strong Sense of Place, and Citywide Revitalization.



THE CITY'S MISSION STATEMENT:

Every day, Cooper City staff is focused on enriching the lives of our residents and supporting our local businesses by creating a fiscally responsible, friendly, and exemplary environment and providing the highest quality of public services that enable our community to live and prosper.

COOPER CITY'S CORE VALUES INCLUDE

- Professionalism
- Integrity
- Customer Service
- Innovation
- Respect
- Teamwork
- Transparency

THE PUBLIC WORKS DEPARTMENT

Public Works in Cooper City provides a broad range of services including fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance and removal, contracted solid waste, facilities construction and maintenance, capital improvements and emergency management.

The Cooper City Utilities Department is a standalone department, working complementary to the Public Works Department. City Utilities provide Water, Wastewater, and Storm Water services to the City residents and businesses. The Office of the City Engineer is part of the Utilities Department.

THE DEPARTMENT'S MISSION:

Every day, the caring and professional Cooper City Public Works team focuses on providing safe roads and sidewalks; accessible and high-quality parks and athletic facilities; highly operational facilities and vehicles; and superior municipal services to enable our community to thrive and prosper.



THE PUBLIC WORKS DIRECTOR

The Public Works Director is an integral part of Cooper City's executive team, requiring well-developed leadership abilities and management skills that are based upon consensus building and problem solving. The next Director must have a strong desire to work in a collegial, team-oriented environment. He/she must be a highly motivated, self-starting, and confident individual with excellent interpersonal skills.

The next Public Works Director must have a demonstrated track record in project management, leadership and leadership development, effective

customer service, and experience with capital improvement construction. Candidates should possess strong and creative problem-solving skills, as well as be adept at public presentations in a team-management approach. Excellent interpersonal communication skills with a variety of stakeholders are essential.

The Director's position requires a view of the entire blackboard of Public Works services to assure continuity of attention, and effective integration with all infrastructure-related demands.

- **Staff management:** Cooper City's diverse set of Public Works services is its strength and its challenge, requiring a broad set of knowledge and adeptness from its next Director. In a fast-paced, high-volume workload, staff works hard to keep each other informed and maintains a collegial atmosphere that will welcome a Director who is well-rounded and knowledgeable in the disciplines of the department, one who will lead and hold their work accountable and demand a high level of customer service.

The Public Works Director's job is demanding, and each day typically includes fielding requests from a variety of sources, participating on the development team and managing the many and varied divisions of the department. The next Director will need to be skilled in multi-tasking and have the ability to develop a strong working relationship with the City Manager, the elected officials, and senior staff.

The next Director inherits a cohesive staff with tenures ranging from one to more than 30 years in a collegial environment, led by a work ethic that says, "We're ambassadors for the City." Turnover in the last seven years, largely due to retirements, has

been about 40%. Consequently, there are some key positions needing to be filled.

- **City leadership and the Director's position:** The City's management team is a solid, energetic group that is in-tune with the City Commission's and the community's expectations. Within this framework of a close-knit executive group where daily contact among the management team can be anticipated, the new Director can expect this assembly of management leaders to be a resource, welcoming the Director with the tools he/she may need to be an inclusive and responsive leader in the department, and the overall organization.
- **Infrastructure:** Like many maturing municipalities, Cooper City has a long list of demands on its aging infrastructure. Coupled with financial challenges to raise revenues, the next Public Works Director can expect to be part of a City team challenged with addressing significant infrastructure needs and limited resources. Consequently, adeptness at addressing a robust list of needs and demands in a fiscal environment of competing demands is required.



- **Strategic Goals:** Some of the strategic plan initiatives as related to Public Works include:
 - Revitalize and invest in enhancing the physical appearance of targeted areas including the City's major arteries and monument signs.
 - Assess the appearance of citywide parks and green spaces and make enhancements where needed to meet the needs of the community.
 - Continue to educate the community on ordinances and citywide efforts of beautification.
 - Develop and update a capital improvement master plan for the City's public works infrastructure, including for facilities and roadways.
 - Create a mobility plan that includes streets, paths, trails, greenways, sidewalks, and street calming.
 - Rejuvenate the City's landscaping to be sustainable in the future and align with infrastructure needs and improvements.
 - Fill all currently budgeted vacant positions within the department.
 - Maintain a Pavement Condition Index (PCI) of 75-85 for all City streets.

FY2024 Budget goals as they pertain to the Public Works Department include:

- Implement a city-wide traffic study.
- Respond to Text MyGov requests within 24 hours 95% of the time.
- Respond to resident inquiries about trash, bulk, and recycling within 24 hours.



