

## **PUBLIC WORKS PROGRAM MANAGER**

### DEFINITION

To plan, coordinate, direct and supervise operations and personnel within the assigned divisions of the Public Works Department, to develop and implement effective programs, to perform a wide variety of complex professional duties in the provision of services.

### DISTINGUISHING CHARACTERISTICS

The classification of Public Works Program Manager is responsible for coordinating, directing and supervising lead and/or professional-level employees as well as clerical and technical support employees. Employees at this level are responsible for management of an assigned functional area within the Department. Work is accomplished within a broad framework of policies and procedures and within regulations that govern services provided.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director or designee; exercises direct supervision over professional, technical and clerical staff.

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

Oversees the activities of the Division.

Assists in the formulation and implementation of departmental policies and procedures.

Participates in the interviewing, selection and evaluation of personnel assigned; plans and participates in staff training. Recommends personnel assignments to ensure adequate program staffing.

Recommends and assists in the implementation of goals and objectives for department programs; establishes schedules and methods for services; implements department policies and procedures.

Evaluates operations and activities in assigned area of responsibility; recommends improvements and modifications.

Plans, prioritizes, assigns, supervises and reviews the work of assigned staff; participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures as required.

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

Public Works Program Manager  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07

Directs, oversees and participates in the development of the department'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 program budgets.

Coordinates and provides services in assigned area of responsibility.

Receives and responds to inquiries, requests for assistance and complaints from clients, and the general public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Participates in the preparation and administration of grants.

Participates in a variety of staff, department and agency meetings.

Prepares and submits a variety of records and reports as required.

Performs general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data and preparing spreadsheets, etc.

Represents the department at meetings and conferences as directed.

Relieves subordinate personnel during extended absences.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

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

Basic principles and practices of organization, administration and personnel management.

Principles and practices of supervision, training and performance evaluation.

Principles and procedures of budget preparation, review and control.

Basic principles and practices of the program to which assigned..

Safe work practices.

Modern office practices and technology, including the use of computers for data and word processing.

Principles and procedures of record keeping and report preparation.

Basic arithmetic, algebra and geometry, and statistical analysis, as appropriate for the program to which assigned.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Supervise and train staff, and to plan, assign and direct the work of others.

Analyze administrative problems, reach practical and logical conclusions, and implement changes.

Work independently with minimal supervision.

Prepare and administer a budget.

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

Communicate clearly and concisely, both orally and in writing.

Prepare complex reports, records, spreadsheets, etc., with accuracy.

Make required calculations accurately and quickly as required.

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:

Four years of professional experience in assigned field, including one year in a supervisory or administrative capacity.

Training:

Bachelor's degree from an accredited college or university in appropriate field. Master's degree desirable. Two years of additional professional experience may be substituted for the Bachelor's Degree.

LICENSE OR CERTIFICATE:

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

Management of a specific functional area may require specialized licensing or certification.

Classification Code:	0776011
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	435