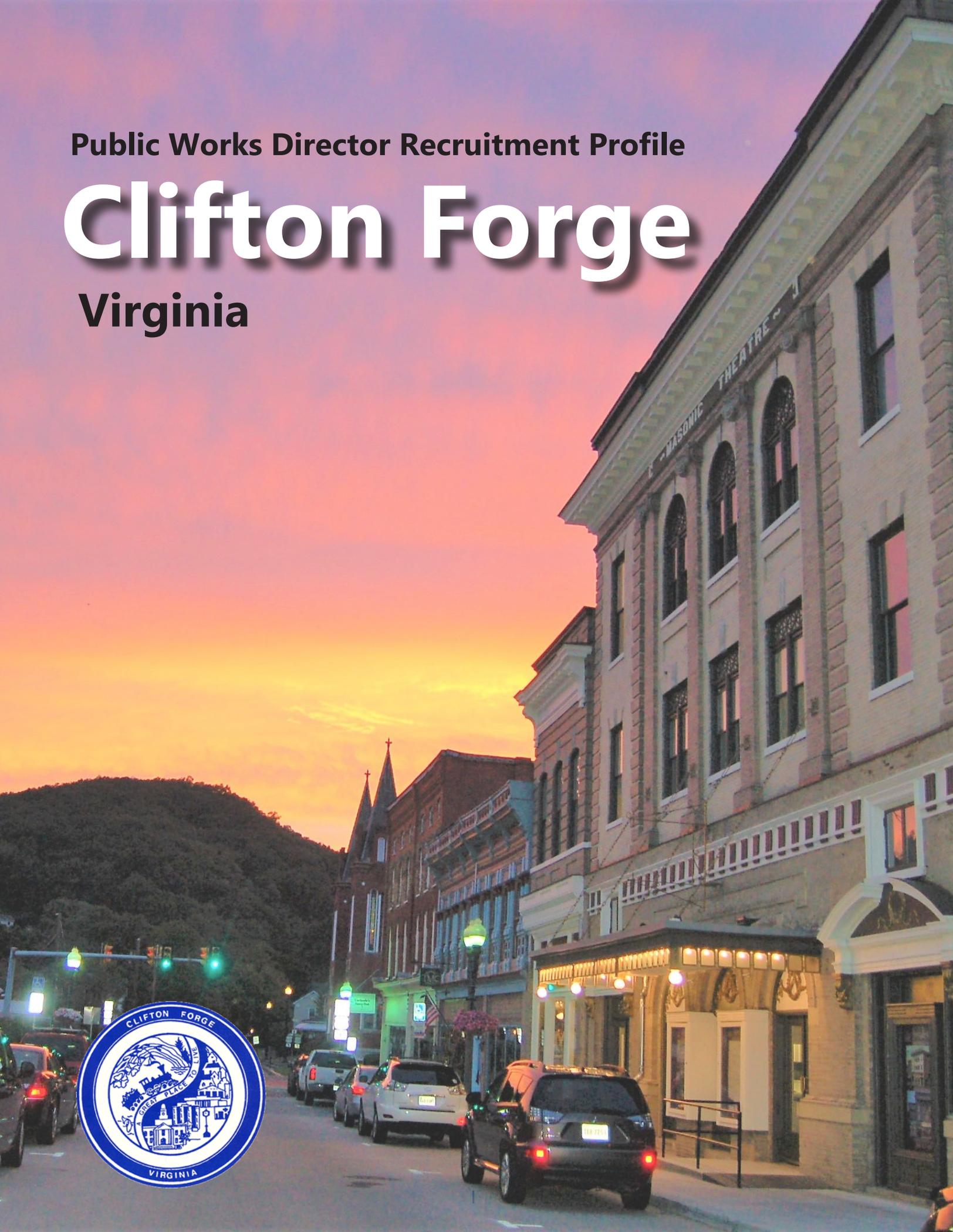


Public Works Director Recruitment Profile

Clifton Forge

Virginia





TOWN OF CLIFTON FORGE

The **Town of Clifton Forge** is seeking an experienced professional to serve as Public Works Director, a department head and member of the Town Manager's senior leadership team responsible for directing programs and operations of the Public Works Department.

