

# DIRECTOR

OF PUBLIC WORKS

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PORTLAND, TEXAS



the  
**portland**  
of possibilities.



## THE COMMUNITY

Portland, Texas, is a city of more than 15 square miles located across the Harbor Bridge from Corpus Christi. With a current population of approximately 23,600, Portland is home to a diverse workforce serving Coastal Bend industries and businesses. The City is located in San Patricio County and is included in the Corpus Christi Metropolitan Statistical Area, which also includes Aransas and Nueces counties. Portland is accessible via two major highways, U.S. Highway 181 and Texas Highway 35, and is positioned as the gateway into Corpus Christi and other points south. The City is ideally situated on two bays, providing excellent fishing, boating, sailing, swimming, and kite surfing. With safe, upscale neighborhoods, award-winning schools, unmatched recreational opportunities, and excellent city services, Portland is everything you want in a family town.

Located on a 40-foot bluff overlooking 150 square miles of bays, Portland was founded by John G. Willacy in 1891 and incorporated in 1949. As a summer and winter resort, Portland was described as being particularly fortunate with its mild climate and prevailing bay breezes. Throughout much of its history, the City served as an agricultural community. In the 1960s and 1970s, Portland grew primarily as a bedroom community for Corpus Christi.

In the past year, Portland maintained a 2.5% growth rate. The City added more than \$80 million in taxable value, primarily from the construction of 130 homes and the development of two apartment projects and two hotels. Portland's 5-year outlook continues to be optimistic. Construction jobs associated with Cheniere Energy and other industrial facilities will continue to supplement the local economy through 2023. Major industry is located outside the city limits. Nearby industries include Chemours, Cheniere Energy, Occidental Chemical Corporation, and voestalpine Texas. In 2017, ExxonMobil and SABIC announced plans to build the world's largest plastics manufacturing facility just north of Portland. Construction of the multibillion-dollar facility began in 2019.

The City boasts more than 450 acres of parkland at 17 different sites. Residents enjoy a community center, aquatic center, skate park, and a dog park. Opportunities for youth sports abound with facilities for baseball, softball, and soccer, as well as tennis. In 2017, Portland opened two new sports complexes, Municipal Park and the Portland Sports Complex, which host local youth leagues, as well as travel tournament play. In 2018, the two parks hosted almost 50 tournaments, bringing thousands of youth participants and their families to Portland. The City is also home to Indian Point Park, a 333-acre public park with an ecologically rich wetland and saltwater lake, lined by a two-mile hike and bike trail. Outdoor enthusiasts can enjoy birding, kayaking, canoeing, swimming, sailing, and fishing—either wade-fishing or from the landmark Indian Point Pier. The City's largest festival is Windfest, a three-day, family-oriented festival held every spring featuring live music, a dachshund dash, arts and crafts shopping, carnival rides, and contests. Portland offers quick access to local attractions, including the U.S.S. Lexington and the Texas State Aquarium. Ferries to Port Aransas, on North Padre Island, are only 15 minutes outside Portland's city limits.

## THE COMMUNITY CONTINUED

Portland is served by the Gregory-Portland Independent School District (G-PISD), which consists of four elementary campuses, one middle school, and a high school. Student enrollment is 4,587 students, with a student-to-teacher ratio of 15:1. G-PISD is an accredited district that received a MET STANDARD rating in state-mandated testing. The district is developing new Career & Technical Education (CTE) programs at Gregory-Portland High School. These programs are designed to provide real-world, hands-on learning experiences for students to prepare them to pursue post-secondary careers. Texas A&M University Corpus Christi and the Del Mar College, a community college system, serve the area's higher education needs.

The City has a median income of \$62,141, surpassing the statewide median income of \$59,206. Average home prices in Portland range from \$160,000 to \$340,000.

