

**CHIEF DEPUTY DIRECTOR OF THE PLANNING AND PUBLIC WORKS AGENCY**

DEFINITION

To coordinate, manage and direct the activities of the Planning and Public Works Agency, including subdivision and cooperative projects; to coordinate Public Works activities with other divisions and departments; to provide highly complex staff assistance to the Planning and Public Works Agency Director.

DISTINGUISHING CHARACTERISTICS

This is a single position class. The predominant focus of the position is to assist in the management, planning and coordination of the operations and activities of the Planning and Public Works Agency and to act as Agency Director in the Director's absence. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. The Chief Deputy Director develops and implements department goals, objectives, policies and priorities, and ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

This class may act as ex-officio Road Commissioner and County Surveyor.

In the Chief Deputy Director's absence all duties shall be delegated to the Deputy Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Agency Director; exercises direct supervision over professional and supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect essential functions for any given position in this classification.

Receives direction from the Agency Director regarding broad policy development.

CHIEF DEPUTY DIRECTOR OF THE PLANNING AND PUBLIC WORKS AGENCY

New 01/01/05  
Rev.- 01/01/05  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08

Res. #2004-121  
Res. #2005-003  
M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07

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Confers with the Agency Director in resolution of operational issues; advises and directs subordinate administrators and managers in the resolution of operational issues to increase efficiency, and comply with Agency policy.

Develops, plans and implements goals and objectives for agency programs; recommends and administers department policies and procedures.

Coordinates division activities with those of other departments and outside agencies and organizations.

Directs, oversees and participates in the development of the agency's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Participates in the development and administration of the agency budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Serves as acting director in the absence of the department Director as required.

Maintains current knowledge of changes in directive, policies, statues and regulations which affect operations; and makes suggestions on proposed legislation and regulations concerning the Agency.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees. Serves as or may delegate to the Deputy Director to serve on boards and commissions when so designated.

Initiates and maintains liaison with other County Agencies and Departments.

Selects, trains, motivates and evaluates the work of agency personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Coordinates and participates in a variety of staff, departments and agency meetings; prepares or directs the preparation of reports, memoranda, correspondence, studies, research or special projects.

Performs related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Incumbents of this class must possess: thorough knowledge of public works functions at the County level.

### Ability to:

Communicate effectively both orally and in writing.

Manage time.

Demonstrate critical and analytical thinking.

Plan, organize, and manage projects and personnel.

Maintain effective interpersonal relationships at all organizational levels, with the public, and with other agencies.

Demonstrate a high degree of maturity, integrity and good judgment.

## EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Five years increasingly responsible public works and engineering experience including three years of administrative and supervisory responsibility.

### Training:

Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

LICENSE OR CERTIFICATE

Possession of a valid Class “C” California Driver’s License may be required.

Possession of a Certificate of Registration as a professional civil engineer in the State of California.

Possession of a License to practice Land Surveying in the State of California.

Classification Code:	0776111
Bargaining Unit:	10
FLSA Status:	N
Workers’ Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current “Class Range Sort List”