



# **DIRECTOR—CENTRAL SERVICES**

## **Walworth County Public Works**

**\$90,044—\$117,057**

PLUS EXCELLENT BENEFITS

APPLY BY  
**FEBRUARY 13, 2012 at 5:00 p.m.**

Walworth County is an equal employment opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation or any protected status.



## WHY APPLY?

Walworth County is located in southeastern Wisconsin.



The diversified topography has rolling hills, forests, prairies, marshes, meadows, and winding streams. It is a perfect square in shape, containing 576 square miles (368,640 acres). There are 24 lakes, the largest being Geneva Lake which

is nine miles long, from one to three miles wide, with water supplied by fresh springs.

Walworth County's Public Works Department has been well-managed and is staffed with a team of experienced employees making for a smooth transition for the new director. You would be supported by experienced and professional county management, dedicated county board members and a strong leadership team. If you are looking for an opportunity to make a difference in a county that takes pride in its history and outstanding quality of life, this is the position for you!

## THE AREA

Walworth County was created in 1838 and named in honor of Reuben Hyde Walworth, a New York judge who was President of the New York State Temperance Society. In 1838 there were five towns...Delavan in the southwest quarter, Elkhorn in the northwest quarter, Geneva in the southeast quarter and Spring Prairie and Troy were divided in the northeast quarter. By 1842 the five towns became nine...Richmond and Whitewater had been taken from Elkhorn; Darien and Walworth (the latter included what is now Sharon), from Delavan. In 1846, the towns were Bloomfield, Darien, Delavan, East Troy, Elkhorn, Geneva, Hudson (later to be called Lyons), LaFayette, LaGrange, Linn, Richmond, Sharon, Spring

Prairie, Sugar Creek, Troy, Walworth and Whitewater.

The county residents also voted in 1838 to make Elkhorn village the county seat. This was confirmed by the territorial legislature.

Walworth County has a tourism and recreation economy, with Lake Geneva as one of the state's most popular resort areas.

Year round outdoor recreational opportunities abound all over Walworth County including hiking, camping, sailing, fishing and skiing. The total area of Walworth County is 576 square miles, of which 21 square miles are water. These 21 square miles include Geneva Lake, Delavan Lake, Lake Como and Whitewater Lake, in addition to 20 more lakes.



Walworth County holds a long history of promoting and protecting the natural beauty of all land located within the County boundaries and welcomes you to discover and explore our county-owned parks, Natureland and Price Conservancy, as well as the White River State Trail.

The 2010 population of Walworth County is 102,228 which was a 9% population increase from the 2000 census.

Walworth County is home to many cultural and arts events, including the Lake Geneva Wine Festival, Old World Wisconsin, Music by the Lake and many others.

Walworth County is also home to the Walworth County Fair, one of the oldest and largest county fairs in the country.



## THE COUNTY

Walworth County utilizes the County Administrator form of government. The County Board is comprised of eleven board members. David Bretl has served as the County Administrator since 2001 and is known throughout the area as a forward-thinking and progressive county administrator. Walworth County’s adopted budget for 2012 is \$60,880,052 and the county employs 809.93 FTE’s.

## THE PUBLIC WORKS DEPARTMENT

2012 budget appropriations include the following funds and programs overseen by the Director—Central Services:

Total Public Works adopted budget: \$11,446,378	
Public Works Administration:	\$ 741,251
Central (Building) Services:	\$1,534,454
Street Operations:	\$9,170,673



Capital Improvement Projects (included in the above total Public Works adopted budget): \$1,135,108

Road Projects: \$337,238

Highway Equipment &

Highway Building Projects: \$334,250

Countywide Building Projects: \$463,620

Highway Operations. As a result of our agreement with Wisconsin, Walworth County workers plow nearly 700 lane miles of state highways in addition to 451 lane miles of our own county roads. All of these miles are divided into 23 sections, known as “beats.” Each beat is the responsibility of an individual public works employee. As part of their assignment these same workers also perform on road construction projects, as well as being responsible for maintenance of their “beat” throughout the entire year.

Facilities Operations. The Facilities Division maintains and repairs all county-owned buildings, infrastructure and grounds by utilizing efficient, cost-effective practices to provide an operationally efficient, safe and comfortable environment for employees and the general public. The Facilities Division is responsible for maintenance and repair of over 1,000,000 square feet of building space. The Facilities Division management is also responsible for monitoring multiple outside contracts including, but not limited to: utility, architectural and construction projects, fire protection, pest control, major equipment maintenance and the countywide cleaning services contract.

Purchasing Operations. The primary responsibility of the purchasing division is to procure goods and services on behalf of all county departments. Purchasing staff utilize a competitive bid process to maximize the purchasing value of public funds and assure fair and equitable treatment to all persons involved in public purchasing. Formal Requests for Bids/Proposals are solicited in compliance with county purchasing procedures.

## THE POSITION

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This position is responsible for planning, managing and directing the development, administration and coordination of a comprehensive range of county-wide services and functions in the areas of highway design, construction and maintenance programs; fleet operations; construction; remodeling and maintenance of all county owned buildings and real property; County park system; solid waste operations and materials recovery; centralized purchasing; and, shall serve as the County Highway Commissioner as set forth in Chapter 83, Wis. Stats.