## GOVERNANCE AND ORGANIZATION

### VISION STATEMENT

**A CITY RECOGNIZED FOR ITS EXCEPTIONAL FAMILY LIFE, SAFETY, CIVILITY, CLEAN APPEARANCE, WELL-MAINTAINED INFRASTRUCTURE, EXPANDED MUNICIPAL SERVICE MENU, AND MODERATE COST OF LIVING THROUGH THE PROMOTION OF ECONOMIC DEVELOPMENT THAT IS BENEFICIAL TO THE LONG-TERM WELLBEING OF THE COMMUNITY.**



Portland operates under the council/manager form of municipal government. The City Council and Mayor hire a City Manager to execute council policy and manage the day-to-day operations of the City. There are seven Council members, including the Mayor. All serve in an at-large capacity. Members serve two-year terms, and there are no term limits.

Randy Wright is the City Manager for Portland, overseeing the efforts of 151 full-time employees and 90 part-time employees. Wright began his career in law enforcement. After 30 years, 21 of those as Chief of Police and Director of Public Safety, his role as a leader on the City's management team led him to be named Assistant City Manager in 2011 and City Manager in 2013. During his tenure, Portland has experienced a 35% increase in population. Taking advantage of Portland's demographic profile, Wright took steps on the economic development front to bring more restaurants and retail to town, and over the past five years has created the largest commercial development boom in the City's history.

Portland is a place where quality of life matters. In addition to numerous GFOA awards for excellence in financial reporting, the City's efforts have earned Portland a TML Municipal Excellence Award for the "Play It Safe" program and a designation for the City's Bell/Whittington Public Library as the "Best Small Library in America."

The budget for fiscal year 2019 is \$25,854,976. Portland's current ad valorem tax rate is \$0.6595 per \$100 valuation. The City maintains a S&P rating of AA.



## PHILOSOPHY OF GOVERNMENT

In all ways possible, the City of Portland functions as a business with City services as its product and citizens as its customers. The City of Portland provides services and levels of service demanded by the majority of its citizens with the smallest government possible for the least possible cost. The City Council, staff, and employees pledge to:

- › Comply with local, state, and federal law
- › Meet or exceed ethical and professional standards
- › Meet our fiduciary responsibilities
- › Recognize that government can't do everything for everyone
- › Be concerned, courteous, and open when dealing with the public
- › Keep our public informed about important issues
- › Project a positive image, continuously promoting the City and competing for distinction and institutional recognition whenever possible
- › Place the interests of the City and the needs of our citizens before our own
- › Ensure that special interests are given appropriate consideration, but not promoted to the detriment of the City or its citizens
- › Cooperate, collaborate, and coordinate locally, regionally, and statewide to the extent possible
- › Promote professional development and innovation that supports our employees and improves our services to the public

## CITY PROJECTS

In the fall of 2017, the City of Portland opened two new sports complexes. The \$17 million Municipal Park and Sports Complex projects were approved by voters in a bond election held in 2016. The \$25 million bond package included funding for renovation and expansion of the Portland Community Center. That project was completed in late December 2019, with public reservations beginning to book in February 2020.

In the current budget, the Portland City Council approved a five-year Capital Improvement Program (CIP) that identified \$62,400,000 in capital projects for 2019-2024. Major projects in the current CIP include improvements to the Public Works facility, (2019-2024 – includes two phases), including replacement and expansion of various buildings and facilities; construction of a new animal control facility (2019-2020); construction of a boating center, including a boat and kayak launch and parking (2019-2020); a new library and senior center (2021-2022); and an aquatic center expansion (2020-2021).

## ABOUT THE DEPARTMENT

The goal of the Department of Public Works is to provide the highest quality service to the citizens of Portland through the effective operation and maintenance of the City of Portland infrastructure. Public Works employees are highly trained, utilize state-of-the-art equipment, and are committed to providing outstanding customer service.

The department is responsible for street maintenance, water distribution, wastewater collection and treatment, parks maintenance, fleet maintenance, stormwater management, solid waste (contracted), and vector control.

The department's budget is \$9.97 million, and it has 31 full-time and two part-time employees



## ABOUT THE POSITION

Under the direction of the City Manager and Deputy City Manager, the Director of Public Works is an executive level position overseeing the operations of the Public Works Department.

The primary focus of this position will be the maintenance and improvement or extension of City infrastructure. The Director is expected to provide strategic insight and participate in planning efforts for future growth. This position works effectively with elected and appointed officials, department directors, private consultants and contractors, other employees, and the general public.

