

**THE BOARD OF MAYOR AND SELECTMEN FOR THE CITY OF WEST POINT, MS ANNOUNCE  
THE FOLLOWING EMPLOYMENT OPPORTUNITY FOR A PUBLIC WORKS DIRECTOR**

**Generic Job Description:**

The public works director has primary responsibility for the organization, operation and overall performance of the public works department. Department functions include management of solid and vegetative waste, maintenance of streets and public property, stormwater control, as well as public works construction projects. The public works director must be an effective administrator, business minded, and be productivity and service oriented. The director must lead by example with impeccable personal character traits and possess strong written and verbal communication skills.

**Education Requirements**

- Preferred Education is an accredited four (4) year college degree in public or business administration.
- Minimum education high school or GED equivalent diploma accompanied by demonstrated management capabilities with progressively responsible experience in the areas of business or public works administration.

The public works department has an annual operating budget of \$2.5 million. It has 25 full-time employees. The public works director is appointed by the Board of Mayor and Selectmen, and reports to the Chief Administrative Officer (CAO).

**Additional Requirements:** Candidates must undergo a pre-employment physical and drug screen. This position occasionally requires the availability of the employee to work during bad weather or unusual conditions during all hours of the day and night, as well as on weekends. This position requires a valid Mississippi driver's license. Appointment to this class is subject to a one year probationary period under provisions of the current City of West Point Personnel Policy.

Applications, detailed duties, responsibilities, and other requirements may be obtained online at <http://www.wpnet.org> or City Hall, P.O. Box 1117, 580 Commerce Street, West Point, MS 39773.

Return applications and resumes to the City Clerk, Mrs. Deloris Doss, [ddoss@wpnet.org](mailto:ddoss@wpnet.org) and will be accepted until Monday, June 6<sup>th</sup>, 2022 at 5:00 p.m. Interviews will be individually coordinated and conducted. The City of West Point, MS is an Equal Opportunity Employer.

Salary Range: Qualification/experience dependent