

THE CITY OF  
**Athens, Alabama**



INVITES YOUR INTEREST IN THE POSITION OF  
**Public Works Director**



# ATHENS – AN EXCEPTIONAL OPPORTUNITY

## ABOUT THE COMMUNITY

Looking for a charming small town with big opportunities? Welcome to Athens, Alabama, where Southern hospitality meets modern convenience. Nestled in the heart of North Alabama, Athens offers a perfect blend of historic charm, thriving industry, and a warm, welcoming community. Whether you're drawn to the picturesque downtown square with its local shops and restaurants, the excellent school system, or the endless outdoor recreation opportunities, Athens is a place you'll love to call home.

With a strong job market fueled by industries like aerospace, automotive, and technology, Athens provides exciting career prospects while maintaining an affordable cost of living. Enjoy weekend hikes at the nearby Wheeler National Wildlife Refuge, explore the Tennessee River, or take a short drive to downtown Huntsville, where you can immerse yourself in the world of technology and military innovation, including the Army's Redstone Arsenal, NASA's Marshall Space Flight Center, and Cummings Research Park. Whether you're raising a family, starting a career, or looking for a peaceful retirement spot, Athens is a city that feels like home the moment you arrive. Come see why so many people are choosing Athens as their place to live, work, and thrive.

## ABOUT THE GOVERNMENT

The City of Athens has a municipal government comprised of an elected Mayor and five City Council members. The Mayor and Council positions are non-partisan and elections are held every four years in August.

The Mayor oversees the day to day operations of the City as the chief executive while the Council serves as the legislative body in a Mayor-Council form of government. The Mayor does not have a vote at Council meetings but can veto Council action.

The City Council serves as the legislative body and votes on budgets, ordinances and contracts. By state law the City Council appoints the Police Chief, Fire Chief, City Clerk, City Attorney, and Municipal Judge. The City Council also makes appointments to the Athens School Board, Athens Limestone Hospital, Pryor Field Regional Airport Authority and other boards.

## THE IDEAL CANDIDATE

The new Public Works Director will be a strong manager with excellent project management skills. The ideal candidate is technically experienced in working closely with engineering, streets, sanitation, and public utilities. In joining a strong, collaborative management team, the new Director will be highly effective in the coordination of work and projects, not only across Public Works functions, but with public utilities, the DOT and the public. The ideal candidate will bring vision, direction, planning, organizational and financial/budgetary skills to a Public Works Department serving a high growth community with increasing demands on services and the growing need for infrastructure.



## ABOUT THE POSITION

This position directs the city's public works operations, including engineering, sanitation, and streets maintenance operations. The Mayor assigns work in terms of department goals and objectives. The Public Works Director has direct supervision over City Engineer, Sanitation Superintendent, Streets Superintendent, and Administrative Coordinator.

## REQUIREMENTS

### Skills and Knowledge

- Knowledge of public works management principles.
- Knowledge of budget development and management principles.
- Knowledge of work safety principles.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Knowledge of public works capital projects management principles.
- Knowledge of civil engineering principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.

- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## EXPERIENCE AND QUALIFICATIONS

