

<b>CITY OF OLYMPIA</b>	<b>DATE PREPARED</b>	<b>12/03</b>
<b>CLASS SPECIFICATION</b>  <b>Assistant Director of Public Works</b>	<b>JOB CODE</b>	<b>1500</b>
	<b>SALARY RANGE</b>	<b>092</b>
	<b>FLSA STATUS</b>	<b>Exempt</b>
	<b>REVISED</b>	<b>N/A (new)</b>

## **POSITION DESCRIPTION**

**Function:** Under the general direction of the Department Director, independently responsible for concurrently managing and administering a wide range of department level administrative, technical, and support systems, program and complex projects. Serves on behalf of the Director on critical department projects and in his absence.

**Essential Function:** The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

**Example of Duties:** ∴

### **Assistant Director**

Responsible for developing and coordinating overall Department programs and systems in the areas of Human Resources, overall program performance and accountability systems, resource allocation and Leadership Team decision making and workplan.

### **Support Systems Division**

Responsible for all activities and the overall performance of the Support Systems Division. Directly or indirectly supervise all assigned staff. Leads a strategic approach to achieve long range Division goals and objectives, and improve performance and accountability. Organize all activities to maximize efficient use of available staff, equipment and project resources. Serves as a member of the Public Works Leadership Team.

Responsible to provide general oversight of the administrative, support and operational systems and functions that contribute to the overall business operations of the department, such as data and records management systems, automated information technology and operational systems, annual department budgeting, accounting and auditing systems, clerical support, program research, planning, and implementation, human resources systems, and internal/external communications. Assure legal, policy and technical system standards, Generally Accepted Accounting Procedures (GAAP), audit procedures and security are maintained. . Serve as lead, sponsor, liaison to, or member of various internal and external committees, organization boards, advisory groups, multi-jurisdictional, inter-disciplinary/inter-departmental project teams.

## **Assistant Director of Public Works**

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**Contacts:** Incumbents will have frequent contact with subordinates, department staff at all levels, peer managers, department directors, staff from other agencies, members of boards and commissions, elected officials, regulators, auditors, and vendors of products, services, and information. Contacts will generally focus on work coordination, presentations, information-sharing, project management, evaluation, quality improvement, and program implementation. Contacts with the media and members of the public will vary in frequency and sensitivity, and may be of a stressful nature, such as media interviews or responding to citizen complaints or concerns.

**Supervision:** Supervise all assigned staff either directly or indirectly. Serves as the Department Director in the Directors absence. Assigned as lead or sponsor of inter-departmental/inter-disciplinary teams.

**Accountability:** The Support Systems Manager is accountable for the efficiency and effectiveness of all assigned activities and to insure Division programs and services are achieving intended results.

**Working Conditions:** Incumbents work in an office environment, which may be noisy, cramped, or shared. Incumbents are subject to frequent interruptions and are frequently under pressure to meet competing deadlines, priorities, and objectives. May work evenings and weekends. May travel to and participate in a variety of meetings, conferences, and events.

## **QUALIFICATION GUIDELINES**

### **Knowledge/Skills/Abilities:**

#### **Knowledge of:**

- Current management, organizational development, and quality improvement principles and practices.
- Personnel management, employee relations, and supervisory principles.
- Municipal budgeting, funding, and generally accepted accounting and auditing principles, practices, and processes.
- Methods of evaluation computer systems effectiveness.
- Current information technology, records, data base and file management systems and technologies.

#### **Skills in:**

- Negotiating with stakeholders with diverse interests on complex issues.
- Creating and implementing programs to meet stated goals, including marketing, budgeting, funding, and staffing.
- Using a variety of communication skills and methods to prepare and present information to various groups and individuals.
- Managing complex projects.

**Ability to:**

- Delegate responsibility to the most appropriate team or individual, and hold team members accountable for results.
- Mediate disputes.
- Design decision making processes for strategic issues.
- Understand employee needs and is comfortable interacting in their work environment
- Encourage innovation.
- Study and resolve complex issues in a strategic way.
- Provide leadership and vision.
- Resolve conflicts in a respectful and direct manner.
- Make difficult decisions.
- Communicate in a concise and effective manner. Analyze issues and problems related to operations, services, and management information to formulate project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals, and solutions.
- Establish and maintain effective working relationships and departments, agencies, boards, commissions and City staff at all levels.
- Plan, organize, supervise, and evaluate the work of others.
- Formulate goals, objectives, and work plans.
- Work as a member of a customer service oriented team.

**Education/Experience:** Graduation from a four year college of university and three years increasingly responsible experience managing operations, services, and programs required. Additional related experience may be substituted for the college degree with one-year experience equal to one year of education. Departments may identify desired major areas of study and/or may identify desired experience in specific operations, functions, or programs for recruitment and selection purposes.