

## **ASSISTANT DIRECTOR OF PLANS AND PUBLIC WORKS**

### **Definition**

To direct, plan, supervise, and coordinate the activities and programs of the Plans & Public Works. To perform and direct the department's managerial, operational, administrative and budgetary tasks and to assume functional responsibility for the department in the absence of the Deputy City Manager, Plans & Public Works.

### **Supervision Received and Exercised**

Receives general direction from the Deputy City Manager, Plans & Public Works.

Responsibilities include direct and functional supervision over professional, technical, and clerical personnel.

### **Examples of Duties**

Duties may include but are not limited to the following:

Plans, organizes and supervises the work of Plans & Public Works Administration personnel.

Plan, organizes, controls and performs the functions and activities of the Plans & Public Work Administration division.

Develops, analyzes and implements department goals, objectives, policies and priorities.

Administers and implements the contract for Base Operations & Maintenance and all related services.

Prepares and administers the division, department, and base operations contract budgets.

Evaluates current and future utilization of staff, equipment, capital assets and other resources.

Designs, implements and maintains controlling and benchmarking driven structure of the department.

Oversees, analyzes and evaluates the department's database management.

Coordinates division activities with other City departments, divisions, and sections and with outside agencies.

Represents the department at commissions, committees, business and neighborhood associations, public and private organizations and agencies, and in the community.

Manages the department in the absence of the Deputy City Manager, Plans & Public Works.

Other duties assigned.

## **Employment Standards**

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* At least five years of progressively responsible Public Works administration experience, with at least three years in a supervisory capacity.

*Education:* Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, civil engineering, planning, statistics, or a related field. A Master's Degree is highly desirable and may be substituted for one year of professional experience.

### **Knowledge and Abilities**

#### **Knowledge of:**

Principles of Plans and Public Works; Principles of organization, administration, budget and personnel management for Plans and Public Works.

Principles of supervision, training and performance evaluation.

Statistical and research methods and principles.

Principles and methods of reducing costs, improving productivity and evaluating program effectiveness.

Applicable federal, state and local laws, rules and regulations relating to Plans and Public Works projects.

Principles and practices of federal contract management, regulations, and financial reporting.

Advanced organizational and analytical skills.

Principles and practices of database management.

Ability to:

Plan the work of professional, technical and clerical staff in compilation of technical and statistical data, research, and the preparation of plans, reports and technical papers.

Establish and maintain effective work relationships with the public and other City staff.

Organize, direct and coordinate the activities of a major division in manner conducive to full performance and high morale.

Organize and conduct investigations and analyses of administrative problems and make sound recommendations for their solution.

Analyze interpret and check complex laws and regulations.

Interpret, apply and explain laws, rules, ordinances, codes, and regulations, especially those governing federal contracting issues.

Prepare and present clear, thorough written and oral reports.

Serve as Department head in the absence of the Deputy City Manager, Planning & Public Works.

**License Required**

Must possess a valid California Driver's License at time of appointment and have an acceptable driving record.