



Employment Opportunity

Deputy Director

Department of Public Works

Exempt 40 hour position – Grade M02

\$74,880 - \$85,000 hiring range

(Salary commensurate with experience)

Apply By: Wednesday, September 18, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Manages various Bureaus within the Department of Public Works in overall direction, administration and evaluation. Ensures service standards and support necessary for Bureau (Building Construction, Solid Waste, Airport Operations) operations and compliance with governmental and other regulatory reporting requirements.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies, and applicable laws
2. Provide oversight in planning and development of operating and capital budgets and resources for various Bureaus
3. Supervise goals, objectives, policies, programs, procedures and evaluate overall operations of various Bureaus
4. Consult, advise and oversee research to make recommendations related to operations of various Bureaus
5. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
6. Develop and present informational briefings to management, other governmental agencies, and public groups
7. Manage and evaluate overall programs in accordance with applicable Federal, State, and local laws and regulations
8. Address errors and complaints
9. Perform assigned duties of Director in Director's absence

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Engineering, Public Administration or Business Administration
 2. Six years experience in public administration; three years experience in supervision
- OR -**
1. Master's degree in Engineering, Public Administration or Business Administration
 2. Five years experience in public administration and supervision

A comparable amount of training and experience may be substituted for the minimum qualifications

CERTIFICATES, LICENSES REGISTRATIONS

1. Valid driver's license
2. Professional Engineer (PE) license desirable

A Carroll County Government job application is required for this position

Apply on-line: carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 08/14/19
(20-30)**

Carroll County is an equal opportunity employer