THE IDEAL CANDIDATE

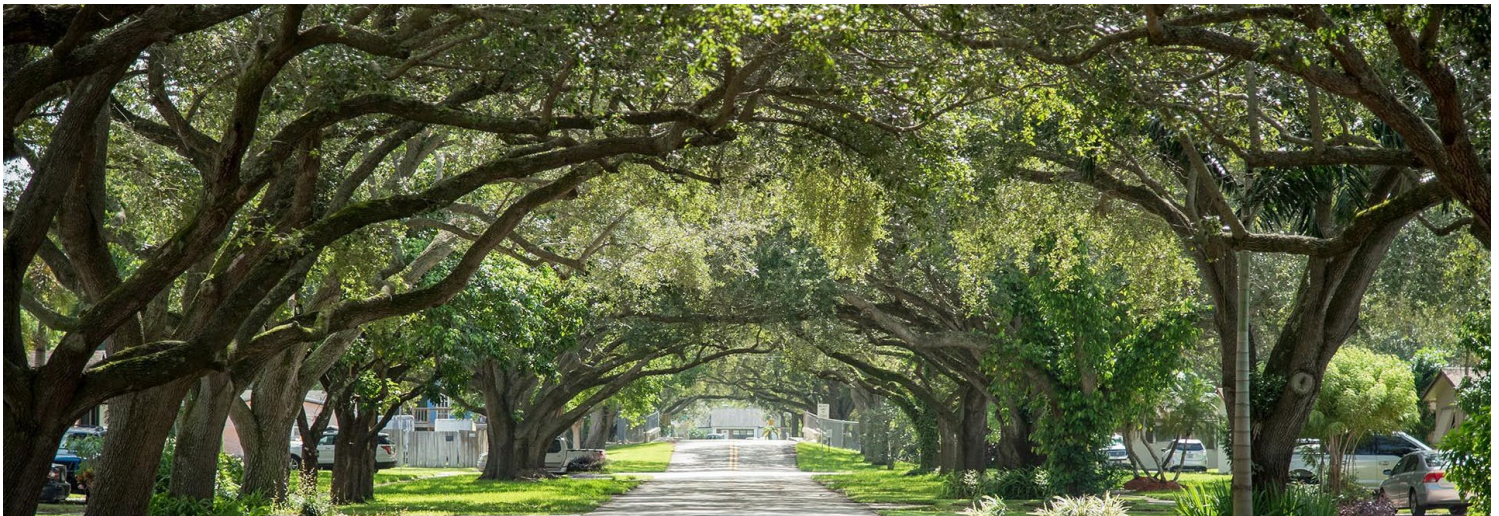
Must Haves –

The City is seeking proven, progressive, and passionate-for-public-service candidates committed to excellence in the delivery of public works services. Candidates should have an equivalent combination of education, training and experience which provide the required knowledge, skills, and abilities as outlined below:



Education and Experience

- A bachelor's degree in public administration, engineering, parks management or closely related field. A related master's degree is a plus.
- Seven to ten (7– 10) years of progressively responsible positions in municipal public works, including supervisory experience. Candidates with city management experience, yet significant experience in public works, are also encouraged to apply.
- Well-developed skills in effective service delivery and creative problem-solving.
- Excellent interpersonal, communication and listening skills with a variety of stakeholders.
- Working knowledge or aptitude to gain a quick understanding of federal, state, and local policies, practices, and standards used in providing public works services.
- Have management experience in creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions at a high level of customer service.
- Have experience in preparing and presenting complex department budgets, complemented with an understanding of the principles of government budgeting, recognizing the long-term cost implications of proposed new programs.
- Have a demonstrated ability to provide strategic leadership and long-range planning practices.
- Have a history of assessing the skills and abilities of existing personnel in an effort to maximize their talent and expertise, including opportunities for employees to take on new challenges as professionals.
- Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.
- Have successful experience in collaborating and interacting with other internal organizational units; experience with external organizations in a constructive, cooperative, and mutually supportive manner while representing the City's interests tactfully and firmly.
- Have the ability to make effective presentations before the City Commission; possess strong public relations experience and have excellent writing skills.





MANAGEMENT STYLE AND PERSONAL TRAITS

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, elected and appointed officials, as well as the general public.
- Be a clear, concise and strong communicator. Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.
- Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.
- Be creative in solving problems, encouraging, and empowering employees to find new and better ways to get work done, while also applying, maintaining, and respecting the regulatory framework that guides the delivery of municipal services.
- Be a person who can inspire confidence and credibility about Public Works programs and services.
- Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify departmental needs and find solutions which meet those challenges. Be a manager who both defends his/her staff when appropriate and holds the team accountable.
- Have the ability to set high standards of performance, productivity, and initiative by Departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.
- Be proactive, anticipatory, and innovative; be someone who can make difficult decisions and stand behind those decisions. Be able to employ diplomacy under pressure.
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others.
- Be skilled at keeping the City Manager and City Commission apprised of major activities and operations of the Department in a consistent and timely manner, passing on both good news and bad news in a tactful, self-confident, and professional manner.

COMPENSATION AND BENEFITS

A starting salary range is \$114,000 - \$145,000 (midpoint) +/- DOQ, and an excellent benefit package is offered.

HOW TO APPLY

Candidates should apply by March 25, 2024 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President, GovHR USA/MGT, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The City is an Equal Opportunity Employer.

