

DEPUTY DIRECTOR, PUBLIC WORKS

JOB PURPOSE AND SUMMARY

This is a senior management position within the Public Works Department reporting to the Director of Public Works. The Deputy Director may be assigned to oversee any of the following Public Works programs, units and services:

- Road and bridge planning, standards and construction
- Road and bridge maintenance and repair
- Equipment and vehicle purchase, operation and maintenance
- Construction and maintenance of storm water facilities
- Wastewater treatment plant
- Solid waste planning and disposal
- Parks (under joint City-County Parks and Recreation Program).

This position has full responsibility for the management of all staff of the assigned divisions through intermediate level managers. The Deputy Director represents and advises the Public Works Director.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

The Deputy Director performs or oversees the performance of the following functions, in consultation and coordination with the Public Works Director, County Administrator, other officials of the County and department management and staff:

- Determines overall divisional organization, mission, core services and allocation of financial, human and capital resources. Develops and manages short and long term divisional goals and priorities.
- Guides and leads the development, interpretation and application of policies and practices within assigned functional areas.
- Measures and evaluates divisional and individual performance and effectiveness.
- Develops and maintains effective personal and department-level working relationships, including other governments, other County departments, community organizations, neighborhood groups and individual citizens. Represents the department and/or Director in relations with state, federal and local regulatory agencies.

- Develops and oversees policies, programs and activities involving community relations, community education and public information. Promotes optimum community participation and input into divisional activities and manages the divisional relations with print and electronic media.
- Fiscal management including development and presentation of operating budgets, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating division goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment and all administration and record keeping.

KEY PERFORMANCE INDICATORS

- Department and division performance in relation to service needs and demands.
- Effectiveness of resource allocation and financial management.
- Human resources productivity, cost-effectiveness, organizational climate.
- Effectiveness of organizational structure, policies and procedures.
- Effective use of technology and automation.
- Quality of community relations and public involvement.
- Quality of internal (county and departmental) communications and coordination.
- Foresight, proactivity, and planning.
- Interpersonal, oral and written communication skill.

QUALIFICATIONS

Bachelor's degree and five (5) years of responsible management experience providing expertise in the management of Public Works programs and services. A master's degree in public administration, civil engineering or a related field is highly desirable. The ideal experience would provide a thorough knowledge of public works infrastructures such as transportation and wastewater treatment with exposure to other areas such as parks, fleet management, solid waste management and storm water management.

Knowledge of . . . the principles and practices of public administration as applied to public works functions within the scope of responsibility. These include transportation design, planning and construction, civil engineering, and the related physical sciences; road engineering, construction, inspection, and investigation; solid waste management and wastewater treatment; federal, State and County standards applicable to public works projects; principles and practices of human resources and financial management; roadway and right-of-way maintenance practices and techniques.

Ability to . . . effectively fulfill the key responsibilities of the position as listed above; exercise sound judgment in the independent development of solutions to complex technical, administrative and managerial problems; direct and coordinate the inspection, negotiation and control of the work of private contractors; plan and utilize current technology in addressing personal and division responsibilities; communicate and express ideas effectively, orally and in writing; work responsively with community and business groups and group activists representing a wide variety of interests; effectively and collaboratively balance competing interests and approaches.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Typically works in an office setting but duties may involve field work under adverse or challenging physical conditions. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.

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