### Essential duties:

- › Manages staff, consultants, and contractors in the design, development, construction, and operation of municipal projects
- › Oversees regulatory compliance of public works activities, including all required reporting
- › Provides technical expertise for the City Manager and other department heads
- › Plans and implements engineering programs, including defining the project philosophy, activities, milestones, and staff requirements
- › Develops long-range planning, goal setting, and work programs based on analysis of operational information, trends, and organizational goals and objectives
- › Oversees operating and capital improvement budget for the department and plays an integral part in implementing the City's overall \$62.4 million five-year capital program
- › Maintains schedules and budgets for projects and controls expenditures within limitations of project budget
- › Attends meetings with citizens, developers, consultants, contractors, and community groups and presents to various boards, including City Council and other municipal boards and public agencies
- › Identifies project staffing requirements and coordinates staffing with supporting organization managers
- › Provides project status reports and ensures that projects meet the City's needs



## IDEAL CANDIDATE

The City of Portland is seeking a technically skilled and experienced Director of Public Works with excellent communication skills, a strong customer service focus, expertise in capital improvement projects, and the ability to make sound, evidence-based decisions. The ideal candidate will have a proven track record in successful capital project delivery.

The selected individual should have in-depth knowledge of public works standards and procedures, as well as federal and state rules and regulations. The Director must be able to assess and prioritize multiple tasks, projects, and demands, and should possess excellent project management skills. A background in budgeting and financial forecasting is ideal.

The ideal candidate will be a highly ethical professional with the technical and analytical skills needed to make informed, evidence-based decisions, evaluate alternatives, and make logical recommendations in the area of public works processes and best practices that help meet the department's goals and make the best use of City resources. The chosen candidate must be politically neutral and adept at working with different interest groups to achieve the best outcomes for the community. It will be essential for the new Director to address sensitive issues, complaints, or other issues in a timely manner using tact, diplomacy, and discretion. A candidate who can approach issues in a holistic manner, considering the ways in which relationships may be affected throughout the organization and within the community will be successful.

The new Director of Public Works must be capable of building and maintaining close and productive working relationships with the City Manager, Deputy City Manager, Assistant City Manager, other department heads, community groups, representatives from local, state, and federal agencies, consultants, contractors, and developers. The ideal candidate will be an excellent communicator, both verbally and in writing, and should be comfortable giving formal and informal presentations to large and small groups.

The Director will be a dedicated team builder with outstanding interpersonal skills, mentoring, coaching, and teaching staff, guiding them in the accomplishment of the department's goals, and delegating tasks with clarity and authority. The chosen candidate will be committed to fostering a high-performance culture within the department and providing the highest quality service to the citizens of Portland.

# EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university is preferred. In lieu of a degree, the City will consider exceptional candidates with TCEQ class "A" water operator, class "B" distribution operator, and class A wastewater treatment operator licenses.

Consideration will also be given to individuals with an engineering degree, a Texas P.E. or Texas E.I.T., A.I.C.P., or municipal generalists.

A minimum of ten (10) years of experience in public works planning and operations or a related field, five (5) years of which include supervisory responsibilities, is preferred. A combination of education, experience, and licensing that demonstrates the ability to perform the job functions may be considered.



# COMPENSATION AND BENEFITS

The City of Portland offers generous benefits, including TML health, life, and dental insurance and TMRS retirement at 6%, 2:1 and 10-year vesting. Other benefits include social security, a cafeteria plan, a 457 deferred compensation plan, Roth IRA, workers compensation, direct deposit, long-term disability, and vacation/sick leave buy back.



## APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

**Lissa Barker, Senior Vice President**  
Strategic Government Resources  
[lissabarker@governmentresource.com](mailto:lissabarker@governmentresource.com)  
817-266-0647



This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGROpenRecruitments>

The City of Portland is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

## RESOURCES

**City of Portland**  
[PortlandTX.com](http://PortlandTX.com)

**Portland Chamber of  
Commerce & Visitor Center**  
[PortlandTX.org](http://PortlandTX.org)

**San Patricio EDC**  
[SanPatricioEDC.com](http://SanPatricioEDC.com)

**Corpus Christi Regional EDC**  
[CCREDC.com](http://CCREDC.com)

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