

CITY OF SIMI VALLEY

DEPUTY PUBLIC WORKS DIRECTOR (ADMINISTRATION)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the Administrative Services Division within the Public Works Department including budget, human resources, purchasing, safety, workers' compensation, fiscal, records, and information systems programs and services; supervises and directs assigned supervisory and professional staff; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Administrative Services Division within the Public Works Department including budget, human resources, purchasing, safety, workers' compensation, fiscal, records, and information systems programs and services.
2. Oversee and participate in the Department's finance and business operations including the development and administration of the annual budget and the forecasting of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
3. Coordinate, review and make recommendations regarding department personnel matters, including recruitment, hiring, discipline, investigations, personnel actions and workers' compensation; ensure adherence to Human Resources policies, procedures and Memorandums of Agreement (MOAs).
4. Manage, supervise, and assume program responsibility for the City GIS function.
5. Provide direction and guidance to other Public Works divisions in relation to personnel, purchasing, and budget activities.
6. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Public Works Department; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to existing departmental programs, policies, and procedures as appropriate.
7. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
8. Monitor and evaluate Public Works programs including customer service, permits, fees and service charges; set priorities and policies for assigned programs; revise and rescind ordinances as necessary.

9. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
10. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Research, develop, and implement complex computer systems for the Public Works Department; oversee the maintenance and trouble shooting of department information systems functions; develop and implement training programs as needed.
12. Perform contract administration and negotiation functions; coordinate work with vendors, consultants, and outside interest groups.
13. Prepare a variety of complex correspondence, memoranda, studies, and administrative staff reports, including agenda items.
14. Review departmental reports, correspondence, and documents for completeness, proper punctuation, grammar and spelling, and compliance with established guidelines.
15. Prepare, write, and monitor grant applications; coordinate grant administration and monitoring activities.
16. Manage and direct the City military banner program.
17. Serve as the liaison for the assigned division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues; respond to media inquiries.
18. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
19. Provide responsible staff assistance to the Public Works Director.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the Public Works Department.
Principles and practices of program development and administration.
Methods and techniques used in conducting organizational and analytical studies.
Human Resources policies, procedures, and Memorandums of Agreement (MOAs).
Modern and complex principles and practices of personnel administration.
Methods and techniques used in municipal purchasing.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications.

Computer systems, interfaces, and data warehousing.

Principles of business letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state, and local laws, codes, and regulations including those pertaining to records retention and releasing confidential records under the Public Records Act.

Ability to:

Oversee and participate in the management and administration of the Administrative Services Division within the Public Works Department.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of department goals, objectives, and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports, including agenda items.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, and ensure departmental compliance with applicable federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting software applications.

Prepare complex bids and specifications.

Research, analyze, and evaluate new service delivery methods and techniques.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Five years of increasingly responsible administrative and supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

CITY OF SIMI VALLEY
Deputy Public Works Director (Administration) (Continued)

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