



City of Rolla
City Administration
rollacity.org / 573-426-6948

Public Works Director Search

The Rolla Community

Rolla, Missouri (population 20,230) was established in 1861 and is the county seat of Phelps County (Pop 44,000) in south central Missouri. Rolla is located on Highway 44 and State Highway 63 and conveniently situated 100 miles from St. Louis, Springfield and Columbia, Missouri.

Rolla is home to the Missouri University of Science & Technology (S&T) and the Phelps County Regional Medical Center (PCRMC.)

Fort Leonard Wood, a Maneuver Support Center of Excellence for the United States Army is 25 miles to the west in adjoining Pulaski County. Rolla boasts a vibrant regional business community, quality public and private schools, well-respected public safety services, strong CIP program, and a quality parks system.

City Government

The City of Rolla is a Third Class City governed by a mayor and twelve council members (among six wards). Mayor Louis J. Magdits, IV was re-elected in April 2022 following 20 years on City Council.

City Council members serve two year staggered terms and have a reputation for stability and cooperation. The Mayor and Council hire a City Administrator whose duty it is to oversee the daily operations of a \$32 million budget employing nearly 180 full-time employees.

All department directors including the Public Works Director report directly to the City Administrator.

New Public Works Facility



Department of Public Works Responsibilities

The Public Works Department is made up of 49 technical, skilled and semi-skilled professionals responsible for all street repair, construction and maintenance, storm water and storm sewer systems, floodplain management, GIS mapping, sewer collection and treatment, and engineering services. The Rolla National Airport operations and capital improvement plans also fall under Public Works as does technical advice to other City Departments

New Pedestrian Bridge over I-44



Minimum Qualifications for Public Works Director

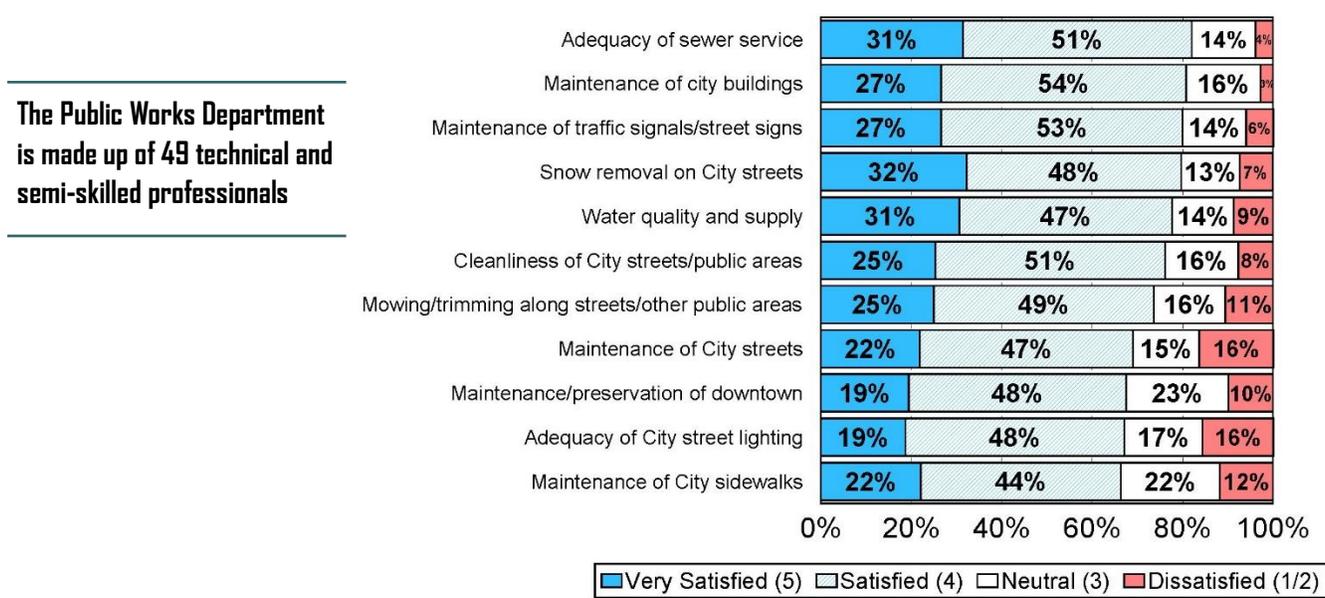
- Extensive knowledge of public works, infrastructure management, and engineering design; 10 years of experience in public work-related activities with no less than 5 years of supervisory experience.
- Bachelor’s Degree in Civil Engineering or related field.
- Must possess a Professional Engineer’s license.
- Possess a valid driver’s license and have a good driving record.
- Be able to undergo and pass a medical examination, drug screening and background investigation.

Director of Public Works Responsibilities

- Plans and directs all operations of the Public Works Department including construction, maintenance and clearing of all City streets and sidewalks; directs operations of the sewage collection and wastewater treatment divisions; and regulates the use of public right-of-way.
- Directs the engineering projects and coordinators on day-to-day design, mapping and project management. Oversees contracts with consulting engineering firms.
- Assists in developing the vision of the community as it relates to infrastructure including a comprehensive Capital Improvement Program.
- The creation and maintenance of good working relationships with City Departments, Missouri S&T, Rolla Public Schools and the Chamber of Commerce and downtown business association.

Satisfaction with City Maintenance in 2020

by percentage of respondents (excluding "don't know")



Source: ETC Institute DirectionFinder (2020 - Rolla, MO)

The Ideal Candidate for Public Works Director

- Be a strong manager and a leader who is a highly ethical individual with unquestioned integrity and one who possess the ability to cultivate and build trust within the department, city government and the community.
- Understand, recognize and respect the management and governance of city government and how the Department of Public Works fits into overall city functions and the larger management team.
- Possess a management style that is collaborative in nature but someone who also expects to be held accountable for the actions of subordinate personnel and the performance of the department.
- Be sensitive to the needs of the community, city government and employees of the department.
- Have the ability to evaluate resources that are available, understand that resources are not unlimited, and decide how to best utilize those resources in a cost-effective manner.
- Be committed to the concept that the citizens are customers and that the public is to be treated with respect at all times. The ideal candidate needs to believe in and truly practice the concept of community service.
- Have a working knowledge of general management skills including basic accounting principles, budget development and management; knowledge of personnel practices including FLSA/FMLA; have a working understanding of the Missouri Sunshine Law and records management.

New Arrival District – MO S&T



**The ideal candidate for the position
will be a strong manager and a
highly ethical leader committed to
a professional department.**

Salary (Salary range \$84,000 - \$104,000)

The City of Rolla is offering a competitive salary commensurate with experience, along with a comprehensive benefit package (health, dental and retirement).

How to Apply

Interested applicants should forward a cover letter and resume to:

City of Rolla
 City Administrator John Butz
 Rolla City Hall
 P.O. Box 979
 Rolla, MO 65401
admin@rollacity.org

<p>For more about us, please visit us at:</p> <p>www.rollacity.org</p>
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