

**DEPUTY DIRECTOR OF THE PUBLIC WORKS AGENCY**

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is a single class position. The predominant focus of the position is to assist in the management, planning, and coordination of the operations and activities of the Public Works Agency and act as Agency Director in the Director’s Absence. The incumbent exercises discretion in resolving organizational and service delivery problems. He/she develops and implements departmental goals, objectives, policies, and priorities.

The incumbent in this position may participate in negotiations with labor organizations on behalf of management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Agency Director; exercises direct supervision over professional, supervisory, technical, fiscal, and clerical 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 this classification. This list is neither inclusive nor exclusive, but indicative of the types of duties performed.

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.

Assists the Director in planning, organizing and directing the activities 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	Res. #2004-121
Rev.- 01/01/05	Res. #2005-003
Rev.- 03/12/06	M.O. #6-3/21/06
Rev.- 04/04/06	Res. #2006-026
Rev.- 02/11/07	M.O. #22-2/6/07
Rev.- 07/01/07	M.O. #22-2/6/07
Rev.- 01/13/08	M.O. #22-2/6/07
Rev.- 07/13/08	M.O. #22-2/6/07
Rev.-07/01/11	M.O. #11-7/5/11
Rev.-3/17/20	M.O. #7b-3/17/20

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

Prepares agency 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 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 public works and solid waste.

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.

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.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County project/development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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 is desirable

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 or Professional Land Surveyor in the State of California is desirable.