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## RECRUITMENT ANNOUNCEMENT – CITY OF PORT TOWNSEND

### OPERATIONS MANAGER

**Salary:** \$ 70,125 - \$84,150 DOQ Full benefits package. Non-represented, FLSA exempt position. Relocation assistance is available.

**Closing:** Application review begins June 30, 2015. Position is open until filled.

**City Government:** The City operates under a Council/Manager form of government.

**The City:** Port Townsend is a Victorian seaport community of about 9,000 on the Olympic Peninsula of Northwest Washington. Just two hours from Seattle, the City features a spectacular natural setting, with a wide variety of recreational opportunities including fishing, hunting, hiking, sailing and kayaking. Port Townsend is also home to historic theatres, art galleries, and numerous festivals including blues, and fiddle tunes. The Wooden Boat Festival and Port Townsend Film Festival draw large crowds every year.

**The Position:** The Operations Manager, under the direction of the Public Works Director, provides day to day operational oversight of the City's street, storm water, and wastewater collection systems. The position includes management of the operations and maintenance of City streets and specified underground utilities. Typical duties include supervision of staff, project development and management, budgeting, community outreach, and planning and executing operational activities. The Operations Manager works closely with Public Works and City staff and community organizations.

The ideal candidate will have a strong background in municipal street and utility operations and maintenance experience, supervising employees in a union environment, working in a team environment, and strong customer service skills as well as excellent oral and written communication skills, computer literacy, and highly developed leadership and management skills.

**Qualifications:** Minimum of six years of experience in street, storm water and wastewater collection construction and maintenance, including at least four years in a management and supervisory role, including direct responsibility for performance of employees. A two year technical degree in roadway construction or utility operations, or a closely related field is preferred.

**How to Apply:** Submit City of Port Townsend employment application, letter of interest and resume to Kelly McLaughlin, 250 Madison Street, #2, Port Townsend WA 98368 or e-mail to [KMcLaughlin@cityofpt.us](mailto:KMcLaughlin@cityofpt.us) with header OPERATIONS. Complete job description and City application form are available on line at the City's website: <http://www.cityofpt.us/Employment.htm>