



City of Hyattsville, MD Director of Public Works

Slavin Management Consultants

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Hyattsville, Maryland

The City of Hyattsville is located in the Washington, D.C. metropolitan area served by an excellent transportation network with easy access to the Capital and Baltimore. It is approximately 3 square miles and serves a population of about 17,000.

Hyattsville has been the beneficiary of major redevelopment over the last decade, including residential and retail development in the Gateway Arts District and University Town Center. It is home to the U.S. Department of Health and Human Services' National Center for Health Statistics. Hyattsville is well-positioned to handle the downturn in both the national and regional economies. Its

location (less than 2 miles from the District of Columbia, 28 miles from downtown Baltimore and 24 miles west of Annapolis), combined with two Metro stations, accessibility to the commuter train line and highway system make it an extremely desirable and convenient place to live.

The community's appeal is further enhanced by its diversity and relative affordability. It offers a wide variety of housing options from mid-rise multifamily apartments, bungalows and Victorians, to new townhomes and condominiums. Most of these are reasonably priced and



Hyattsville Municipal Building

affordable relative to housing elsewhere in the region. These factors along with the availability of undeveloped property at the two Metro stations and along U.S. Route 1 have attracted considerable new investment in the last three years.

Did You Know?

- The neighborhoods in Hyattsville are one of the best-kept secrets. They are thriving, stable enclaves of tree-lined streets with an architecturally diverse housing stock, hidden off major roadways. Some people call them front-porch communities, because they have a small-town atmosphere, where longstanding neighbors know one another yet always welcome new faces.
- Hyattsville is in close proximity to the University of Maryland campus at College Park as well as many other private and public colleges and universities. Public and private schools for all age groups include Northwestern High School and the nationally recognized DeMatha High School.

About The Government

Incorporated in 1886, the City of Hyattsville provides a broad range of services, including police protection, solid waste collection, the construction and maintenance of streets and related infrastructure, and recreation and arts, including one major park facility and six neighborhood parks.

The City is governed under the Mayor-City Council form of government. Policymaking and legislative authority are vested in the City Council, consisting of ten representatives elected from five wards in the City for staggered four-year terms. The Mayor is elected by voters at large for a four-year term.

The City Administrator is employed by the City Council and is responsible for the proper administration of all day-to-day affairs of the City. The Administrator supervises the City's departments and has the power to direct the proper execution of the Charter, the City Code, and such resolutions, regulations, and policies as the Council adopts.

City operations are carried out through a staff of over 100 under the supervision of a Chief of Police, Public Works Director, Recreation Director, Code



Hyattsville's Annual Parade

Enforcement Director, and City Treasurer. All department directors have an employment agreement with the city and work under the day-to-day supervision of the City Administrator.

About The Public Works Department

The Public Works Department provides a full range of services to residents that include Solid Waste Collection, Streets Maintenance, Facilities Maintenance, and Fleet Maintenance. The City is currently in the last year of a 5-year street rehabilitation program and in the process of considering an expansion to this program along with an expansion to its fleet maintenance facility. Additionally, Public Works is responsible for managing many of the City's capital projects. The department has 29 budgeted positions serving in four divisions.

- The Solid Waste Division

provides a very high level of service to Hyattsville residents in the collection and disposal of solid waste, collecting twice weekly. The Department collects and disposes of yard waste and bulky items once weekly.

- The Street Maintenance Division repairs pot holes, completes small area street patch work, cleans storm drain grates, and maintains 50 miles of streets. They are also responsible for ensuring that the City's sidewalks are free of trip hazards or other structural defects.
- The Maintenance Operation Division provides structural

and electro-mechanical maintenance, as well as daily cleaning services to all City-owned buildings including:

- City Municipal Building
- Magruder Park Recreation Center
- DPW Operations Center

Part of Maintenance Operation, Fleet Maintenance is responsible for the maintenance and repair of 27 units.

About The Director of Public Works

Public Works Director serves as the city's key manager for planning and managing long-range infrastructure programs and projects. Coordinates city initiatives with contractors and other federal state and local government agencies. The Public Works Director also plans and budgets ongoing public works projects in street and sidewalk maintenance, park land development, facilities construction and related

projects. Key responsibilities include:

- Develops the Department budget, policy and procedure, work plan and goals.
- Investigates and resolves problems, complaints and concerns of citizens, community organizations, other entities.
- Issues work orders and assignments to work crews.
- Maintains equipment public works systems, and operating machinery and equipment.
- Represents the City with other governmental agencies on a wide variety of issues pertaining to public works.
- Develops specifications and bid documents for a variety of public works projects. Oversees contractors performing work for the City.

Minimum Qualifications

The minimum qualifications require considerable Public Works experience in local government. A Bachelor's degree in a related field is preferred.

- Knowledge of land use planning, zoning, design, construction and capital budgeting.
- Knowledge of federal, state and local law effecting, contract management construction and building codes.
- Ability to plan and manage the activities of a large municipal department.

Incorporated in 1886, the City of Hyattsville combines the best of small-town living with the benefits of residing within a major metropolitan area.

Compensation and Benefits



Salary will be based on experience and competitive in the marketplace. The City offers a comprehensive benefits package that includes:

- City paid State of Maryland Retirement
- 5% match on 401/457 contributions
- City pays 80% of Health Insurance and Dental Insurance costs/premiums
- City provides Vision Coverage
- Life Insurance and AD&D (\$10,000)
- Flexible Spending Accounts

Issues and Opportunities

- Improve environmentally sensitive processes.
- Study programs in solid waste programs to include alternative service provisions.
- Improve services provided by department.
- Consider expansion of Fleet Maintenance (services and facilities).
- Study internal user based funding methods for fleet maintenance.
- Address staffing issues.
- Review fleet maintenance activities and operations methodologies.
- Update standard operating procedures.
- Reviewing mutual aid agreements with neighboring municipalities.
- Major facilities maintenance projects.



Magruder Park



3040 Holcomb Bridge Road
Suite A1
Norcross, GA 30071

Phone: (770) 449-4656
Fax: (770) 416-0848

If you are interested in this excellent opportunity,
please submit your resume to:

Robert E. Slavin, President

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, Suite A-1

Norcross, Georgia 30071

Phone: (770) 449-4656

Fax: (770) 416-0848

E-mail: slavin@bellsouth.net

The position is considered open until filled.

Visit Hyattsville on the Web!
www.Hyattsville.org

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