This recruitment profile provides background information on the community, the functions of the Public Works Department and organizational aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of Public Works Director.

Qualified candidates are encouraged to **submit a cover letter and resume, with salary history and professional references**, to The Berkley Group via email at drew@bgllc.net. While the position is open until filled, **review of candidates will begin February 4, 2019**. Inquiries relating to the Public Works Director position may be directed to:

Andrew D. Williams

The Berkley Group

P.O. Box 181

Bridgewater, Virginia 22812

Email: drew@bgllc.net

Mobile: (540) 560-2202



Clifton Forge, VA

A Highlands Treasure

Community Background

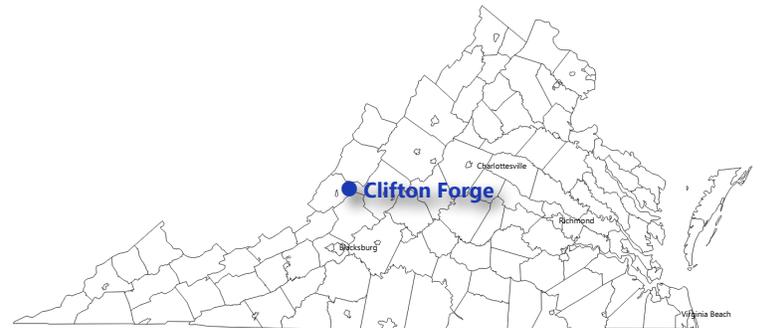
History

The Town of Clifton Forge is in Alleghany County in the scenic Alleghany Highlands region of Virginia. Although chartered by an act of the Assembly of Virginia in 1906, the town's history goes back to the 1700s. The land the town now occupies was part of a 1770 land grant to Robert Gallaspy from Lord Botetourt, who was serving as the royal governor of Virginia at the time. Settlement developed in the early 1800s as the iron industry blossomed, particularly as transportation routes were opened – particularly the completion of the road over North Mountain, which now serves as U.S. Route 60. Mr. William Lyle Alexander of Lexington owned a forge in the Rainbow Gorge area near Iron Gate, and he named the forge “Clifton” in honor of his father’s estate near Lexington; thus, the name “Clifton Forge” was born.

The Town has a rich railroad heritage with the first passenger train arriving in 1857. The town became a major maintenance hub for steam locomotives owned and operated by the Chesapeake & Ohio (C&O) Railroad. As a result of its link to the community, the C&O Historical Society is currently located in Clifton Forge.

Location

The town’s location on Interstate 64, approximately halfway between Lexington, Virginia, and Lewisburg, West Virginia links Clifton Forge to the eastern seaboard and the Midwest. Its location is an hour’s drive to Roanoke, where additional cultural and commercial activities abound. Commercial air service can be accessed at airports in either Lewisburg or Roanoke. The town is additionally served by passenger rail service (Amtrak) three days per week.



Education

Clifton Forge students attend Alleghany County public schools. Dabney S. Lancaster Community College (DSLCC), offering 2-year degrees, is located just outside of town. DSLCC offers a wide variety of credit programs, including those for transfer and selected occupational, technical and health fields.

Healthcare

LewisGale Hospital Alleghany, located just outside of the town’s corporate limits, offers a full range of medical services – from emergency medicine to general surgery. The hospital is also part of the LewisGale Regional Health System, which is an integrated network of closely aligned patient-care facilities that consistently rank among the top healthcare providers for patient care. Additionally, there is a Veterans’ Association (VA) Hospital located in both Lewisburg and Roanoke.

Quality of Life

Clifton Forge enjoys an exemplary quality of life with natural recreation opportunities. Douthat State Park, Lake Moomaw, and the George Washington and Jefferson National Forests offer



camping, hiking, boating, and fishing. Canoeing and kayaking can be explored on the Cowpasture, Jackson and James Rivers. Clifton Forge was awarded the accolade of “Best Small Adventure Town” in 2018 by Blue Ridge Outdoors Magazine. There are over 150 miles of trails in the National Forests, with trailheads less than two miles from town.

