

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Public Works Director – Transportation and Business Services	Job Family: 3
General Classification: Management	Job Grade: 49

Definition: Manage the Transportation and Business Services Division, which includes the Transportation Section, the Business Services Section, and the Fleet and Facilities Section of the Public Works Department. Responsibilities include managing division staff and operations as well as assisting the Public Works Director in the planning, organization, and review of transportation management, property management, solid waste operations, facilities maintenance, fleet services, department budgeting, and associated administrative services.

Distinguishing Characteristics: The Assistant Director assumes responsibility for a major division and performs general administrative tasks for the Director. Receives general direction from the Public Works Director. Exercises direct supervision over professional, supervisory, technical, and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage and direct the Transportation and Business Services Division.
2. Assist in developing department and division goals, objectives, and work plans; assist in the implementation of policies and procedures.
3. Ensure Transportation and Business Services Division programs perform effectively by establishing goals, objectives, and policy guidelines, and by reviewing performance of sections and contractors.
4. Manage, direct, and organize operations, personnel, facilities, and other resources of the division to achieve an acceptable level of service. Assign work activities, projects, and programs; monitor work flow; review and evaluate work product, methods, and procedures.
5. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee separations; evaluate staff.
6. Develop the Public Works Department's operating budget; ensure fiscal soundness of division by working with the Director to develop, justify, and administer

division capital and operating budgets, including analyzing expenses and establishing rates and fees to cover costs, where applicable; assist in the preparation and administration of the City's Capital Improvement Program.

7. Analyze, plan, and implement improvements in performance of division operations, including labor pooling, work scheduling, work analysis, contracting, new technologies, and innovative financing.
8. Represent the Public Works Department – Transportation and Business Services in meetings and on committees.
9. Communicate key developments related to the division to the Public Works Director and/or other managers, as appropriate.
10. Manage large and complex projects by coordinating work with other City departments as well as other organizations and agencies.
11. In cooperation with the Public Works Director, assist in the strategic planning, coordination, and implementation of overall division and departmental policy and administration.
12. Negotiate and manage contracts, assuring compliance with City policies and sound management practices; monitor grant applications; direct and coordinate the work of professional consultants and outside contractors.
13. Direct specialist studies, investigations, and reports concerning departmental, divisional, and sectional activities.
14. Assume the role of Public Works Director in his/her absence, as appropriate.
15. Provide leadership.
16. Oversee division occupational safety and health program and assure compliance with associated laws and regulations.
17. Monitor legislation and develop policies and programs to ensure division activities comply with pertinent Federal, State, County, and local laws and regulations and assist in the coordination of departmental programs with those of Federal, State, County, and local agencies.

18. Establish and maintain a cooperative, collaborative relationship with employee labor organizations.
19. Manage by example and by creating a value-driven organization emphasizing communication and collaboration.
20. Ensure division programs utilize Best Management Practices and current technology.
21. Develop training programs for division functions to ensure up-to-date skills and services.
22. Research and prepare complex technical and administrative reports; prepare written correspondence with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
23. Communicate orally with customers, clients, or the public in a face-to-face, one-on-one setting, on the telephone, or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice, and explanations.
24. Make prompt and effective decisions in both routine and emergency situations.
25. Attend evening meetings and/or work various shifts, including nights, weekends, and holidays.
26. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Current principles and practices of transportation management, property management, solid waste, environmental sustainability, facilities maintenance, fleet services; principles and practices of policy development and implementation; administrative principles and practices, including budget development and management, systems management, grant management, contracting, and procurement; principles and practices of strategic planning; municipal government structure and management; pertinent Federal, State, and local laws and regulations; principles and practices of organizational development; principles and practices of leadership, supervision, training, and personnel management; principles of business correspondence and report writing; modern office procedures, methods, computer equipment, and software.

Ability to: Plan, organize, direct, and evaluate the activities of managerial, professional, technical, and clerical staff through subordinate managers and supervisors; demonstrate effective leadership qualities, including interpersonal communication and strong emotional intelligence; capacity to build consensus and motivate and engage employees; develop and implement programs, projects, and procedures; analyze complex problems, confront issues, make strategic decisions, and achieve resolution; communicate clearly and concisely, both orally and in writing; plan, organize, and direct a transportation and business services division; interpret and explain policies and procedures; select, train, supervise, and evaluate division staff; coordinate and represent operations, programs, and policies with Council, commissions, management, staff, business, and the community; develop, prepare, and administer a budget; establish and maintain collaborative, effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree in engineering, planning, public or business administration, or a related field and five years of increasingly responsible experience in the management of public works programs, transportation planning, or related fields, with a broad knowledge of local government principles, issues, and processes, three years of which must have been at a supervisory or management level. Completion of a master's degree in engineering, public or business administration, or a related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: January 2017
Revised: March 2020

HRD/CLASS SPECS
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