

CITY OF NEWBURYPORT - DEPARTMENT OF PUBLIC SERVICES DIRECTOR



THE COMMUNITY

The City of Newburyport is a thriving coastal community of approximately 18,500 residents. It was settled in 1635, became a town in 1764, and eventually became a city in 1851. It has a long history of maritime services and was once a hub of the fishing, shipping, and shipbuilding industries. Newburyport prides itself as the birthplace of the United States Coast Guard.

Newburyport is located approximately 35 miles north of Boston. The City is part of Essex County and is bordered by the communities of Salisbury, Amesbury, Newbury, and West Newbury. It can be reached via interstate route 95 at the route 113 interchange. Route 495 is also easily accessible as are routes 1A and 110. There is commuter rail service to Boston within the city limits. The historic downtown is enriched by many homes constructed between the 17th and 19th centuries. Many sea captains' homes remain, especially along historic High Street.

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THE GOVERNMENT

Newburyport has a Mayor-Council form of government. The Mayor is the Chief Executive Officer elected to a four-year term. City Councilors are elected to two-year terms. With the exception of select positions with alternative statutory appointment mechanisms, the Mayor appoints City Department Heads with the approval of the City Council. The DPS Director is appointed according to the City's Code of Ordinances and the City has a practice of negotiating a three-year employment contract, with mutually agreed upon terms and conditions, with the holder of this position. The DPS Director also works closely with the Board of Water and Sewer Advisory Committee.

CHALLENGES AND OPPORTUNITIES

The Department of Public Services Director will be tasked with leading one of the City's largest departments. In addition to the personnel and financial management (both operating and capital budget), the individual selected will be tasked with guiding Newburyport through the ever-changing regulatory environment to which public works are subjected.

The DPS Director will work closely with the Mayor and his staff, the City Council, the Board of Water and Sewer Commissioners and other City leaders in effectively and efficiently delivering public works services to all residents and businesses.

The City has an award winning budget document that can be viewed on the City's website (<https://www.cityofnewburyport.com/finance-department/pages/budget-documents>). The link also contains a summary of the Five-Year Capital Improvement Plan which is updated annually. The following is a sample of projects identified for the next five years:

- Implementing a five-year street and sidewalk improvement plan to address priority areas and ensure basic maintenance levels for all City streets and sidewalks
- Manage major projects to protect the City's water supply, including the Indian Hill reservoir connection line and Lower Artichoke dam projects, and implementing findings from the recent Watershed Protection Plan
- Continue ongoing roadway, sidewalk and drainage improvements to downtown
- Develop possible solutions to address downtown flooding concerns

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THE COMMUNITY *(continued)*

Newburyport has a vibrant downtown area with many restaurants and retail shops. Where many ship building companies once stood along the Merrimac River now hosts boatyards, commercial, and residential properties.

The city is approximately 10.71 sq miles of which 8.35 sq miles are land. There are approximately 76 miles of roadway maintained by the Public Services Department.

The Merrimac River traverses through the city and meets the open Atlantic Ocean near Plum Island. Portions of Plum Island are in Newburyport. The island contains many cottages and homes, beaches, restaurants, and a significant wildlife refuge that draws people from miles away to observe many species of birds.

<https://www.cityofnewburyport.com>

- Continue implementing an online permitting system
- Assist with the completion of needed repairs to the Central Waterfront Bulkhead
- Address projects identified for best use of ARPA funding received by the City
- Continue work with City's Climate Resiliency Committee
- Incorporating the Parks Department staff and operating/capital budgets under the jurisdiction of the Public Services Department
- Ensure compliance with NPDES permit
- Replacement of water meter infrastructure and software
- Engage in a review of sewer system capacity

THE IDEAL CANDIDATE

The next DPS Director shall be:

- An individual with significant experience in and knowledge of managing roadway, drainage, facilities, water, sewer and parks operations
- A demonstrated and dynamic leader who is forward-thinking, fair-minded and transparent;
- An individual who is knowledgeable of municipal management best practices, specifically those associated with services provided by the Department of Public Service, and has the ability to implement them;
- A collaborator who can work with independently elected officials, other municipal departments, state and federal agencies as well as the residents and businesses of Newburyport
- A communicator, both internally and externally, who can articulate issues of a complex nature to residents and businesses in a manner that is easily understood;
- A manager with financial acumen and a proven record of building balanced budgets that reflect needs while adhering to the City's financial policies and respecting its limited resources;
- An individual who has human resources, labor and employee relations, and experience working with collective bargaining agreements;
- An individual who respects and values the role of all employees;

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BY THE NUMBERS

FY23 BUDGET:		Debt Service
City	\$93,287,744	\$4,640,224
Highway	\$ 3,494,100	
Snow & Ice	\$ 313,000	
Water	\$ 6,067,534	\$1,651,602
Sewer	\$ 7,818,840	\$2,927,576
Parks	\$ 500,968	

Water and Sewer are Enterprise Funds that support 100% of their respective operations.

The City has retained a AAA bond rating since 2015. It is the highest rating available and is indicative of superior financial management practices.

STAFFING:

Highway/Engineering/Facilities	35.7 FTE
Water	18.9 FTE
Sewer	19.5 FTE
Parks	7.5 FTE



- An individual who is able to research policy matters for the Mayor and provide executive briefings on matters of importance for City Council consideration and votes
- An individual able to address coastal resiliency issues and the importance of preparing for and managing issues associated with impacts from climate change;
- A person with unquestionable ethics and integrity and commitment to the standards for municipal management professionals

QUALIFICATIONS

Bachelor of Science degree or related field experience and/or ten years of experience in municipal public works construction and maintenance, five of which are in a management position; candidates shall have working knowledge of the principles and practices of civil engineering and technical and practical knowledge of materials, methods and techniques relative to public works projects and issues. Ideal candidate will have experience with all aspects of the City's public services department, including water, sewer, parks, and highway. Candidates shall also possess thorough knowledge of public works financing and administration.

SALARY AND BENEFITS

The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Newburyport values diversity and is an Equal Opportunity Employer. The anticipated salary is \$145K +/- depending on qualifications.

APPLICATION AND SELECTION PROCESS

Please submit your cover letter and resume detailing your interest and qualifications to the Collins Center for Public Management recruitment email, recruitment.umb@gmail.com. Please combine all documents into a single PDF file and include your LAST NAME and NEWBURYPORT in the subject line. Review of resumes begins March 17, 2023. Resumes will be screened, and selected candidates will be invited to participate in the interview process. Final Selection will be made by the Mayor with the approval of the City Council.

To learn more about the Collins Center for Public Management, please visit www.umb.edu/cpm.