Clifton Forge also holds cultural amenities such as the Alleghany Highlands Arts & Crafts Center and the C&O Museum and Heritage Center. Recent additions such as the restored Masonic Theatre and Amphitheatre provide performing arts, entertainment, education and unique cultural experiences. Clifton Forge is equidistant from two luxury resorts – The Greenbrier in White Sulphur Springs, West Virginia and the historic Omni Homestead in Hot Springs, Virginia.

Demographics

Clifton Forge’s population of nearly 4,000 is approximately 85% white, 12% African American, 2% Hispanic and 0.5% Asian. The Median Household Income is \$33,682 (2017). A quarter of the town’s population (25%) is over the age of 62.

Public Works Department

The Town of Clifton Forge has a full-service Public Works Department that includes the provision of street maintenance, drainage, traffic signals/signage/markings, buildings and grounds, fleet maintenance, park maintenance, bulk and brush collection, cemetery maintenance/management, and maintenance of water and sewer distribution lines. Household trash collection is provided by Alleghany County. The town’s water treatment plant is operated under its own department and must coordinate closely with the Public Works Department; however, the director is not responsible for direct management. The Town is responsible for maintaining its 25 miles of streets and roads and receives quarterly payments from VDOT for qualifying maintenance activities.

Including the director position, the Public Works Department has 14 employees, with an annual budget of approximately \$1.4 million. The Water and Sewer Fund is operated as an enterprise fund. While sustaining a healthy fund balance, water and sewer rates are comparatively high given the smaller customer base to distribute costs.

The Public Works Director reports to the Town Manager and is responsible for the day-to-day operations of the department, supervises employees, develops work schedules/programs, ensures compliance with safety regulations, develops the annual department budget recommendation to the Town Manager and administers the approved budget. The director also develops the annual Capital Improvement Program (CIP). The director is responsible for managing personnel issues in the department, along with filling staff vacancies. The director serves on the Parks and Trails Committee and the Safety Committee when it is convened. Occasionally, the director represents the Town on a regional solid waste committee. Emergencies occurring during non-regular working hours are handled by rotating on-call responsibilities amongst the department staff, and while the director is not on the rotation, he/she is expected to be available to assist in resolving incidents, directing staff, and communicating outcomes.

