

CITY OF SALINAS

PUBLIC WORKS ADMINISTRATIVE MANAGER

**BARGAINING UNIT/CLASS CODE:
AMPS/C26**

DEFINITION

To plan and supervise the activities of the administration division of the Development and Engineering Services Department. To provide professional, technical and administrative staff assistance to the Deputy City Manager – Engineering, including conducting specific and comprehensive analyses of policies, processes, systems and procedures and manage City-owned property.

DISTINGUISHING CHARACTERISTICS

This is a single position classification, characterized by the responsibility to provide complex administrative, professional and real estate management services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy City Manager - Engineering. Exercises direct supervision over technical and clerical staff assigned to the administration division of Development and Engineering Services Department.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Performs or supervises budget planning, preparation and justification on behalf of the Deputy City Manager - Engineering; revenue forecasting; development and administration of systems for fiscal control, monitoring, and reporting; and provide fiscal assistance to line management in establishing costs and required resources for new programs, staff, and/or services. Plans, organizes, assigns, and evaluates work, directly and through subordinate supervisors, counsels employees, appraises performance, prepares documentation and recommends discipline or performance recognition; interviews and recommends selection of candidates for employment; provides for employee training and development within assigned division; guides subordinate supervisors in a variety of supervisory and personnel actions. Oversees the preparation of assessment and maintenance district costs and property assessments for City Council review and action. Maintains and adjusts assessments annually. Represents the department within areas of expertise to other City departments, City Council, external public and private agencies, auditors, and the public. Develops and implements departmental administrative systems, policies, and procedures, with management review, input, and approval. Prepares, directs preparation of, and/or reviews and approves a variety of reports, correspondence, and documents. Interprets and applies policies, procedures, and contracts. Oversees the preparation, maintenance, and reporting of a variety of records, data, and statistics. Manage City-owned real property, including sales and acquisitions, negotiations, contracts, rentals, and transactions with other agencies. Coordinates Division activities with other Development and Engineering Services Divisions and City Departments.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment and occasionally on rough uneven surfaces inspecting the facilities or the work of subordinates; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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PUBLIC WORKS ADMINISTRATIVE MANAGER (continued)**

WORKING CONDITIONS

The primary duties involve working in a business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally, the work is outdoors, in all types of climate conditions, and involves walking on rough, muddy and uneven surfaces.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration. Principles and practices of fiscal management, budgeting, and auditing. Principles and practices of personnel administration. Principles and methods of supervision and management, including work planning, analysis, and organization; selection and evaluation of employees, and their training and development.

Ability to:

Plan, organize, supervise, and evaluate the work of subordinate staff, directly or through subordinate supervisors. Develop, interpret, and apply complex regulations, policies, and contracts. Prepare effective, clear and concise reports, correspondence, and other written and overall communications. Develop and oversee complex record keeping and reporting systems via computer technology. Make public presentations to a wide-range of large and small audiences. Promote the mission, values, and standards of an efficient/effective public service organization, particularly in the area of customer service.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors degree from an accredited college or university with major coursework in Public Administration, Accounting, Business Administration or a closely related field, plus six years of recent professional administrative experience.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 1-97, REV: 04-06