

**County of Humboldt Job Specification**  
**DEPUTY DIRECTOR - PUBLIC WORKS ADMINISTRATION**  
**Classification 0301**



**DEFINITION**

Under general direction, plans, organizes, manages, and directs the administrative, financial, and assigned support services functions of the Public Works Department, including organizing, supervising, and evaluating, financial planning and analysis, budgets, claiming, management analysis, information technology, and contract/grant development and management; coordinates and provides for implementation of special projects; serves as a member of the department/agency management team and actively participate in department-wide strategic planning, policy development, and legislative analysis; promotes and participates in collaborative activities, programs, and projects that cross functional areas; represents the Public Works Department in a variety of external and internal contacts; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This management classification has significant responsibility for the development, implementation, oversight, and evaluation of the administrative, financial, and assigned support functions of the Public Works Department and has considerable latitude for the exercise of independent judgment and decision making. This classification is distinguished from the Director of Public Works in that the latter has responsibility for overall administration and operation of the department. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Manages, directs, evaluates, monitors, and supports supervisory, professional, technical, and clerical staff through lower-level managers; provides proactive and informational performance feedback to employees on an on-going basis; conducts performance evaluations in a timely and effective manner; provides recommendations on hiring, demotion, and employee discipline.
- Develops, plans, implements, and evaluates goals, objectives, priorities, and activities within assigned area(s) of responsibility in a manner consistent with department goals and objectives; develop strategies for the successful achievement of goals and objectives; direct and coordinate the implementation of strategies.
- Participates as a member of the department's management team including recommending, designing, and leading the implementation of changes to departmental business practices, in

- compliance with County-wide established processes, policies, and procedures and regulatory and legislative requirements.
- Directs and participates in the development of department budgets including all departmental division budgets; directs and participates in the development of complex and differential claiming methods of all departmental divisions; reviews expenditures and monitors compliance with approved budget.
  - Plans, manages, and leads the development and implementation of department-wide budgetary, administrative, and support services operation business standards, processes, policies, procedures, and performance measurements; analyzes, evaluates, and develops recommendations for changes as necessary and appropriate; directs the development and maintenance of operating procedures/manuals.
  - Plans, directs, and manages, multiple and complex budgetary operational services functions funded by and responsible to multiple funding agencies and/or revenue sources as well as the County organization; communicates with and report to external agencies, governing boards, and/or special districts.
  - Serves as liaison between division staff and administration; reviews effects of division expenditures on overall department; identifies potential problems and recommends solutions as appropriate.
  - Plans, directs, and manages, through lower-level management staff, all department-wide fiscal operations, grant management, and assigned support services functions.
  - Directs and manages the planning, preparation, and monitoring of multiple and complex department/agency budgets, including analyzing and estimating expenditures, analyzing and projecting revenues, recommending allocation of funds and personnel, developing alternative budget scenarios, and reviewing and consulting with management staff; prepare final budget presentation with justifications and ensure the timely submission of budgets to County Administrative Office as well as the state, federal, or other governing boards/agencies as required.
  - Maintains and directs the maintenance of financial, statistical, productivity, funding requirements, collections, staffing ratio and other financial related data and records; directs and participates in analysis of collected data and records; prepares reports and makes recommendations to administration and others.
  - Recommends and directs the implementation of financial management systems including standards for program expense and financial evaluation; serves as primary working contact for financial audits conducted by funding agencies.
  - Directs, oversees, and coordinates fiscal activities with the appropriate state and federal agencies/funding sources, the State Controller's Office, the County Administrative Office, and other County departments/divisions as necessary and as appropriate.
  - Attends and participates in a variety of taskforces, committees, and meetings, both internal and external, relating to assigned administrative functions; serve as a representative of the Public Works Department; coordinate data, resources, and work products in support of a productive and positive working relationship.
  - Plans, directs, and leads the completion of a variety of studies; supervise research activities; evaluate and analyze departmental or agency goals/objectives and legal mandates; analyze existing and proposed legislation and directives to determine their impact on budgetary, fiscal, or operational procedures of the Public Works Department; develop and lead the

implementation of changes to ensure compliance with County policies and procedures and regulatory requirements.

- Direct and manage the work of consultants; assist in the preparation of requests for proposals, review bids, interview and select consultants; manage workflow, set expectations and priorities, and monitor outcomes; negotiate contracts.
- Oversees and participates in the development of provider subcontracts; confers with federal, state and local agencies and other County departments in the development and implementation of budget and financial systems to maximize revenue.
- Maintain awareness of and participation in external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the County and the assigned agency or department.
- Perform related duties as required.

### **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### **Knowledge of:**

- Administrative principles and practices including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of administrative programs and operational needs of the Public Works Department.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of accounting, budget development and administration, cost accounting, grants management, public agency funding and administration, financial planning and cost analysis.
- Applicable state, federal and local laws, rules and regulations affecting construction accounting guidelines; program implementation and financial evaluation and reporting requirements.
- Business computer applications related to budgeting cost analysis, billing accounts receivable, statistical analysis, database systems, billing and other financial recordkeeping.
- Principles and practices of supervision and personnel management and leadership.
- Interpersonal communication, team-building practices and conflict resolutions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Advanced principles and practices of budget planning, preparation, and implementation including financial forecasting and analysis.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Principles and practices of County-wide operations and County administration and organization.

- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned area(s) of responsibility.
- General principles of risk management related to the functions of area(s) of assignment.
- Technical, legal, financial, and public relations problems associated with the management of fiscal, budgetary, and administrative services operations and programs.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Serve as a positive and motivational team leader as well as a positive and effective member of a peer group.
- Develop, recommend, and implement goals, objectives, and practices for providing effective and efficient services.
- Develop, organize, coordinate and implement varied projects.
- Train, direct, supervise, and evaluate the work of management, supervisory, professional, technical, and clerical staff; and in some cases, indirectly through lower-level managers.
- Plan, manage, and direct the development, implementation, and monitoring of complex department budget(s).
- Plan, organize, and manage fiscal, budgetary, and administrative services operations and programs.
- Analyze, interpret, summarize, and present financial, statistical, and technical information and data in an effective manner.
- Research, analyze, and make recommendations on administrative services, budget, and accounting/fiscal operations policies, guidelines, and procedures specific to the Public Works Department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Work with various cultural and ethnic groups and individuals in a tactful and effective manner.
- Effectively represent the County and department in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- Maintain accurate records and files.
- Effectively coordinate multiple projects and meet critical deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

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

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, accounting, or a closely related field

**and**

Five (5) years of professional-level experience in administrative management, operations, budgetary, or similar analytical or management support work, including two (2) years of supervisory experience.

**Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**ADDITIONAL REQUIREMENTS**

- Some positions require attendance at meetings outside of regular working hours.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).