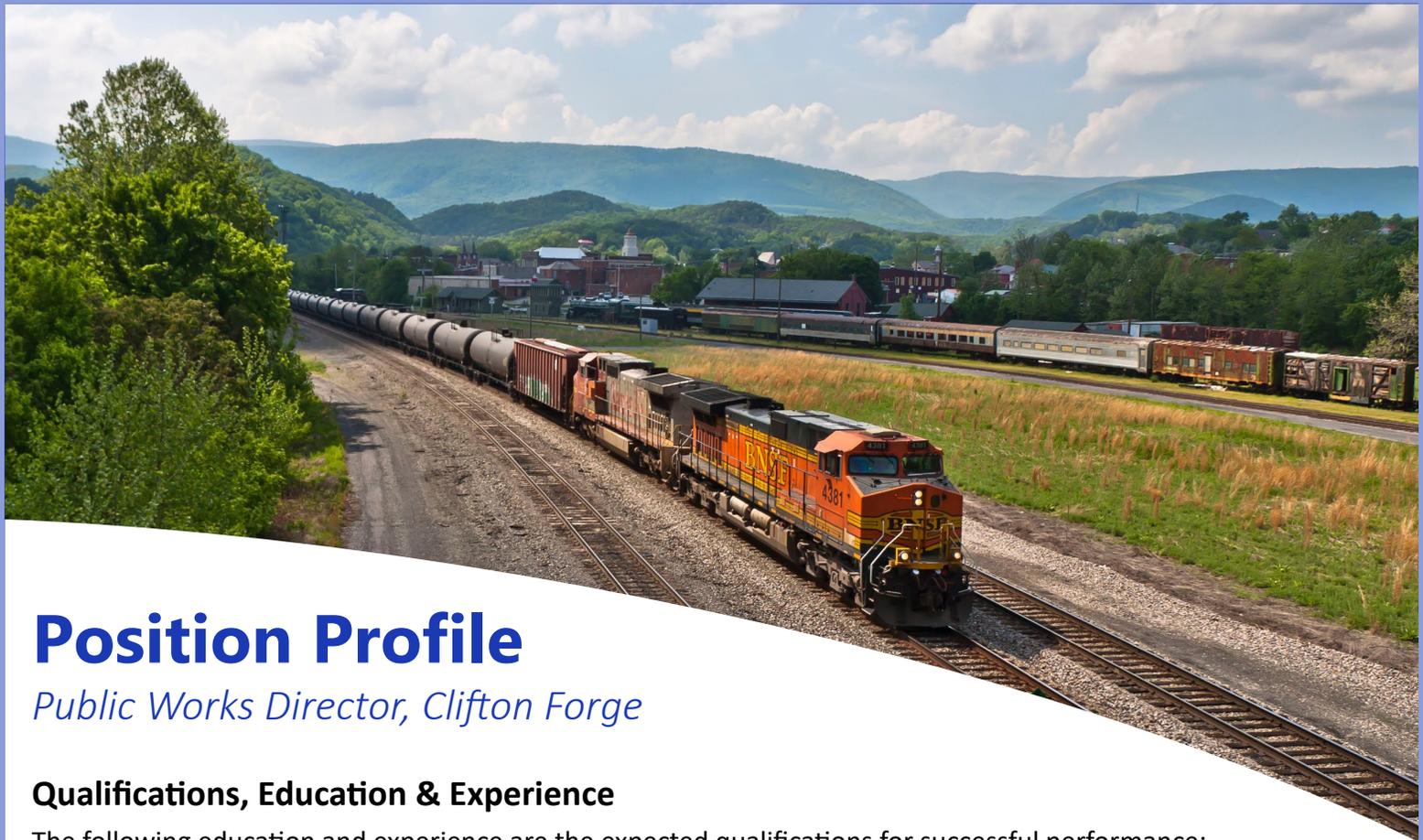
Challenges, Issues & Opportunities

The department has had significant staff turnover in the past. However, the recently hired, younger workforce shows promise as long as accompanied by strong leadership with well-defined work programs and performance measures. The town’s aging infrastructure requires that facilities must be upgraded in a consistent and methodical manner. Park facilities require upgrades that must be planned, programmed and implemented.

Given the town’s limited resources, the director needs to bring “outside the box” thinking to stretch budget funds as much as possible. The town has successfully used grant programs to finance capital expenditures and the director will be relied upon to assist the Town Manager in pursuing grant opportunities, and ensuring obligations and requirements are met for awards.

Contractors are used to perform some routine maintenance and special projects. The director will need to communicate effectively with contractors, architects, and engineers, acting as the owner’s agent.

Town staff works diligently to ensure that equipment and vehicles are maintained and replaced on a scheduled basis - providing up to date equipment and vehicles.



Position Profile

Public Works Director, Clifton Forge

Qualifications, Education & Experience

The following education and experience are the expected qualifications for successful performance:

- Five to ten years of progressive leadership in an organization with comparable size/scope of responsibilities; possessing a broad skill set appropriate to the breadth of town public works operations.
- A Bachelor's degree in civil engineering, public administration, planning, or a related field is desired, but not mandatory.
- Commercial Driver's License preferred; not required.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the criteria listed above.

Personal Traits & Desired Characteristics

- Absolute integrity, ensuring ethical, equitable, honest, fair, open and personable interactions with town employees and community members.
- Professionally competent, with confidence tempered by humility.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views.
- Must be approachable by field staff as well as members of the community.
- The ability to feel comfortable in an informal setting.
- A role model, coach, and mentor for department employees; dedicated to the professional development of staff; able to empower employees with a focus on performance, collaboration and accountability.
- A promoter of teamwork between town departments.

Compensation & Benefits

Compensation for the Public Works Director will be competitive, depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, and professional development support. If successful applicant lives within town limits, a take home vehicle will be provided.

Application Process

Initial review of candidates will begin on February 4, 2019. Applications received after that date may be considered until the position is filled. Timely submittal will ensure the most advantageous review. To be considered, please **submit a cover letter and resume with salary history and professional references** to The Berkley Group, via email at drew@bgllc.net. Questions may be directed to:

Andrew D. Williams
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For Additional Information

Visit <https://www.cliftonforgeva.gov/>

The Town of Clifton Forge is an Equal Opportunity Employer