



PUBLIC WORKS DIRECTOR
Town of Prosper, Texas

Recruitment Services Provided By



The Opportunity

The Town of Prosper offers a compelling municipal leadership opportunity to a public works professional experienced with water/wastewater, drainage, and municipal maintenance. The next Public Works Director will improve a growing department in a rapidly evolving North Texas residential community. This position offers an excellent opportunity to have a transformative role in preparing the community of Prosper for its future.



About Prosper

Ideally situated 35 miles north of Dallas and 55 miles from Fort Worth at the intersections of Preston Road and U.S. Highway 380, the Town of Prosper is a welcoming community located in North Central Texas, just minutes from the Dallas North Tollway cities of Frisco and Plano. Prosper includes areas in both Collin and Denton Counties, with most of the Town's population residing in Collin County. With a current population of about 42,000, Prosper continues to grow and develop. Housing starts or new builds are among the primary drivers associated with Prosper's rapid growth and expansion; Prosper is home to several award-winning master-planned communities. Prosper offers all the amenities of urban life delivered with small-town charm. The Town boasts a variety of outdoor recreational activities, including fishing, camping, hiking, and shopping excursions in trendy boutiques in the historic Downtown—activities which keep Prosper's residents rooted at home.

Prosper is known for its system of parks, recreational activities, excellent education system, and friendly people. Prosper enjoys a keen sense of community; residents take pride in the town's history and look to the future with optimism. They come together to celebrate festivals and parades, enjoy local music and theater performances, and support one another in times of need. It is no surprise that Prosper's residents and visitors enjoy the comfortable welcoming atmosphere.



About Prosper

This rapidly growing community was established in 1902 following the forced merging of two smaller communities because of the establishment of the St. Louis and San Francisco Railroad. For many years, this new community was the central stop for the railroad travelling from Dallas to Sherman. Prosper gained its name during the application process for a new post office. The Town's first choice of name was already taken so, given the prosperous yield of the crops that year, the Town took on the name of Prosper.

With a projected build-out population of 72K, the Town of Prosper is rapidly becoming an attractive destination for families and businesses. Prosper's 27 square mile footprint includes beautiful lakes, manufactured lagoons, and lush green spaces. Prosper features 634 acres of open park space, much of which is connected by the popular Chisholm Trail. As the region embraces the proliferation of modern technology hubs, many companies are moving to the area, a circumstance which has the potential to provide significant economic opportunity for Prosper.





Town Governance and Structure

Incorporated in 1914, the Town's first mayor served for 49 years. In 2004, Prosper adopted a Council-Manager form of government which enables a professional Town Manager, supported by municipal staff, to carry out the policy direction of the Mayor and Town Councilmembers and ensure the effective provision of all municipal services.

In 2006, Prosper adopted its Home Rule Charter establishing the town's powers, authority, and current governance structure. Prosper provides exceptional municipal services emphasizing community connections.

Prosper provides many municipal government services including police, fire, economic development, library, parks and recreation, public works, health and code enforcement, and animal control. Prosper's all funds budget for fiscal year 2023-2024 totals \$102 million.

[FY-2023-2024-Adopted-Budget](#)

Prosper's core values operate to define the culture of the municipal organization and are captured in the phrase **Prosper THRIVES** which translates to **T**eamwork, **H**eat, **R**espect, **I**ntegrity, **V**ision, **E**xcellence, and **S**ervice. These values, which are incorporated throughout all levels of the organization's work, reflect Prosper staff's commitment to municipal excellence.

The Department

The Public Works Department carries out its essential functions and achieves its primary objective of providing for the public's safety, while cost-effectively maintaining the Town's infrastructure and planning for future needs.

The mission of the Public Works Department is to provide the best possible services to Prosper's residents and business community in the areas of public street maintenance, solid waste and drainage utilities, and water/wastewater services. With a total operating budget of \$16.1 million and a staff of 62 FTEs (full-time equivalent), the Public Works Department consists of the following divisions: Streets, Water/Wastewater, and Environmental Services.

- The Streets Division is responsible for the repair and maintenance of streets, sidewalks, alleys, and signage. The Division rebuilds asphalt streets, makes minor street and alley repairs, builds and repairs sections of sidewalk and curbs, sweeps streets, and sands driving surfaces during icy weather. The Streets Division is funded at \$3.5 million for Fiscal Year (FY) 2023-24.
- The Water/Wastewater Division ensures the provision of water, wastewater and services associated with storm drainage to residential and commercial utility customers. Water/Wastewater services are funded at \$11.5 million for the current fiscal year; drainage services are funded at \$1.01 million.
- The Environmental Services Division addresses issues associated with the development and oversight of water conservation and programs concerning the disposal of fats, oils, and grease in accord with the Texas Commission on Environmental Quality (TCEQ) guidelines.

\$ 16.1M
Operating Budget

62FTE
Employees



The Position

Prosper's Public Works Director is an at-will, executive level position operating under the general administrative direction of the Assistant Town Manager. With four direct reports, the Public Works Director's primary responsibilities include planning, managing, and directing the daily operations and services of the City's streets, water/wastewater systems, and other assigned public services. Key functions of the position include preparing and administering the Public Works \$16.1 million departmental budget, monitoring annual projections and justifications, submitting budget requests, approving expenditures, and implementing adjustments as needed. Other key functions of the position include:

- Negotiating agreements and contracts while monitoring compliance and performance to ensure contractual obligations are met. The Public Works director plans and directs work related to asset management, emergency preparedness, employee safety and accident prevention, and internal process improvements.
- Monitoring the condition of the Town's infrastructure for maintenance, repair, and replacement.
- Developing and implementing plans for short and long-range public works and capital improvement projects.

