

CITY OF SALINAS

**ASSISTANT PUBLIC WORKS DIRECTOR**

BARGAINING UNIT/CLASS CODE

AMPS / D20

**DEFINITION**

To plan, organize, direct, and review the activities of the Public Works Department; manage and execute assigned projects and programs; plan, review, and implement policies governing the department's function; assist in developing and implementing policies that have city-wide effect; and provide professional and technical staff assistance to all City departments as assigned by the Director of Public Works.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works. Exercises management direction over the diverse major functions of the Public Works Department and general management and supervision over management, professional, technical, and clerical positions.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION**

Manage, administer, execute, and participate in the development and planning of complex projects, consultants, and associated budgets related to the operations of the Public Works Department, including the acquisition, day-to-day management, and disposition of City-owned properties in alignment with public policy and applicable laws, ordinance, and regulations. Oversee, direct, assign, develop, and review work of assigned project staff. Develop, administer, and ensure project and contract compliance with relevant federal, state, and local laws, regulations, ordinance, and policy. Manage budgets and renewals for multiple assessment districts, responding to citizen concerns and conducting public outreach. Establish, define, revise, update, and assess fiscal environment and future revenues of assigned assessment districts as necessary. Prepare and manage competitive processes such as Requests for Proposals, public bidding, and surplus property disposal processes in accordance with applicable law, regulation, ordinance, or policy. Assess the need for, develop, acquire, manage, and prepare documentation and reporting for new and existing grant, loan, and bond revenue and funding sources. Ensure timely and accurate reporting on projects; project budgets; asset and encumbrance retirement schedules; federal and state contract requirements; environmental conditions, mitigations, findings; and other technical and reporting documentation to a variety of different advisory bodies, elected officials, government entities, private and non-profit entities, and the public. Ensure safe work practices, laws, and regulations are implemented and followed. Represent the City and the Public Works Department at meetings with other city departments, municipalities, government entities, advisory bodies, elected officials, property owners, contractors, developers, and the general public. Conduct extensive community involvement and engagement efforts, build collaborative partnerships both inter- and intra-agency and with outside agencies, contractors, private entities; and promote and develop collective community support for various local projects, visions, and assessment districts. May act as Interim Director of Public Works in the absence of the incumbent. Perform 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, computer, business machines, and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard over a normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and reach overhead as needed; physical mobility sufficient to move about the 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 from multiple sources and in varied formats, evaluate, reason, define problems establish facts, draw valid conclusions, make valid judgments, and decisions.

## **WORKING CONDITIONS**

Generally work is conducted in a business office working environment subject to sitting at a desk or table 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 at a computer terminal. Occasionally work includes driving to project sites for field inspection which may include walking over varied and uneven terrain such as traversing riparian habitats or property boundaries; and attending meetings, trainings, and conferences.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of public administration, city policy, and administrative systems for public entities. The applicable laws, regulations, codes, principles, purposes, history, and recent developments in legislation related to redevelopment and post-redevelopment laws, processes, and practices. Laws, principles, and practices related to the acquisition, management, condemnation, and disposition of various forms of real estate and surplus property. Effective methods of public engagement, outreach, and media relations. Capital project management techniques and practices, principles of construction, permitting and approval processes environmental issues, processes, reporting requirements, and mitigation techniques related to the transfer and management of public property. Contract law, public bidding and contracting processes, federal, state and local contract and grant compliance requirements and practices; principles of facilitation, collaboration, negotiation, and interest bargaining. An understanding of the development and successful performance of private-public partnerships, joint power agreements, and collaborative multi-jurisdictional teams; oral and written communication methods and principles. Safe work practices and procedures. Principles of organization, administration, budget, supervision and personnel management.

### **Ability to:**

Plan, organize, direct, coach, train, and review the work of professional, technical, and clerical personnel. Draft, edit, revise, and produce various complex technical, environmental, and contractual documents, reports, and agreements. Establish and maintain effective relationships with, and secure the cooperation of the public, advisory bodies, elected officials, and private partners. Perform analytical work carefully and accurately and conduct effective negotiations. Read and interpret maps, blueprints, plans, and real property descriptions. Speak, read, write, and comprehend English at a level sufficient to carry out the duties listed herein. Organize, direct, meet deadlines and objectives, overcome objections, and deliver timely reports and outcomes for multiple, complex public and city projects. Maintain a sense of humor, professionalism, and calm in contentious and difficult situations. Practice safe work methods and promote the mission, values, and standards of an effective and high performing public organization.

### **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 Bachelor's degree from an accredited college or university with major course work in project management, construction management, public or business administration, civil engineering, or a closely related field, with academic coursework in real estate, redevelopment, contracting, construction; and five (5) years progressively responsible professional experience in public works, redevelopment, economic development, capital project management, right of way, or a closely related field, including at least one (1) year of supervisory experience.

**License:**

Possession of a valid California Driver's License.

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

Approved: \_\_\_\_\_  
Human Resource Officer

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

**ORG: 08-15**