



## Employment Opportunity Public Works Consultant

### LOCAL GOVERNMENT SUCCESS

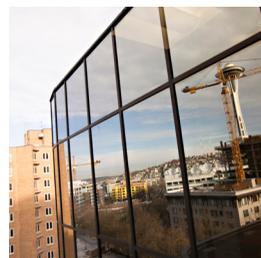
If you're an accomplished professional with local government experience who's looking to shine at a one-of-a-kind nonprofit organization, we've got the job for you.

The Municipal Research and Services Center (MRSC) has a rare opportunity for a professional experienced in public works and/or local government contracting/purchasing in Washington State. MRSC is a private nonprofit located in Seattle that is devoted to assisting local governments throughout Washington State achieve success through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, timely, unbiased, and trustworthy legal and policy guidance and information on a wide variety of topics, including public works, contracting, utilities, public finance, good governance, public records, open public meetings, ethics, conflicts of interest, land use, and personnel. MRSC values a healthy work-life balance and our 20+ person team includes policy and finance experts, attorneys, and other local government professionals providing excellent service to our customers.

As one of MRSC's policy consultants, you'd be part of MRSC's policy team of four professionals, which works collaboratively with our legal team and the other facets of our organization. Your primary duties would include answering public works/purchasing and contracting questions from officials and staff of local governments throughout the state, providing content for MRSC's website and other sources (e.g., our blog and other publications), conducting training on topics of interest to those we serve, and working on special projects related to MRSC's efforts to help local governments be successful.

Our ideal candidate will have at least five years of local government experience. Candidates with such experience who have served as public works director, assistant public works director, city engineer, assistant city engineer, contracting manager, purchasing manager or have otherwise been involved in local government public works and contracting/purchasing work in Washington State are strongly encouraged to apply. Expertise in the numerous aspects of public works and contracting/purchasing at the local level is a plus, but our focus is on finding the most qualified candidate who will be the best fit for MRSC. The successful candidate must possess demonstrated exceptional written and oral communication abilities, enjoy working with a wide variety of local government employees and elected officials, and have outstanding customer service skills.

This position is full-time and the annual salary range is \$85,000 to around \$100,000, depending on qualifications and experience. MRSC also provides an excellent benefits package, including a 403B retirement plan, for its employees (MRSC does not participate in the State's PERS system). This opening is occurring due to an upcoming retirement of our current Public Works Consultant, and the expected start date for the position is mid-June 2017. To apply, please submit a letter of interest and a résumé by the first review date of March 7, 2017, to Marci Wright at [mwright@mrsc.org](mailto:mwright@mrsc.org) or (206) 625-1300 ext. 105. MRSC is an Equal Opportunity Employer and we value diverse life experiences and perspectives.



# Position Description Public Works Consultant

The Public Works Consultant conducts research and provides technical assistance to all levels of local governments in Washington State on public works and contracting/purchasing issues. This position requires an energetic self-starter, who enjoys working with people and has a strong commitment to helping local government succeed.

## PRINCIPAL DUTIES

- Conduct research and answer questions from city, town, county, and special districts' elected officials and staff on topics related to public works and governmental contracting/purchasing.
- Prepare webpages on public works and purchasing/contracting topics, and be responsible for keeping those pages current.
- Prepare blogs, publications and newsletter articles on topics of interest to local governments in Washington and prepare and present papers at professional conferences and training seminars.
- Organize and participate in workshops, webinars, and other training events, either individually, with other MRSC consultants, or jointly with other agencies and service organizations. Participate in APWA committees, including CAEC and Asset Management, as appropriate.
- Attend and make presentations at Public Works-related conferences, such as those held by the Infrastructure Assistance Coordinating Council (IACC) and the American Public Works Association
- Assist the library staff in acquiring and maintaining a current collection of information on public works projects, policies, procedures, activities and legislation of interest to municipalities in Washington.
- Maintain regular contact with engineers, public works directors, engineering consultants, and others to gather and impart information and material that may be of benefit to local governments. Maintain liaison with state agency personnel from SAO, Labor and Industries, DOR, and DOE/DOH.
- Accomplish special projects as assigned by the Policy Team Manager and/or the Executive Director.

## QUALIFICATIONS

### *Minimum Requirements*

- Bachelor's degree in Civil Engineering or related field, or equivalent experience.
- Minimum of five years of progressively responsible, local government experience with public works, purchasing/contracting, and/or a related field.
- Experience with public contracting and/or purchasing practices.
- Experience in providing training and making presentations at conferences, workshops, and/or webinars.
- Capacity to work both in a team environment and autonomously.
- Proven aptitude to build successful relationships and partner with other organizations/agencies.
- Pleasant manner in dealing with public officials in person or by telephone.
- Capability to respond to complex inquiries with a high degree of competence and accuracy.
- Ability to use MS Word, Excel, and presentation software.

### *Desired Experience and Qualifications*

- Outstanding communications skills, both written and with oral presentations.
- Active involvement with professional organizations.
- Deep knowledge of public works issues.
- Registration as a professional engineer in the state of Washington.
- Familiarity with the application of Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) as they relate to public works (such as LID formation) and purchasing/contracting.
- Previous experience in the preparation and publication of written articles.