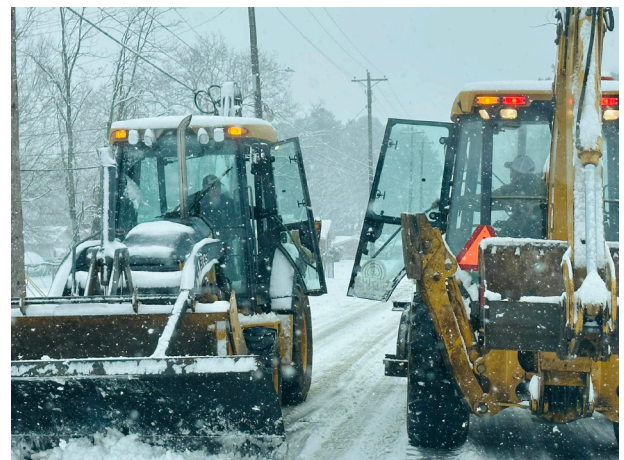
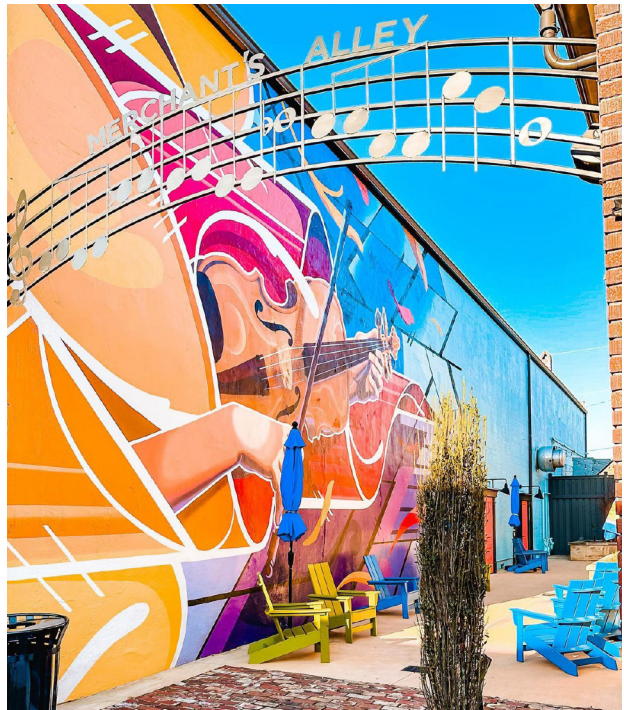
- Master's preferred in addition to a Bachelor's degree in a related field;
- Five to seven years of related experience; or
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Alabama driver's license or the ability to obtain one is required.

## DUTIES AND RESPONSIBILITIES

- Develops and recommends operations and capital improvement budgets for approval by the Mayor and City Council; manages approved funds; monitors and controls expenditures.
- Directs the recruitment, hiring, training, assignment, supervision, evaluation, promotion, and discipline of department personnel.
- Communicates with the general public to provide information concerning department programs, services, policies, and procedures and to resolve problems and concerns.
- Develops and implements department long- and short-term plans, including the five-year capital improvement plan.
- Manages and/or oversees the management of a variety of public works construction, repair, and maintenance projects.
- Prepares or directs the preparation of a variety of regular and special reports.
- Ensures department compliance with all relevant local, state, and federal codes, orders, regulations, and laws.
- Directs the maintenance and repair of department vehicles and equipment.
- Directs the city's solid waste management services.
- Performs other duties as assigned.

## CHALLENGES AND OPPORTUNITIES

The new Public Works Director will need to be effective in developing and maintaining relationships with a diversity of team members, some of whom deliver sanitation services, perform manual labor and drive/run heavy equipment, through those who work in engineering. The Director will need to balance the demands of change in a community that has small town values and quality of life, but occupies a high growth area with the increasing needs for additional service levels, evolving systems and new approaches to service delivery.





## COMPENSATION AND BENEFITS

The expected starting salary for this position depending on qualifications is in the range of **\$125,000 - \$160,000.**

### BENEFITS

- Health, Dental, and Vision Insurance
- Employee Term Life, Accidental Death and Dismemberment Insurance
- Short-Term and Long-Term Disability Insurance
- Voluntary Critical Illness and Accident insurance
- Employees' Retirement System (ERS) defined benefit (pension) plan under the Retirement System of Alabama (RSA)
- Defined contribution plan options
- Employee Assistance Program
- Holidays (9 per year), Annual Leave, Sick Leave, Personal Leave Day (1 per year after 1 year of service)

## HOW TO APPLY

Interested candidates must submit by email to [jeffhale@localgovhrs.com](mailto:jeffhale@localgovhrs.com) a cover letter, resume, a list of five job related references (with email and phone numbers), as well as salary history no later than **March 18, 2025.**

Questions please contact:

Jeff Hale, Mercer Group Associates  
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phone 706-371-6126



**MERCER GROUP ASSOCIATES**

*The City of Athens, Alabama is an Equal Opportunity Employer.*