



## Job Description

<b>Title:</b>	<b>Public Services Director</b>		<b>Created:</b>	May 2013
<b>Salary Level:</b>	Per Contract		<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	City Manager	<b>Supervises:</b>	Applicable Public Works and Community Development staff	
<b>Job Family:</b>	None	<b>Bargaining Unit:</b>	On Contract	

### JOB SUMMARY:

Under policy direction from the City Manager, plans, organizes, directs, and integrates the City's public works, planning, development and building activities, functions, programs and services.

### DISTINGUISHING CHARACTERISTICS

An incumbent in this class is a department head with responsibility for policy development, department and program planning, budget management, administration, and operational direction of the City's public works, water distribution and wastewater collection system maintenance functions, and planning and community development functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the class.

- Accepts full responsibility for all Public Services activities and services, including the management of Public Works, Community Development, Planning, and oversees engineering functions of contract City Engineer.
- Manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards; monitors plan performance against the annual department budgets and the City's Capital Improvement Plan budget.
- Plans, organizes, directs and evaluates the performance of supervised staff and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.
- Provides leadership to develop and retain highly competent, public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Coordinates department activities with other departments and outside agencies and organizations
- Provides staff assistance to the City Manager, City Council and applicable commissions
- Ensures the timely preparation of complete and accurate staff work for presentation to citizen committees, commissions and the City Council; performs research and analysis for presentations on special projects for public works, community, planning and development issues.
- Interprets the department's codes, regulations, plans, policies and functions for elected and appointed boards, citizens, the business community and the public.
- Attends and makes presentations at City Council meetings
- Directs, oversees and participates in the development of the department work plans
- Assigns and monitors work projects and programs
- Reviews and evaluates department performance, methods and procedures
- Supervises and participates in the development and administration of the department budgets

## ***Public Services Director - Continued***

- Directs the forecasting of department requirements for funds, staffing, equipment, materials and supplies
- Approves and monitors expenditures
- Selects, trains, motivates and evaluates department personnel
- Implements disciplinary actions and termination procedures
- Develops requests for proposals and administers contracts with outside vendors and suppliers
- Researches and prepares technical and administrative reports and studies
- Performs related duties as required

### **Public Works**

- Serves for State and Federal requirements as officially designated "Streets Superintendent".
- Directs and administers the operations and activities of street maintenance (repair and traffic safety), City building basic maintenance, water division, sewer system maintenance and wastewater treatment plant, and engineering division.
- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, water distribution and wastewater collection system infrastructure.
- Advises the City Council, City Manager, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.
- Monitors developments related to public works and utilities matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Oversees the maintenance of City equipment and vehicles.

### **Community Development**

- Represents the City and the department in Design Review Board, Planning Commission and City Council meetings; informs and advises these groups, as well as the City Manager, on local and regional community development, environmental and infrastructure planning issues.
- Conducts and supervise planning studies in the community to gather data for evaluating current and advanced planning projects.
- Coordinates planning, housing, building and engineering efforts to review current and proposed projects, work schedules; confer with developers, other agencies and the general public in acquiring information and coordinating planning and land development/infrastructure matters.
- Coordinates and manages the City's contract with the County Building Department.
- Assembles the necessary City and external consulting and volunteer resources to resolve a broad range of issues in current planning, advance planning, special local/regional planning projects, capital improvement projects and code enforcement programs.
- Oversees the preparation of new City ordinances and the amendment of existing ordinances, the municipal code and the Community Plan; ensures conformance to City plans and regulations through code enforcement strategies
- Monitors national and state-wide developments in planning, economic and community development matters; evaluates their impact on City programs and operations; implements departmental process improvement where warranted; represents the City in regional conferences and other forums.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Ability to:**

**Public Works:** Plan, direct and integrate broad, comprehensive public works and utilities programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

**Community Development:** Plan, direct and integrate broad, comprehensive planning and community development programs and services; analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing land use planning and community development; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, Planning Commission, other commissions and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work.

### **Knowledge of:**

**Public Works:** Theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's personnel rules and policies; principles and practices of management and supervision.

**Community Development:** Theory, principles, practices and techniques of community development planning, building inspection, code enforcement, economic development, and related community development services; applicable federal, state and local laws, codes and regulations governing the administration of planning and community development; California HCD laws and regulations of community housing; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council and appointed boards and commissions; the Brown Act and other laws and regulations governing the conduct of public meetings; the City's personnel rules and policies, principles and practices of management and supervision.

### **Education and/or Experience:**

Bachelor's degree (B. A.) from four-year college or university in public administration or related field; six years increasingly responsible related experience in public works management, planning management, community development, infrastructure planning/land development and administration, including three years of supervisory responsibility; or equivalent combination of education and experience.

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### **Certificates, Licenses, Registrations:**

Valid California driver's license.

### **Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.