

## Openings as of 3/31/2025

### ***Public Works Director***

JobID: 169

**Position Type:**

Administration

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**Date Posted:**

3/28/2025

**Location:**

Public Works Garage

**Charleston, IL** (17,119) – The City of Charleston, Illinois is seeking an articulate, collaborative, approachable, direct, and visionary **Director of Public Works** that is gifted in leadership, supervision, budgeting, union management, and capital planning.

Charleston, Illinois is a well-managed Central-Illinois city that is strategically located east of Interstate -57, two-hours east of St. Louis, MO, two-hours west of the Indianapolis, IN, and two hours and forty-five minutes south of Chicago, IL. Charleston's ideal location blends scenic southern Illinois recreational amenities with the quality-of-life amenities provided by a progressive full-service city.

Charleston IL, the proud home of Eastern Illinois University, serves as the County Seat of Coles County and covers 7.99 square miles. The City of Charleston is a statutory City Manager Form of Government where the City Manager is appointed by the Mayor. The City Council is comprised of the Mayor and 4 City Council members elected to four-year overlapping terms. The Public Works Director is appointed by and reports directly to the City Manager.

The Public Works Director is directly responsible for the oversight of the day-to-day operations of the public works department and for the effective administration of the following operations: engineering, parks maintenance, streets, storm sewers and drainage, water distribution, wastewater collection, fleet garage, water treatment plant, and the wastewater treatment plant. The Director is responsible for the leadership and daily supervision of forty-six full-time team members. The Director is supported by an Assistant Director, Engineering Tech, and four Superintendents. The Director oversees and administers an annual \$7,406,400 budget that includes Engineering, Parks Maintenance, Street, City Garage, Public Service, MFT, Water/Sewer Garage, Utilities, Water Treatment Plant, and Wastewater Treatment Plant.

**Challenges and Opportunities:**

- Effectively introduce and implement organizational changes as the department transitions from the leadership of a long-term and highly respected department director.
- Foster a culture of unity and eliminate organizational silos.
- Completion of the Douglas Street Reconstruction Project.
- Serve and support an experienced workforce while developing new team members.

**Success:**

The city described success for the next Public Works Director as a manager who is eager, learns quickly, and leads well.

**Qualifications:**

- Bachelor's degree in public administration, organizational leadership, business administration, management, civil engineering, or related field.
- Minimum of seven to ten years of professional management and leadership experience with personnel management and supervision experience.

**Ideal candidates will possess:**

- Excellent people skills.
- Excellent leadership skills.
- The ability to remain flexible and agile.
- The ability to listen to and collaborate with the department leadership team and the city's executive leadership team.
- A people-oriented and outgoing behavior style (I-type Style) on the DISC.

**Compensation and Benefits:**

The beginning salary range is between \$120,000 and \$130,000 and will depend upon education and previous experience. This is a full-time, exempt position, serving at the pleasure of the City Manager. Benefits are highly competitive, and they include the following:

- City issued vehicle.
- City paid professional training and membership dues.
- City issued mobile phone and laptop.
- IMRF Pension Plan.
- An individual or family Health plan (Employee only Free; Family \$224.00-\$650.00/month).
- Dental and Vision Insurance
- Life Insurance: \$50,000
- Paid holidays: 11.
- Paid sick leave: Beginning with 40 hours in the bank.
- Paid vacation leave: Beginning with 80 hours in the bank.
- Personal Days: 3 per year.

Please electronically submit a cover letter, resume, and five professional references to **[james@arndtmunicipalsupport.com](mailto:james@arndtmunicipalsupport.com)**. Confidential inquiries should be directed to James W. Arndt, President and CEO of Arndt Municipal Support, Inc. at 217-500-0770.

This position will close on May 1, 2025.

*The City of Charleston, IL is an Equal Opportunity Employer.*

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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