

PUBLIC WORKS ADMINISTRATIVE MANAGER

Definition:

Under general direction plans, organizes and manages the administrative function of the Public Works Department; is responsible for various environmental programs such as multi-department administration of the City's National Pollutant Discharge Elimination System (NPDES), Air Quality Management District requirements, water conservation, and the Sewer System Overflow (SSO) prevention program, and development and implementation of the Department's performance reporting; prepares, monitors and manages the department budget; assists in the operation of a variety of activities and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, directs and coordinates solutions to critical issues and activities as assigned by the Director of Public Works.

Oversees and conducts research and analysis of complex, sensitive and controversial issues and problems related to Public Works.

Formulates innovative and successful strategies and recommends actions to effectively meet City and department goals and objectives.

Establishes and maintains effective relationships and communicates with City management and other staff, other entities, special interest groups, and the community to receive input and hear concerns to enhance the ability to provide appropriate and effective services.

Researches, prepares and approves a variety of oral and written correspondence, reports, resolutions, ordinances, contracts, memos, presentation materials and other related documents and statistical information regarding an array of Public Works issues and subjects for the department director, the general public, City officials and other interested individuals and groups.

Makes presentations to variety of groups, the public, other agencies, and legislative bodies; conducts a variety of meetings and serves as a departmental or City representative at meetings as assigned; conducts safety and public meetings with City staff and represents the City and department/division at staff, public and professional meetings/conferences.

Continuously monitors and evaluates the efficiency and/or effectiveness of service delivery methods, program results and procedures; assesses support systems for programs, the effectiveness of key relationships, and identifies and implements improvements.

Oversees legislative analysis for the Public Works Department and coordinates appropriate action with the City Manager's Office; monitors, assesses and reports on important legal decisions and emerging public works issues impacting the City. Receives and responds to requests for public information as directed by the Director of Public Works; responds to citizen inquiries or complaints on a variety of complex and sensitive topics related to Public Works and recommends appropriate solutions.

Communicates frequently on behalf of the Director of Public Works with the City Manager, Deputy City Manager, department directors, managers and other staff, and members of the general public, as well as interfaces with representatives of other entities, and contract provider managers and staff.

Maintains current knowledge of best practices for public administration, management and problem resolution; state and local laws and regulations; community needs and trends; and City policies and procedures.

Serves as the Department's environmental lead in areas such as energy, waste, water conservation, stormwater, air quality, etc.; assists in the management of the department's National Pollutant Discharge Elimination System (NPDES) permit compliance program and multi-department administration of the citywide NPDES.

Develops, manages, and updates the Department's emergency preparedness program.

Leads departmental studies including organizational structure reviews and oversees cost-of-service/other professional consulting service contracts; responsible for development, implementation, and oversight of contracts such as citywide custodial services.

Prepares, monitors, and manages the departmental budget and recommends and evaluates capital, personnel, and operating budget outlays; approves requisitions for materials, supplies and equipment.

Manages the selection, training, supervision and evaluation of assigned employees.

Ensures compliance with regulations such as Department of Industrial Relations, California Contracts Code, etc.

Manages the department's customer service program to include performing customer surveys, providing staff training and development of customer outreach materials and programs.

Coordinates work projects, including the maintenance management (work order) system, with other divisions and departments as applicable.

Identifies grant funding opportunities; as appropriate, applies, obtains, and implements grants including compliance with any grant regulations.

Conducts on-site inspections of project/program work as needed.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and move boxes of files and records weighing 30 pounds or less.

Class Characteristics:

Public Works Administrative Manager is a single incumbent division manager position within the Public Works Department and has broad responsibility for the safe, efficient, and effective administration of division activities.

Contacts and Relationships:

The Public Works Administrative Manager establishes and maintains contact with Public Works Department staff and staff in other City departments. Additional contacts are established and maintained with a variety of individuals to include City Council, Commissioners, Committee Members, contractors, vendors, user groups, interest groups, professional organizations, and public/private representatives. Contact with the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles and practices of public administration and management of City operations; municipal government and departmental organization and administration.

Principles and practices of supervision, organization and employee development, evaluation, and management.

Principles and practices of public sector budgeting, financial analysis and accounting, governmental accounting practices and procedures and ability to develop, implement and manage the department's budget, Strategic Plan, and Annual Work Plan.

Key issues and priorities inherent in a Public Works Department and local, state, and federal legislation, rules, and regulations pertaining to public works programs, projects and contracts.

Environmental issues, rules and regulations.

Goal-setting methods and the design of workload and performance indicators.

Methods of making effective oral and written presentations.

Contract development and administration.

Grant application, implementation, and program oversight.

Purchasing regulations and requirements.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Computer applications as they relate to area assigned.

AND

Ability to:

Independently manage multiple highly complex, emergent and sensitive projects in the public works field, as well as in a wide variety of other disciplines in order to achieve desired goals within specific timeframes.

Develop and modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles, laws, and regulations; analyze and categorize data and information in order to define consequences and to consider and select alternatives.

Decide the time, place and sequence of operations and/or programs within a system or organizational framework, as well as oversee their execution.

Develop, negotiate, and manage contracts.

Manage and direct staff, including the ability to provide counseling and mediation; persuade, and train others; advise and interpret regarding the application of policies, procedures and standards to specific situations.

Utilize a variety of advisory and design data and information such as budgets, requisition requests, personnel records, time sheets, expense reports, legal opinions, reports, policy manuals and city codes and other documents to obtain information, draw conclusions, and recommend actions.

Communicate orally and in writing with City Council, Commissions, Committees, the Public Works Department management team, outside agencies, other City departments, the public and staff on politically sensitive and/or controversial and confidential issues and to write clearly and concisely for reports and other documents that will be critically reviewed by these groups.

Establish effective working relationships with the City Manager, Department Directors, other city managers, City staff, the community, representatives from

public groups and other agencies, and interact with them effectively on a wide variety of issues.

Exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the organization.

Use functional reasoning in performing influence and synthesis functions, such as supervising, managing, leading, teaching, directing, controlling, and providing analysis and recommendations of systems design.

Prepare and monitor a department budget including making budget recommendations concerning personnel, materials, contracts, revenues, expenses, and capital outlay.

Serve as lead for any assigned Commission and/or Committee.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Education and Experience

Any combination of training and experience, which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

A Bachelor's Degree with a major in Management, Public Administration, Business Administration or a related field from an accredited college or university.

A graduate degree or some completed graduate level coursework in Management, Business Administration, Public Administration or a related field from an accredited college or university is preferred.

AND

Four years of progressively responsible experience as a Senior Administrative Analyst or a similar position, including one year of supervisory experience.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Public Works Administrative Manager file financial disclosure statements in accordance with state and local laws.

Per California Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment with outdoor/on-site work as needed. When work is performed outdoors there may be full exposure to the elements. The incumbent uses a computer keyboard and screen, drives a vehicle on City business, grasps, sits, stands, walks and may twist, bend, reach, kneel, crouch, crawl, climb stairs and inclines and may lift, move, push, pull, drag and carry boxes of files and other items weighing 30 pounds or less. When performing outdoors/on-site work the incumbent may walk and stand on slippery and uneven surfaces and be exposed to grease/oil and dust. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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