- As an integral member of the Town's leadership team, the Public Works Director interacts with community members, elected officials, and other stakeholders to provide technical assistance, advice, and recommendations in support of both the Town's and the Department's goals and objectives.
- The Director develops goals, strategies, and policies in alignment with the Town's strategic plan and initiatives; ensures compliance with Town-adopted policies and procedures, and may present information on projects, programs, and initiatives to a variety of stakeholders.
- The Public Works Director establishes and maintains positive working relationships within and external to the Department; remains current on issues relating to service delivery while ensuring a service focus; and oversees the selection, training, and evaluation process for all Public Works personnel.





Opportunities & Challenges

Although the Town of Prosper is well resourced, enjoys staunch support for its provision of an array of municipal services, and is a highly desirable residential community, it is not without its challenges and opportunities.

- Prosper's next Public Works Director will need to be a strategic thinker well positioned to work collaboratively with community stakeholders, municipal leaders, Town staff, and Public Works staff.
- The Public Works Director will have the opportunity to have an enhanced presence in the Town's significant development activity. This involvement will ensure Prosper's long-term maintenance, operations and other aspects of public works are fully considered in new projects and developments.
- Prosper's rapid growth is driving many significant projects including large street projects, meter replacements and upgrades.
- The next Public Works Director will address deferred maintenance and potential expansions in the Public Works Department's work portfolio.
- The next Director will oversee the construction of a new service center and participate in planning for a 2025 bond election.

Ideal Candidate

The ideal candidate for Prosper's next Public Works Director will possess certain traits and experiences that will lead to success including:

- Demonstrated record of integrity, elevated levels of ethical conduct, and the ability to instill a culture of accountability.
 - Demonstrated competency in negotiating contracts and developing equipment maintenance and replacement programs.
 - A strong operational background in Public Works, to include a solid understanding of water and wastewater systems.
 - Proven history of managing various municipal services and capital projects; developing and implementing annual maintenance programs; managing operating/capital improvement budget(s) including monitoring costs/expenditures.
 - Strong coordination and delegation abilities; a collaborative focus emphasizing accessibility, visibility, team-focus, and proactive problem-solving while working with various stakeholders.
- Ease working in both team environments and on more individualized tasks requiring elevated levels of initiative, autonomy, and independence while remaining aligned with municipal goals and objectives.
 - A proven ability to establish and maintain effective working relationships with personnel at all levels to increase staff capabilities through professional development, mentoring, and coaching to enhance employee engagement and retention.
 - A keen focus on strategic planning, along with a creative mindset and a strong sense of follow-through to get important projects delivered through to completion.
 - Flexibility, adaptability, and a willingness to learn new things and implement innovative ideas.
 - While an engineering background is considered valuable, it is not required. The Town of Prosper currently has excellent staff and contract engineers that provide technical engineering expertise.





Qualifications

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the position is qualifying. The most attractive candidates will possess the following:

Education: A Bachelor's degree in Civil or Environmental Engineering, or related field.

Experience: Eight (8) years of construction management experience, three (3) years of which are in a managerial or supervisory role; or equivalent combination of education and experience.

Required Licenses & Certifications:

- Texas Professional Engineer License is preferred.
- TCEQ Class C Water Operator license and Class II Wastewater Collection license are preferred.

Salary & Benefits

The Town of Prosper offers comprehensive and competitive compensation and benefits. The annual compensation range for this position is **\$125,920 to \$163,696** with final placement in the range dependent on qualifications and experience. Prosper offers an excellent benefits package. Key benefits include:

Retirement: Membership in the Texas Municipal Retirement System (TMRS): 7% employee contribution with an employer matching contribution at 2/1 for the employees' retirement program.

Social Security: Prosper employees also contribute to Social Security's Supplemental Security Income (SSI) program.

Health & Wellness: The Town of Prosper provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events. These benefit offerings include:

- Medical
- Dental
- Vision
- Life Insurance
- Long Term Disability Insurance

Paid Time Off: Vacation and Sick Leave

Relocation Assistance: Relocation assistance to the selection candidate will be provided in accordance with municipal policy.

Other Benefits:

- Flexible Scheduling Opportunities
- Cellphone Allowance or Town Cellphone option
- Tuition Reimbursement
- Training and Continuing Education Opportunities
- Town Vehicle Available for Use





Application & Selection Process

A preliminary closing date has been set for **Monday, April 22, 2024**; however, candidates are encouraged to apply immediately by submitting a compelling cover letter and comprehensive résumé as this recruitment may close early once a sufficiently strong candidate pool has been established. Apply at:

www.mosaicpublic.com/careers

Due to the public nature of searches in the State of Texas, before submission of materials, confidential inquiries are welcomed to:

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Jacqueline Seabrooks | Jackie@mosaicpublic.com | (916) 550-4100

The Town of Prosper is an Equal Opportunity Employer.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

Recruitment Services Provided By



www.mosaicpublic.com