

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general direction of the Director of Public Works, the Assistant to the Director provides senior level administrative, analytical, and management support within the Department of Public Works. Major responsibilities include managing public works activities in the planning, implementing and monitoring of the citywide capital improvement program, managing administrative processes and procedures, coordinating activities between the department's divisions, developing and monitoring the department's capital budget, coordinating the development, presentation and monitoring of the Public Works operations budget, directly preparing the Administration Division Operations Budget, managing the Public Works' management and geographic information systems (MIS and GIS) activities, and developing and organizing departmental training activities. The Assistant to the Director serves as the division head for the Administration and Project Management Division and is a member of the Department's management team.

EXAMPLES OF DUTIES

Manage consultant selection, project development and contract administration for public improvement projects; develop and implement specific processes and procedures to meet legal and City requirements; prepare documents for the City's Capital Improvement Program, and monitor capital project budgets to maintain funding level and ensure compliance with grant regulations, when applicable. Insure that the City's CIP goals are achieved. Process capital project grant applications and reimbursements. Represent the department on audits of various grant funds received for capital projects. Project and track revenue and expenditures and prepare comparisons and status reports as necessary. Analyze organizational structures, functions, procedures and practices and recommend improvements to existing services or implementing new services. Assist department managers with divisional and inter-divisional staffing, fiscal management, and personnel issues. May be assigned responsibilities within and between any of the divisions to supervise or assist with special projects and assignments. Supervise engineers, architects, administrative, clerical and other positions in the Administration and Project Management Division. Represent the department on various issues at the County, State and Federal levels. Negotiate and implement agreements with engineers, architects, contractors and other agencies on the departments' behalf. Represent the department at public meetings. Supervise public works MIS and GIS programs and procedures to develop and implement state-of-the-art systems. Act on behalf of the Director as required.

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MINIMUM QUALIFICATIONS

Knowledge of: contract and grant administration and documentation; principles and practices of organizational public administration; principles, methods and practices of municipal finance, grants, budgeting, accounting, capital project management, MIS/GIS systems, and personnel training programs; applicable City, County, State and Federal laws, ordinances and regulations; public works operations, responsibilities and functions. Extremely knowledgeable and capable in the operation of PC's and related data systems and programs.

Ability to: work independently with only general supervision to meet performance goals; interpret and apply laws, rules, regulations and procedures relating to Public Works operations, public improvement contracts and grant programs; communicate clearly and concisely, both orally and in writing; conduct administrative research and analysis and write effective reports; review organizational, budgetary and administrative problems to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives, and make sound recommendations; confer with department managers on difficult management/administrative issues; effectively supervise employees; develop and implement Public Works programs; establish and achieve high performance standards for self and the Administration and Project Management Division; organize and manage training programs; successfully negotiate complex agreements and contracts; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from a four year college or university with major course work in public administration, business administration, or a related field. Responsible administrative or management experience in public works may be substituted on a year for year basis in the absence of a college degree to utilize a maximum of an additional two years experience.

Experience: Six years of demonstrable local government administrative and management experience including contract administration and municipal government project management, budgeting, accounting and MIS/GIS programs. An emphasis on Public Works administration is desirable.

License: Possession of a valid California Class C Driver license.