

DEPUTY DIRECTOR, PUBLIC WORKS

JOB PURPOSE AND SUMMARY

This is a highly responsible senior management position reporting to the Director of Public Works. The Deputy Director supports the function of the Director and is charged with managing significant elements within the Public Works Department either directly or through intermediate managers. The Deputy Director is empowered to act on behalf of the Director, either in their absence or at their direction.

The Deputy Director represents and advises the Public Works Director and works in collaboration with other senior managers to improve the efficiency of department programs and operations, maintain a high degree of productivity, validate the timeliness of project or service delivery, and verify that public funds are expended appropriately subject to the constraints and requirements of available funding.

The Deputy Director has full responsibility for the management of all staff of assigned divisions through intermediate managers. The Deputy Director, as assigned by the Public Work's Director, will oversee a range of Public Works divisions, programs, units, and services.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Provide strong leadership for all employees in support of the Director of Public Works.
- Serve as the Director of Public Works in their absence.
- Determines overall divisional organization, mission, core services and allocation of financial, human and capital resources. Develops and manages short and long term divisional goals and priorities.
- Guides and leads the development, interpretation and application of policies and practices within assigned functional areas.
- Measures and evaluates divisional and individual performance and effectiveness.
- Develops and maintains effective personal and department-level working relationships, including other governments, other County departments, community organizations, neighborhood groups and individual citizens. Represents the department and/or Director in relations with state, federal and local regulatory agencies.
- Develops and oversees policies, programs and activities involving community relations, community education and public information. Promotes optimum community participation and input into divisional activities and manages the divisional relations with print and electronic media.

- Fiscal management including development and presentation of operating budgets, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating division goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment and all administration and record keeping.
- Identify and resolve issues that require technical leadership and expertise in public facing, high profile community issues.
- Ensure completion of annual division operational and maintenance workplans and make process improvements to division efficiency and effectiveness.
- Acquire and analyze data from assigned divisions and sections for the purpose of monitoring program performance; make business improvements using program performance data to ensure that division activities maintain a continuous improvement focus.
- Coordinate closely with Public Works senior management to align direction and goals across the department.
- Provide leadership and direction to professional and technical staff for public works, in alignment with Department initiatives.
- Develop, review, and approve program performance reports and financial reports, ensuring timeliness of delivery and accuracy of data.
- Oversee the creation of training, onboarding, succession, and continuing education plans for the assigned programs and divisions.
- Conceptualize and develop strategic plans, goals, and objectives for division-level initiatives.
- Develop and maintain effective relationships with a variety of critical stakeholders including federal, state and local agencies, business and community organizations, and internal partners.

- Adhere to professional ethics standards in performing all functions of the role and ensure adherence to federal, state, and local regulatory requirements and best practices standards.
- Perform special departmental administrative and management tasks as assigned by the Public Works Director

QUALIFICATIONS

Education and Experience:

All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. A typical way of obtaining the knowledge, skills, and abilities required for this position include:

- A bachelor's degree in public administration, civil engineering, business, or a closely related field.
- A master's degree in public administration, civil engineering, business administration, or a related field is highly desired.
- A minimum of five years supervisory or management experience
- Registration as a Professional Engineer is preferred but not required
- Possession of, or ability to obtain, a valid driver's license required

The ideal experience would provide a thorough knowledge of public works infrastructures such as parks, fleet management, and storm water management with exposure to other areas such as transportation, engineering & construction, operations & maintenance, and public works safety and emergency management.

Knowledge of the principles and practices of public administration, civil engineering and the related physical sciences as applied to public works functions within the scope of responsibility. These include principles and practices planning and design of public works infrastructure; management and operation of parks and lands; water resource management; fleet management; local, state, and federal standards and regulations applicable to public works; principles and practices of human resources and financial management; safety and emergency management; community engagement and inclusion, departmental administrative services.

Ability to effectively fulfill the key responsibilities of the position as listed above; exercise sound judgment in the independent development of solutions to complex technical, administrative and managerial problems; direct and coordinate the inspection, negotiation and control of the work of private contractors; plan and utilize current technology in addressing personal and division responsibilities; communicate and express ideas effectively, orally and in writing; work responsively with community and business groups and group activists representing a wide variety of interests; effectively and collaboratively balance competing interests and approaches.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Typically works in an office setting but duties may involve field work under adverse or challenging physical conditions. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.

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