

City of South San Francisco
Human Resources Department

Public Works Administrator
Class Description

Definition

Under administrative direction, directs, manages, supervises and coordinates the administrative activities within the Public Works or Parks and Recreation Department including budget, human resources, purchasing, safety, workers' compensation, fiscal, records, and information systems programs and services; supervises and directs assigned administrative and professional staff; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the department head and departmental division heads.

Distinguishing Characteristics

This single-position middle management level classification reports directly to the department head and serves as a division head with responsibility for administrative elements of the Department including direct supervision of administrative and analyst staff.

Typical and Important Duties

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for administrative services for the Department including budget, human resources, purchasing, safety, workers' compensation, fiscal, records, and information systems programs and services in support of departmental management. Develop and implement divisional goals, objectives, policies and procedures.
2. Oversee and participate in the Department's finance and business operations including the development and administration of the annual operating and maintenance budget and the forecasting of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
3. Prepare the annual General Fund and/or Capital Improvement Program budget with input from division heads and program managers as well as other departments. Compile annual reports of infrastructure maintenance needs and unfunded backlog based upon benchmarks and community expectations that define a state of good repair; manage multiple funding sources, each with its own set of rules and limitations; provide revenue forecasting; prepare fund balance projections for various funding sources; prepare and submit reimbursement requests.
4. Oversee and manage the finance and business operations of the City's parking district, Parks and Recreation Committee, and Special Projects. Conduct or contract for

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- appropriate studies to plan for existing and future community needs. Develop and administer the annual budget and forecast revenue needed for operations and maintenance. Staff and support the City Committees and inter-agency task forces, prepare and present reports for Commission, task forces, and City Council information and action.
5. Manage cross divisional programs, projects and initiatives; plan, organize, and administer critical, time sensitive projects and priority initiatives of the department; assist the department head in planning, organizing, directing, and coordinating the various divisions of the department, such as sustainability projects, park infrastructure, public infrastructure, solid waste, grant writing, managing facilities/counter activities, etc. ..
 6. Coordinate, review and make recommendations to division heads regarding department personnel matters, including recruitment, hiring, discipline, investigations, personnel actions and workers' compensation; ensure adherence to Human Resources policies, procedures and Memorandums of Agreement (MOAs).
 7. Manage and participate in the development of goals, objectives, policies, and priorities for the Public Works Department; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to existing departmental organization, programs, policies, and procedures as appropriate.
 8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels. Identify and recommend appropriate service delivery benchmarks in a performance management system.
 9. Set priorities and policies for assigned administrative programs; monitor and evaluate Public Works programs including customer service, permits, fees and service charges; revise and rescind ordinances as necessary.
 10. Prepare newsletters and maintain a social media presence that promotes the work of the Public Works Department and informs the public about programs and how they can participate in their neighborhood.
 11. Plan, direct, coordinate, and review the work plan for assigned administrative and analyst staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
 12. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with assigned employees to correct deficiencies; implement discipline and termination procedures.
 13. Research, develop, and recommend complex computer systems for the Public Works Department; oversee the maintenance and trouble shooting of department information systems functions; develop and implement training programs as needed. Coordinate procurement and implementation of systems with departmental division heads and the Information Technology Department.
 14. Develop and maintain a standardized public records system filing and retention system for the Public Works Department.

15. Perform contract administration and negotiation functions for the administrative division and in support of departmental division heads; coordinate work with vendors, consultants, and outside interest groups.
16. Prepare a variety of complex correspondence, memoranda, studies, and administrative staff reports, including agenda items.
17. Review departmental reports, correspondence, and documents for completeness, proper punctuation, grammar and spelling, and compliance with established guidelines.
18. Prepare, write, and monitor grant applications; coordinate grant administration and monitoring activities.
19. Serve as the liaison for the assigned administrative division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues; respond to media inquiries.
20. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
21. Provide responsible staff assistance to the Director of Public Works.
22. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
23. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
24. Perform related duties as required.

Job-related Qualifications

Knowledge of:

- Operational characteristics, services, and activities of the Public Works Department.
- Principles and practices of program development and administration.
- Methods and techniques used in conducting organizational and analytical studies.
- Human Resources policies, procedures, and Memorandums of Agreement (MOAs).
- Modern and complex principles and practices of personnel administration.
- Methods and techniques used in municipal purchasing.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Computer systems, interfaces, and data warehousing.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations including those pertaining to records retention and releasing confidential records under the Public Records Act.

Ability to:

- Oversee and participate in the management and administration of the Administrative Services Division within the Public Works Department.
- Oversee, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate assigned staff.
- Participate in the development and administration of department goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports, including agenda items.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations in support of goals.
- Interpret, apply, and ensure departmental compliance with applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting software applications.
- Prepare complex bids and specifications.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of increasingly responsible administrative and supervisory experience.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

Possession of, or ability to obtain, a valid appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; operate office equipment.

Work Environment: Standard office setting; exposure to computer screens.

Ability to: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Hear in the normal audio range with or without correction.

Approved: 4/2015, 7/2015
Revised Date: 3/2018
Former Titles: None
Abolished: N/A
Bargaining Unit: Mid-Management
ADA Review: 3/2018
DOT: No
Physical: No
Status: Classified/Exempt
EEOC Category: EF4/EJ6
Job Code: M795

ADA Documentation of Essential Duties

1. SDE
2. SWE
3. MWE
4. SWE
5. SWE
6. MME
7. SDE
8. SDE
9. SDE
10. SWE
11. SDE
12. SDE
13. SAE
14. MAE
15. SDE
16. SDE
17. SDE
18. MAE
19. MAE
20. MME
21. SDE
22. MAS
23. MAS
24. OAS