



ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION: Under direction of the Director of Public Works manages, and directs the administrative and operational activities of the Senior Engineer, Senior Management Analyst and Deputy Directors within the Public Works Department; to direct, manage, and review the work of staff; to establish and implement divisions' objectives and performance standards; to serve as a member of the department management team which is responsible for fulfilling the mission and carrying out the policies of the department; to promote and participate in collaborative activities, programs, and projects that cross functional areas; and to function as a positive and cooperative team member and a proactive team leader.

DISTINGUISHING CHARACTERISTICS: The Assistant Director of Public Works classification recognizes positions that provide full first -line and second-line, direct supervision to employees within all ten divisions in the Public Works Department and assumes substantive and significant administrative and operational responsibility for both divisions and over-all departmental strategic planning and implementation. The Assistant Director position also performs general administrative tasks for the Public Works Director and acts as a representative of the department to the County, its departments and outside agencies/organizations as assigned.

LEVEL OF RESPONSIBILITY AND SCOPE: Receives general direction from the Public Works Director. Exercises direct supervision over supervisory, professional, technical, and clerical personnel.

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

- Plans, organizes directs, and manages all administrative and operational activities.
- Monitors and evaluates work in progress on an on-going basis to ensure compliance with departmental mission, goals, and policies.
- Identifies, develops, and implements goals, objectives, and activities to be accomplished.
- Directs, coordinates, and evaluates the implementation of operational strategies and plans.
- Serves as a departmental management team member participating in the strategic planning, development and implementation of departmental policies, procedures, and operations.
- Participates in the identification and allocation of resources (fiscal, staffing, and materials); and contributes to the problem-solving, decision making, and planning activities of the Department.
- Provides professional and managerial resources to the Public Works Director, departmental management team, other County departments, outside agencies, and the general public in a responsible, positive, and supportive manner.
- Represents the Public Works Department within the County organization as well as to outside agencies, local communities, special interest groups, businesses, and the general public utilizing principles of effective customer service.
- Establishes and maintains open communications with other County departments, collaborative teams, and other governmental organizations.
- Coordinates data, resources, and work products in support of a productive and positive working relationship.
- Directs, supervises, and participates in the development and on-going administration of divisions' and projects' budgets.
- Coordinates and directs the forecasting of funds and resources needed.

- Researches and analyzes funding resources and availability and provides justifications for requested resources.
- Acts as a professional and technical resource related to divisions, to staff, the Public Works Department, the County organization, outside agencies, and the general public.
- Provides advice, expertise, and resources in designated areas of responsibility to multi-disciplinary projects and collaborative efforts.
- Participates in the development and administration of the departmental budgets as assigned.
- Provides advice and support in the on-going monitoring and adherence to departmental budget administration; may participate in County-wide taskforces, committees, and project teams to ensure responsible administration of resources, budgets in accordance with County's needs and priorities.
- Participates in the selection of staff; reviews and approves/disapproves staff training; conducts performance evaluations; recommends disciplinary procedures as necessary and implements discipline procedures as directed.
- Researches, negotiates, prepares and administers contracts, including leases, with consultants, contractors, property owners, leases, service providers, and/or vendors of various services.
- Research potential funding sources, develops grant applications/proposals, negotiates agreements, and administers grant programs and budgets.
- Acts as primary resource regarding divisions and related programs/projects' activities, operations, and processes.
- Answers questions and provides information in response to requests and inquiries.
- Investigates complaints and recommends/implements corrective action as necessary to resolve complaints.
- In the absence of the Public Works Director, assumes the responsibility of the Public Works Director as necessary and as assigned.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS: A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities.

License or Certificate:

- Must possess a valid driver's license. Proof of adequate vehicle insurance may also be required. The successful candidate must complete a pre-employment background investigation.
- While desirable, registration as a Civil Engineer is not required.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

PATH 1:

Experience:

At least five (5) years of progressively responsible professional administrative experience in major public works projects, building services, engineering, commercial construction, or road construction, preferably with a governmental entity, and including at least three (3) years of progressively responsible management responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, engineering, construction management, or a closely related field.

PATH2:

Experience & Training:

At least five (5) years of applicable supervisory experience in Inyo County employment.

Knowledge of:

- Advanced principles and practices of divisions with specific knowledge and experience in the same area. Current Divisions as follows:
 1. Fiscal
 2. Engineering
 3. Local Transportation Commission / Transportation Planning
 4. Building and Safety
 5. Building and Maintenance
 6. Airports
 7. Parks and Recreation
 8. Solid Waste
 9. Water Systems
 10. Road
- Advanced principles and practices of management, leadership, motivation, team building and conflict resolution.
- Standard and accepted organizational and management practices as applied to development, analysis, and evaluation of programs, policies and operational needs.
- Standard and accepted principles and practices of budget preparation and administration.
- Pertinent local, state and federal rules, regulations and laws.
- Standard and accepted office procedures, methods and computer equipment.
- Standard and accepted principles and practices of research, analysis and management.
- Advanced principles of supervision, training and performance evaluations.
- Standard and accepted principles and practices of work safety.

Skill to:

- Provide positive and effective administrative and policy guidance to County department heads and departmental staff.
- Recognize issues of a sensitive or political nature; exercise independent judgment and initiative in facilitating discussions to resolve disputes, negotiate mutually satisfactory resolutions.
- On a continuous basis, analyze fiscal, operational and technical reports; develop, interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve issues of County-wide application; remember various personnel rules; and explain and interpret policy.
- Organize, implement and direct activities of professional, technical, field, office and clerical staff involved in divisions, operations/activities.
- Prepare, interpret and evaluate, RFP's/RFQ's, contracts and leases
- Administer contracts, including preparation, and evaluation of contract change orders, and preparing or approving progress pay estimates.
- On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Analyze budgets, working papers and technical reports; prepare and deliver staff reports; know laws, regulations and codes; problem solve department related issues; and interpret County-wide and Departmental policies and procedures. and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives.
- Interpret and apply County and departmental policies, procedures, rules and regulations in an effective and timely manner.
- Successfully develop, manage and monitor multiple budgets, programs and expenditures.
- Negotiate with and persuade individuals and groups with diverse needs and priorities in an effective and positive manner.
- Develop and recommend policies and procedures related to assigned operations and for multi-disciplinary assignments.
- Make presentations to governing boards and community groups. Gain cooperation through discussion and persuasion.

- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Manage, supervise, train and evaluate assigned staff.
- Plan, organize and schedule priorities for self and others in an effective and timely manner.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Typical Physical Requirements:

On a continuous basis, sit at desk or in meetings for long periods of time; intermittently, walk, stand and bend while going to/from other offices and taking files to/from meetings; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with staff and to understand actions in public meetings, hearings, or administrative proceedings; and lift light weight. Stand to conduct field visits; hearing and speech to communicate in person and by telephone; minor climbing/hiking.

Typical Working Conditions:

Most assigned work is normally performed in an office/public meeting environment. Incumbents will be, at times, exposed to a wide variety of climate and weather conditions while conducting field work and driving. Continuous contact with County staff, management, local, state and federal agency representatives, general public, and outside organizations/agencies.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination. Your position may be required to serve as a Disaster Service Worker during a County emergency.