

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 offices of the Public Works Department; and provide professional, technical and administrative staff assistance to the Assistant Public Works Director, 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 Assistant Public Works Director in performing office supervision and management duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Assistant Public Works Director. Exercises direct or indirect supervision over technical or clerical staff as assigned.

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

Provide highly responsible administrative and technical staff assistance. Support the management of City-owned real property and buildings including sales and acquisitions, negotiations, contracts, rentals and transactions with other agencies. Facilitate the creation of, monitor the use of, and when necessary prepare the Department's annual operating and capital improvement budget. Manage the Assessment District annual renewal process and monitor its contracts and budgets. Oversee the Department's fee and cost recovery activities. Prepare and write draft contracts, agreements, grants and other technical documents. Manage assigned departmental proposals, grants, contracts, 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 the administrative systems used by Public Works, its programs, services, equipment and personnel. Work collaboratively with other City departments to ensure compliance with City policies and practices. Manage the Department's critical record storage systems in compliance with related records retention laws. Analyze, interpret and explain City and 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 the Public Works 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. Support the Assistant Director in developing presentations describing Departmental policies and procedures 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. Promote and maintain safety in the work place. 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

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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.

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:

Principles 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 Bachelor's 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; REV: 12-15