

**CITY OF NEPTUNE BEACH**  
**JOB ANNOUNCEMENT**  
**Deputy Director (Public Works) – FULL TIME**

**DESCRIPTION**

The City of Neptune Beach is seeking an experienced Deputy Director of Public Works. The Deputy Director is appointed by the City Manager and reports directly to the Director of Public Works. This executive level position is an "At-Will" position that serves at the pleasure of the City Manager. The Deputy Director is a key member of the Public Works team; provides overall leadership and management of the Public Works staff, programs, and operations; coordinates design and operational functions; directs the preparation of plans, specifications, deeds, and other documents necessary for construction contracts, land acquisitions, and RFP for professional services and operation contracts; oversees the review of plans, maps, and developmental proposals to determine effects on facilities, transportation, drainage, sanitary sewers and solid waste disposal; confers with other City departments and outside agencies to assure coordination of CIP projects and other programs; represents the City regarding public works programs and projects in meetings with the media, public, elected and appointed officials and Federal, State, City, County, and other regulatory agencies; works closely with the Deputy City Manager - Community Development and assists the Public Works Director to further the Department's goals and objectives.

**QUALIFICATIONS**

Qualified candidates will have a Bachelor's degree in a related field and six (6) years of administrative or managerial level experience that include a wide variety of public works activities of which includes at least three (3) years in the public sector at the supervisory and/or management level or education, experience and training equivalent to a Bachelor's degree. Must be able to pass a pre-employment drug test and thorough background check. Must possess a valid Florida driver's license.

**APPLICATION PROCESS**

Qualified applicants may obtain an application here; [app link]. Hard copy applications must consist of a cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

**12:00 p.m. (noon) on Friday, July 28, 2017**

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 31 or email:

Mrs. Cheryl Bäck  
116 First Street  
Neptune Beach, Florida 32266  
[acm@nbfl.us](mailto:acm@nbfl.us)

EOE

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