

Public Works Assistant Division Director**General Summary of Classification:**

Assists the Division Director with the administration and management of a large and complex division's core and support operations, functions, programs, other activities, resource management and staff; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Uses technical expertise to assist with and direct the planning and management of strategic and day-to-day activities of the assigned division's core operations, support functions, staffing, equipment, maintenance and replacement programs, system rehabilitation, facility and technology upgrades, safety and security measures, compliance efforts, procurement processes, contracted services, consultants, policy and procedures development and revisions, identifying and pursuing opportunities for improving efficiency and effectiveness;
- Supervises and directs the work of subordinate professional, supervisory, technical and/or support employees, includes handling or ensuring subordinate staff appropriately handle hiring, training, scheduling and evaluating of division staff;
- Manages capital and special projects, independently or in collaboration with other department and/or County staff;
- Manages assignments for contractors, contracted services and/or consultants, includes preparing and communicating specs, assigning work, ensuring work meets specifications, & authorizing payments;
- Assists with preparing and managing the division's budget, monitoring and approving expenditures, and related reporting;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Considerable knowledge of the underlying principles, practices and procedures of the assigned division's operations including applicable laws, regulations, policies, designs and permits governing the assigned division's operations, programs, and compliance; sound working knowledge of administrative and personnel management; ability to plan and manage projects from concept to completion and accurately prepare related documentation; ability to perform difficult computations; sound analytical skills with demonstrated ability make viable comprehensive recommendations to division-specific problems; ability to prepare technical and informative reports; sound supervisory skills.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Establishes and maintains productive and harmonious working relationships with the public, employees, County agencies and elected officials; demonstrates politically savvy and exercises sound judgment and discretion; routinely works closely with all levels of division and department staff, engineers, consultants, contracted service providers in a collaborative environment; clearly and accurately communicates (verbal and written) complex and technical information with all levels of County personnel and officials, internal and external stakeholders which may include County residents and customers, and regulatory agencies.
- **Decision-making and Authority:** Routinely makes complex and critical decisions & recommendations related to the division's operations, programs, policies, and compliance efforts; requires sound analytical and decision-making skills; decisions typically carry serious consequences related to operating budgets, financial liability, legal implications, and compliance with regulatory mandates; serves as Division Director during their absence.
- **Leadership:** Serves as a primary point of contact and County representative; day-to-day management of the assigned division's operational and support units' workloads, processes, equipment (upgrades, maintenance, replacement, etc.), staffing, scheduling, compliance efforts, conflict resolution, contracted services, procurements, inventory management.
- **Environment:** Routinely works in an office; also required to work in various division-specific indoor and outdoor locations and related traffic and weather conditions; may be required to travel, work a flexible schedule, be on-call, and work outside normal business hours as needed during major weather events, such as snow.
- **Physical:** Visual and hearing acuity sufficient to engage in effective supervision, collaborations, compliance efforts, & ensure the safety of self and others; physical abilities sufficient to work safely in division specific locations and operating conditions.

Minimum Education and Experience:

Education: Four (4) year degree in a field relevant to the assigned division preferred, relevant engineering degree preferred;

Experience: Three (3) years of experience, including one (1) year of supervisory experience, relevant to the assigned division;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.) including successful completion of all required NIMS courses:

- Valid driver's license to perform assigned duties at various locations, may require a valid CDL.
- May require additional division or discipline-specific certification(s) and license(s).
- May require pre-employment medical or hearing based on the specific sensory and/or physical demands of the position.
- Criminal history record check & fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.