

DEPUTY DIRECTOR OF THE PUBLIC WORKS AGENCY

DEFINITION

Under general direction, the Deputy Director provides executive leadership and management for the Roads and Engineering Divisions of the Public Works Agency. The position oversees agency programs and projects, including infrastructure development, maintenance and improvement initiatives, disaster recovery efforts, and community development activities. Responsibilities include coordinating with other divisions and departments, directing financial and administrative studies, negotiating contracts, ensuring regulatory compliance, and providing 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 Roads and Engineering Divisions 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; may exercise direct supervision over professional, supervisory, technical, fiscal, and clerical staff.

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

Oversees the preparation of solicitation documents for construction projects, manages the bid process including pre-bid conferences and site walk-throughs, responds to bidder inquiries, and administers construction contracts, including budgeting and assisting with regulatory permitting.

Supervises consultant contracts for public works services, monitors project performance, and ensures departmental processes comply with contract provisions and standards.

Coordinates with consultants, staff engineers, and other stakeholders to guide the preparation of plans and specifications for public works projects.

Identifies alternative funding sources, coordinates grant and loan applications, secures funding, monitors expenditures, and tracks project outcomes.

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New -

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Rev.- 03/12/06

Rev.- 04/04/06

Rev.- 02/11/07

Rev.- 07/01/07

Rev.- 01/13/08

Rev.- 07/13/08

Rev.-07/01/11

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

M.O. #22-2/6/07

M.O. #11-7/5/11

Collaborates with regulatory agencies, utilities, and community stakeholders to support public works project and program development.

Leads disaster recovery efforts, coordinating with local, state, and federal agencies, non-profits, and community organizations; attends field meetings and prepares necessary documentation.

Prepares, reviews, and presents reports, correspondence, cost estimates, project budgets, and other technical, legal, or administrative documents, including agendas, resolutions, memos, invoices, and land assessment records.

Represents the department in meetings with elected officials, governmental bodies, private sector organizations, and the public.

Provides technical and functional direction to assigned staff, ensures quality of work, and delivers guidance and project support to County departments.

Trains and mentors staff in policies, procedures, work methods, and applicable laws, codes, and regulations.

Manages highly complex public works projects, including oversight of scope, budget, schedule, and technical requirements.

Exercises initiative, sound judgment, political acumen, and discretion in decision-making and problem-solving.

Develops and maintains effective working relationships with staff, stakeholders, and the public, fostering collaboration and positive engagement.

Ensures high-quality customer service, including identifying needs and following up to confirm commitments are met.

Utilizes modern technology, computer systems, and software applications to manage projects, programs, and administrative functions.

Communicates clearly and professionally, both orally and in writing, maintaining appropriate grammar, syntax, and professional standards.

Maintains confidentiality of sensitive information and performs other related duties as assigned.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, management, and leadership as applied to planning, developing, analyzing, and evaluating programs, policies, and operational needs within the assigned area of responsibility.

Advanced management and organizational theory, including strategic planning, organizational design, business finance, business development, project management, and overall organizational effectiveness.

Administrative principles and methods, including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and establishing work standards.

Principles and practices of engineering, construction, maintenance, and operation of critical and essential public infrastructure.

Techniques for supervising teams, fostering collaboration, and ensuring effective group interaction.

Methods for delivering high levels of customer service and effectively interacting with the public, vendors, contractors, stakeholders, and County staff.

Knowledge of operational characteristics, services, and activities of the Department of Public Works.

Applicable federal, state, and local laws, codes, and regulations relevant to public works programs and operations.

Principles and practices of contract administration, budgeting, public works programs, capital project financing, design team coordination, and project delivery methods.

Principles and practices of governmental planning and zoning, land development, public works construction and maintenance, and disaster recovery.

Public relations principles and techniques, including effective communication with the public and stakeholders.

Proficiency in English language usage, including grammar, spelling, composition, and professional writing standards.

Use of office equipment, computer systems, and software applications relevant to project, program, and operational management.

Ability to:

Direct, analyze, and apply data, laws, and regulations to guide projects, programs, and staff work.

Oversee the resolution of complex design, construction, and administrative problems; manage technical requirements and contractual arrangements.

Plan, assign, supervise, and evaluate complex work programs and staff assignments to ensure quality and timely completion.

Define project objectives, prepare and review requests for proposals, evaluate submissions, negotiate contract terms, and oversee contract administration.

Represent the department and County in meetings with governmental agencies, community organizations, professional associations, regulatory bodies, and the public.

Review and prepare clear, concise, and accurate reports, contracts, correspondence, and records, ensuring compliance with applicable standards.

Deliver effective presentations of technical, complex, or sensitive information to diverse groups; communicate with professionalism, diplomacy, and tact.

Establish work priorities, monitor progress, meet deadlines, and ensure staff accountability.

Exercise leadership with initiative, political acumen, discretion, and sound judgment within established policy and procedural frameworks.

Foster and maintain cooperative working relationships with staff, stakeholders, and partner agencies.

Promote and model strong customer service practices, ensuring staff respond to community needs and follow through on commitments.

Guide staff in the effective use of technology, software applications, and modern business tools to support agency functions.

Communicate expectations clearly and concisely, both orally and in writing, while ensuring proper use of grammar and professional standards.

Maintain confidentiality and model ethical behavior in decision-making and staff management.

Provide leadership, training, and mentorship to staff to support professional growth and effective performance.

Supervise and coordinate the planning, management, and delivery of large-scale public works and facilities projects.

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.

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.