

## CITY OF LAKE FOREST PARK JOB DESCRIPTION

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**Title:** Program Executive  
**Reports to:** City Administrator  
**FLSA Class:** Exempt

**Department:** Public Works  
**Position Type:** Full-Time (Limited Term)  
**Effective Date:** February 23, 2026

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### **Position Purpose**

Reporting to the City Administrator, the Program Executive plans, directs, manages and oversees the implementation of assigned Public Works Department projects and programs. Work includes but is not limited to: planning and executing both short and long-range programs in coordination with Public Works staff; coordinating departmental activities and projects to ensure delivery of goals; assisting the Leadership Team in developing and forecasting operating budgets; ensuring assigned projects and programs adhere to established specifications and overall regulatory compliance; and leading project managers and staff assigned to the program and associated projects. The Program Executive will also prepare and present technical materials to the City Council, agencies, and the public.

Work involves significant collaboration with elected officials, businesses, developers, governmental entities, and other stakeholders. The Program Executive serves as a member of the City's Leadership Team, collaborating with the City Administrator, Mayor, City Council and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into assigned projects.

### **Essential Functions**

- Provides leadership and direction in the development and implementation of short- and long-range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Oversees project management for the construction of assigned municipal public works projects; ensures contractor compliance with time and budget parameters for the project; guides the work of professional engineers (P.E.'s), architects, planners, and others providing professional services to the City.
- Maintains regular contact with consulting engineers and construction project engineers; City, Special Districts, County, State, and Federal agencies; private utility providers; and others regarding department activities and services.
- Coordinates the Community Development Department's review of assigned project development plans such as right-of-way activities, traffic control plans, compliance with applicable City codes, regulations, and standards as it relates to Public Works facilities; ensures adequacy of applications for permits and compliance with approved plans.
- Researches, analyzes, and develops recommended plans, programs, and procedures to a wide variety of constituents and partners; communicates recommendations effectively for City Council action.
- Supports the Leadership Team in the preparation of the annual budget; ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Provides reasoned and clear public and private presentations regarding public works issues to the community, business interests, the Mayor and City Council, the City Administrator, and other officials; provides advanced-level professional support to the City Council and appointed boards, commissions, and committees; responsible for providing a high-quality level of support to all constituents.
- Serves as a member of the City Administrator's leadership team.
- Prepares and/or supervises a variety of studies, reports and related information for decision-making purposes.
- Resolves complex and sensitive customer service issues, either personally, by telephone, or in writing.
- Contributes to the development or update of the Capital Improvement Plan, and other plans involving the development and maintenance of municipal infrastructure.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor.

### **Supervisory Responsibilities**

This position does not supervise staff but may provide oversight and direction to assigned represented and non-represented Public Works Department staff.

### **Education and Experience**

#### *Required:*

- Bachelor's degree in engineering, business administration, public administration, urban planning, or related field AND at least seven years of progressively responsible senior management level experience in civil engineering, public works, project management, or stormwater management OR equivalent education/experience.

#### *Preferred:*

- Master's Degree in a related field.
- Registration as a Professional Engineer (P.E.)

### **Knowledge, Skills, Abilities**

#### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Applicable State and Federal laws, municipal codes, rules and regulations, statutes, and ordinances.
- Civil engineering, planning, land development, and program development principles, practices, methods, trends and developments as applicable to a municipal setting.
- Fundamentals of GIS and community and economic trend analysis.
- Sound knowledge of organizational, fiscal, personnel and supervisory practices and principles.
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, Outlook, AutoCad, and Bluebeam; Working knowledge of modern administrative office procedures, methods and equipment.
- Experience in contract interpretation and negotiation, is preferred.

#### **Skill in:**

- Strong organizational, problem-solving and interpersonal skills.
- Strong communicative and relationship building skills.
- Strong business and fiscal management skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgment within established guidelines.
- Effective team building and leadership skills.
- Strategic planning and time management skills.

#### **Ability to:**

- Report for scheduled work with regular, reliable and punctual attendance.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures; Oversee, coordinate and assure proper implementation of enforcement of codes.
- Establish and maintain effective working relationships with City officials, employees, developers, contractors, vendors, intergovernmental agencies and the general public.

- Plan, implement, manage and evaluate a wide variety of simultaneous assigned projects.
- Read and interpret maps, blueprints, property descriptions, charts, graphs, statistical data, and engineering, architectural and landscaping plans and designs.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Foster meaningful discussion with the public and create effective forums for public input while moving the Department's programs forward.
- Exercise discretion and sound judgment in coordinating, organizing, prioritizing, problem-solving, and performing assigned work to meet fixed or fluctuating deadlines and achieve work objectives.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.
- Prepare and analyze comprehensive and technical reports and data.