

## **DEPUTY DIRECTOR OF PUBLIC WORKS/COMMUNITY DEVELOPMENT**

### **DEFINITION**

Assists the Public Works/Community Development Director to plan, organize, direct, monitor, and measure performance of the Public Works/Community Development Department; to coordinate assigned activities with other divisions, departments, and outside agencies; to provide highly responsible and complex administrative support to the Public Works/Community Development Director; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Unit: Mid-Management Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position management classification for the position and represents the Director in delegated areas in his/her absence. The incumbent is accountable for assisting in formulating policy, developing goals and objectives, supervising staff, administering the budget, and directing day-to-day operations of assigned divisions comprising the Public Works/Community Development Department. Assignments allow for a high degree of administrative discretion in their execution and work standards in addition to furthering City goals and objectives.

### **REPORTS TO**

Public Works/Community Development Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

Staff assigned to the various divisions of the Public Works/Community Development Department including professional, technical, and administrative support staff.

### **ESSENTIAL FUNCTIONS**

Assists the Director in managing and directing the Public Works/Community Development Department; assists in developing Department goals and objectives; assists in the development and implementation of policies and procedures; plans, organizes, and directs assigned divisional activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares assigned division budgets; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget; recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; researches, prepares, and presents technical and administrative reports to the City Council, assigned boards, commissions, and committees; represents the Department to outside groups and organizations; builds and

maintains positive working relationships with City staff, community, organizations, and other government agencies using principles of good customer service; participates in outside community and professional groups and committees; understands and implements City regulations, codes, and applicable laws; provides technical assistance as necessary; and acts in the absence of the Public Works/Community Development Director. Attends night and weekend meetings.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; work may be performed outside in varying temperatures; continuous contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles of public administration.
- Principles and practices of policy development and implementation.
- Principles and practices of planning and program development and administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision, training, and personnel management.
- Pertinent local, state, and federal rules, regulations, and laws.
- City regulations, codes, and applicable laws.
- Budget development, administration, and expenditure control.
- Methods, equipment, materials, and techniques used in public works maintenance, repair, and construction of public works facilities.
- Construction methods, materials, and procedures.
- Contract and grant development and administration.
- Research methods and statistical analysis.
- Modern office procedures, methods, and computer equipment.

#### **Ability to:**

- Plan, organize, manage, and coordinate City planning, engineering, Successor Agency, economic development, and building inspection functions.
- Oversee and participate in the planning, organizing, managing, and directing of the functions and services of the City's public works.
- Plan, manage, and oversee a variety of services, projects, and programs.
- Oversee, direct, and coordinate the work of lower level staff.

- Select, supervise, train, and evaluate assigned staff.
- Prepare and administer large program budgets.
- Provide a variety of consultation to City elected officials, management, and staff.
- Develop and administer grants and contracts.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organizational goals.
- Interpret and explain Department policies and procedures.
- Read and interpret laws, ordinances, general plan elements, environmental impact reports and statements, maps, and other documents related to community planning and land use.
- Operate a computer and use appropriate software in the performance of work.
- Make effective oral and written presentations.
- Communicate clearly and concisely, both orally and in writing.
- Effectively represent the City and Department in contacts with the public, other City staff, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Five (5) years of increasingly responsible professional experience in the planning, development, construction, and maintenance of public works facilities and/or public planning, zoning, permitting, redevelopment, and economic development analysis, administration, enforcement, and consultation including three (3) years in an administrative management or supervisory capacity in public works and/or planning and development.
- Additional training in public administration, finance, and economics, or closely related subjects, is highly desirable.

**Education:**

- Graduation from an accredited college or university with a bachelor's degree in a related field. Education requirement may be substituted with equivalent years of experience.

**License:**

- Possession of a valid California driver's license.

**SPECIAL REQUIREMENTS**

- None.

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*of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*

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