

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 Planning and 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 class is distinguished from the Chief Deputy Director of the Planning and Public Works Agency by the responsibility for directing the development services and operational activities of the department and acting as the Planning and Public Works Agency Director in the absence of the Chief Deputy Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Public Works Agency Director; exercises direct supervision over professional engineering, technical engineering, planning, building inspection, and clerical staff.

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

Assists the Director in planning, organizing and directing the activities of divisions within the agency.

Supervises, trains, disciplines and evaluates assigned personnel.

Plans, directs and coordinates staff work plan.

Analyzes and develops necessary policies and procedures relating to the assigned responsibilities.

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New 01/01/05
Rev.- 01/01/05
Rev.- 03/12/06
Rev.- 04/04/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

Res. #2004-121
Res. #2005-003
M.O. #6-3/21/06
Res. #2006-026
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews recommendations with the Director.

Prepares division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.

Coordinates with other County departments on administrative and fiscal matters.

Manages a wide range of projects designed by in-house staff and consultant engineers.

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

Recommends, organizes, manages, directs and inspects engineering activities, including capital improvement projects and program planning for future Public Works projects.

Recommends, organizes, manages, directs and inspects planning activities and building code and inspection services.

Prepares, reviews and/or approves project plans and specifications.

Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.

Serves as the Planning and Public Works Agency Director as required in the Chief Deputy Director's absence.

Participates on or serves as staff liaison to a variety of boards and commissions.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of administration, project and personnel management.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Recent developments, current literature and sources of information regarding planning and public works.

Principles and practices of organization, administration and personnel management; budget preparation and administration; financial record-keeping and reporting; supervision, training and performance evaluation; and grant administration.

English usage, spelling, grammar and punctuation; mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Read and understand maps and plans to successfully supervise engineers, planners, and building inspectors.

Oversee the planning and direction of the activities of a large division.

Supervise, train and evaluate the performance of assigned staff.

Analyze administrative problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Exercise responsibility, initiative, independent analysis and judgment in solving difficult problems.

Convey ideas and information effectively in writing and when speaking to various groups.

Apply effective project management principles and practices.

Prepare and administer a budget.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

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 of increasingly responsible professional and management experience including three years of supervisory and administrative responsibility.

Training:

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

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certificate of Registration as a professional civil engineer and professional land surveyor, if not authorized to perform these duties as a civil engineer, in the State of California highly desirable.

Classification Code:	0776222
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"