

DEPARTMENT: Personnel

**BY: Rich Inman
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RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Assistant Director of Public Works-Support Services, set the salary at range 330 (\$4,885 - \$5,938/month), and assign the position to the Mariposa County Managerial and Confidential Organization (MCMCO). As a result of a comprehensive study of the Public Works Department, the consultant performing the study recommended, at the suggestion of staff of Public Works, that an additional Assistant Director position be allocated to assist in the administration of the department. This position will not require a civil engineer's license as the existing Assistant Director position, thus, the salary will be 5% less.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2002/2003 budget hearings, the Board approved an additional position of Assistant Director, Public Works to be effective January 1, 2003.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- ❖ Approve the class specification and salary range as proposed.
- ❖ Revise the recommended class specification and salary range as the Board desires and approve.

Financial Impact? () Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Job Description
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other _____		_____

CLERK'S USE ONLY:

Res. No.: 03-453 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved _____
 () Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: Rich Inman

ASSISTANT DIRECTOR OF PUBLIC WORKS – SUPPORT SERVICES

DEFINITION

To perform responsible administrative work in planning, organizing, coordinating and directing all support services divisions of the Public Works Department including parks, facilities, airport, and solid waste; to perform budget development and control for assigned functions, and to perform related duties and responsibilities as required.

This is a management position collaborating and assisting the Director to accomplish the Department's mission statement and administratively-established goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Collaborates with the Director and assists in the planning, organizing and directing activities of the Airport, Facilities Maintenance, Fleet, Parks and Recreation, and Solid Waste Divisions of the Department of Public Works.

Assists the Director and oversees division managers and supervisors in the selection, training, evaluation and discipline of personnel.

Oversees park facilities, water systems, wastewater systems, solid waste facilities, airport, lighting, parking, special districts, and land acquisitions.

Assists the Director in planning, organizing, and directing the Department in construction, maintenance and repair of above-described facilities.

Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission and several advisory committees administered by the Department

Prepares and reviews correspondence, reports and other materials.

Prepares, oversees and administers various grant programs related to the public works improvement, rehabilitation and maintenance.

EMPLOYMENT STANDARDS

Knowledge of:

Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure and operational needs.

Principles of project planning, development, coordination, and direction for operations functions and services.

Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.

Federal, State, and local laws specifications, rules, and regulations relating to the functions and operations of the department.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management.

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules and regulations common to local government.

Ability to:

Interpret and apply various state statutes, ordinances, and codes that pertain to public works' functions to ensure that activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand and interpret to others the aims, concepts, principles, and practices of public works administration.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in a field environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

MINIMUM QUALIFICATIONS

Experience:

Five years of increasingly responsible general management experience involving personnel supervision and budget administration with at least two (2) years in an administrative and/or supervisory capacity.

Education:

A bachelor's degree from an accredited college or university with major course work in business, finance, economics, public administration, or a closely related field is required. A Masters Degree in business or public administration is highly desirable.

Additional Requirements:

Possession of a valid California driver's license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.