Responsibilities of the Director— Central Services include:

- ◆ Responsible for planning, organizing, directing and coordinating the activities of the several divisions comprising the Public Works Department. The Director – Central Services is responsible for determining major departmental policies, for planning long-term programs and for making difficult technical decisions.
- ◆ Develop, plan, and implement long and short term departmental goals and objectives; recommend and administer policies goals and objectives as well as plan, direct, and review the activities of the department, including highways, facilities management, centralized purchasing, solid waste and recycling and county parks programs.
- ◆ Conferring, consulting and coordinating with Wisconsin Department of Transportation officials, other government agencies, the County Administrator, and law enforcement officials to identify, prevent and eliminate hazards and maintain safe public roads.
- ◆ Compiling engineering construction cost estimates, establishing project priorities and developing a capital improvement plan; working with consulting engineers in the design and planning of highways, bridges and county facilities and grounds while considering the use of “green” technology.

- ◆ In consultation with officials responsible for highway and building construction and maintenance, water supply, power, sanitation, or other services, coordinating the use of human resources and equipment and consolidating purchasing requests.
- ◆ Directing the implementation and monitoring of a preventive maintenance program to minimize equipment breakdowns, lower major maintenance costs on all buildings and equipment and extend facility and systems life.
- ◆ Attending county meetings to present budgets, activity reports and plans for future activities. This includes presenting a variety of options, in sufficient time for decision makers to consider their options, along with the pros, cons and costs of each option for each issue.
- ◆ Conferring with suppliers and sellers and coordinating purchasing requests for equipment, materials and supplies in conformance with county administrative policies and rules.

The former director has left to take a position in another state. He served Walworth County for over seven years and leaves behind a well-managed department with skilled and experienced staff.

## CHALLENGES FACING THE NEW DIRECTOR

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- ◆ Delivering high quality services in light of declining state resources and limited local funding.
- ◆ Evaluating current operations in light of sweeping state changes in collective bargaining laws.
- ◆ As part of the county’s management team, contributing ideas to better the entire organization in terms of recruitment and retention of quality personnel.
- ◆ Provide leadership within Walworth County on the subject of intergovernmental cooperation particularly as it relates to developing economies of scale in purchasing, road maintenance and facility use.

## IDEAL CANDIDATE PROFILE

The ideal candidate will be both a good leader and manager who will be able to continue to develop a strategic vision for the Public Works Department and be able to successfully implement that vision. The candidate should be both thoughtful and decisive as the situation warrants. Proactive leadership will be required.

### LEADERSHIP

The successful candidate will be a strong leader, mentor and communicator. He or she will be goal-oriented and be able to develop specific plans to achieve these goals. He or she must also have the ability to look ahead and anticipate what will be needed in the future along with the ability and expertise to provide solutions. The strong candidate will have a proven track record of delivering results, building accountability for staff and creating a positive working environment, characterized by teamwork and innovation.

### MANAGEMENT SKILLS

The ideal candidate will be a successful public works manager and leader and will be knowledgeable in all facets of public works administration. The new director should have a history of progressive program development, as well as a track record of successful implementation.

The new director will be a team builder and mentor who can develop an atmosphere of trust and support where employees are encouraged to invent new solutions to old problems. He or she will delegate appropriately with clear expectations and will expect excellent interdepartmental collaboration, along with a strong focus on customer service. The new director must also be supportive of other county departments and be an active and thoughtful participant of county management on subjects extending beyond public works.

### COMMUNICATION SKILLS

The competitive candidate will exhibit an open communication style and possess the willingness and ability to speak, write and listen effectively. The new director will be comfortable making frequent presentations before the County Board and the public, and will have the

ability to explain technical and complex issues in a plain speaking manner to a wide group of audiences.

### PERSONAL TRAITS

The successful candidate will be professionally appropriate, confident, innovative, considerate and even-tempered, bringing energy and enthusiasm to the position. The ideal candidate will have an appropriate sense of humor, as well as a flexible “can-do” attitude, with the ability to contribute to both local and regional visions. The new Director—Central Services should lead by example and demonstrate personal and professional integrity beyond reproach.

## EXPERIENCE & EDUCATION

A bachelor's degree from an accredited university or college in Civil Engineering, Public Administration, Business Administration, or related field and eight or more years of public works experience, including three years in a supervisory capacity; or a Master's degree and four or more years of relevant experience including three years in a supervisory capacity. Public works experience includes knowledge of the laws, codes and regulations pertaining to the construction and maintenance of highways and highway structure, government buildings, machines and equipment, engineering principles and costs and operations of municipal government.

**Registration as a Professional Engineer in the State of Wisconsin is highly desirable.**

## COMPENSATION & BENEFITS

- ◆ \$90,044—\$117,057 DOQ
- ◆ 5.9% Wisconsin Retirement Contribution
- ◆ Health & Dental Insurance
- ◆ Vacation
- ◆ Sick Leave
- ◆ Ten Paid Holidays
- ◆ Long Term Disability
- ◆ Life Insurance

**For more information and to apply for the position, please visit:**  
<http://www.co.walworth.wi.us/Government%20Center/Human%20Resources/>