

## **CITY OF SALINAS**

### **PUBLIC WORKS ADMINISTRATIVE SUPERVISOR**

**BARGAINING UNIT/CLASS CODE:  
AMPS/C18**

#### **DEFINITION**

Under general direction, to plan and supervise the activities of the administrative office of the Development and Engineering Services Department; and provide professional, technical and administrative staff assistance to the Deputy City Manager/City Engineer, including conducting specific and comprehensive analyses of policies, processes, systems and procedures; and supervising the office, clerical, financial and material resources for assigned projects, programs, studies, events and/or activities.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification, characterized by the responsibility to provide administrative support to the Deputy City Manager/City Engineer in performing office supervision and management duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Deputy City Manager/City Engineer. Exercises direct or indirect supervision over technical or clerical staff.

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

Provide highly responsible administrative and technical staff assistance. Manage City-owned real property, including sales and acquisitions, negotiations, contracts, rentals and transactions with other agencies. Prepare and monitor department, division, program and/or project budgets. Prepare and write draft contracts, agreements, grants and other technical documents. Manage assigned departmental proposals, grants, contracts, and reports; programs, projects and/or activities in accordance with applicable policies, processes, rules and regulations. Prepare progress reports and perform periodic reviews on assigned projects, as needed. Research, analyze and prepare recommendations regarding programs, services, equipment and personnel. Analyze, interpret and explain City and Development and Engineering Services Department policies and procedures to City staff members, outside agency representatives, and members of a diverse public. Investigate and prepare reports on specific requests and complaints pertaining to Development and Engineering Services Department. Prepare and present City Council reports as assigned. Collect and analyze data on existing programs and procedures; conduct surveys and prepare proposals to meet established goals and objectives, including financial, staffing and organizational requirements. Make administrative and technical modifications to existing departmental rules, programs, processes and materials as directed. Represent Development and Engineering Services Department on projects involving other City departments, outside agencies, community and business groups as required. Assist in the coordination of departmental/divisional activities. Supervise, train, evaluate and discipline assigned staff. Perform other related duties as assigned.

#### **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, fine print on plans and blueprints; 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; 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.

**CITY OF SALINAS  
PUBLIC WORKS ADMINISTRATIVE SUPERVISOR (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk 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.

**QUALIFICATIONS**

**Knowledge of:**

Principals and practices of public administration. Principles and practices of municipal governmental budget and finance. Principles, methods and practices of personnel management, including employee training, labor relations and equal employment opportunity. Research techniques, sources and availability of information; and methods of report preparation and presentation. Principles and practices of organizational and program analysis, management and auditing. Principles of mathematics and statistics.

**Ability to:**

Communicate clearly and concisely, orally and in writing. Promote the mission, values and standards of an efficient/effective public service organization. Analyze a variety of complex/detailed administrative data and make sound policy and procedural recommendations. Accurately interpret information and make decisions in accordance with rules, regulations, policies and procedures. Write and produce detailed and complex reports using computer-assisted technology. Make public presentations to a wide-range of large and small audiences. Produce timely, quality results on a variety of complex assignments. Establish and maintain effective working relationships with others. Supervise, train, evaluate and assist in disciplining assigned staff.

**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 course work in accounting, business administration, or a closely related field, plus four (4) years of recent professional administrative experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 12-94, REV: 04-06**