

City of San Rafael
Job Class Specification

Job Title: Deputy Public Works Administrative Director

SUMMARY

Under the direction of the Public Works Director, the Deputy Public Works Administrative Director plans, organizes and administers the day-to-day operations of the administrative division of the Department of Public Works; leads, directs, and implements cross departmental programs and projects; and provides highly complex staff assistance to the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provides strategic direction and leadership in the development and implementation of administrative policies, procedures, and best practices.
- Supervises and mentors administrative staff, fostering a culture of professionalism, collaboration, and continuous improvement.
- Collaborates with departmental leadership to establish goals, priorities, and performance metrics for the department.
- Assists in the development and management of departmental budgets, including the preparation of the Capital Improvement Program, budget proposals, revenue forecasts, and expenditure analysis.
- Monitors budgetary performance, identifies variances, and recommends corrective actions as needed to ensure fiscal responsibility.
- Coordinates with finance staff to ensure compliance with accounting principles, procurement regulations and internal controls.
- Oversees human resources functions within the department.
- Interprets and enforces personnel policies, labor agreements and regulatory requirements related to employment practices.
- Addresses employee relations issues, grievances, and disciplinary matters in accordance with established policies and procedures.
- Manages the procurement, negotiations and administration of contracts for goods and services essential to departmental operations.
- Reviews contract terms and conditions, assesses risks and ensures compliance with legal and regulatory requirements.
- Collaborates with legal counsel and procurement staff to resolve contract disputes and mitigate liabilities.
- Oversees the maintenance, organization, and security of departmental records, documents, and databases.
- Ensures compliance with records retention policies, public records requests, and data privacy regulations.
- Serves as a primary liaison between the Public Works department and internal/external stakeholders, including city officials, governmental agencies, community groups, and the public.
- Facilitates communication, collaboration, and coordination of administrative activities with other city departments and external partners.
- Represents the department in meetings, presentation, and public forums to address administrative matters and promote departmental initiatives.
- Performs related duties as required.

KNOWLEDGE OF:

- Administrative principles and practices; including program development, departmental budget and financial management, implementation and evaluation, and the management of staff.
- Grant management and compliance requirements for State and federal grants
- Budget and financial systems management

- Administrative and budgetary requirements for public works functions and programs
- Request for Qualifications (RFQ) and Request for Proposal (RFP) procedures.
- Federal, State and local laws impacting Public Works
- Principles, practices and trends in public works administration
- Principles of organization, administration, and personnel management

ABILITY TO:

- Plan, organize, administer, coordinate, review and evaluate the functions of a variety of public works administrative support and related divisions
- Develop and manage a budget and operate within such restrictions
- Interpret and apply Federal, State and local laws
- Communicate effectively, verbally and in writing
- Maintain a flexible, cooperative customer service attitude and work well with other departments
- Coordinate diverse activities of the department
- Supervise staff

EDUCATION AND/OR EXPERIENCE:

A combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Bachelor's degree in Public Administration, Business Administration, or a related field
- Four years of increasingly responsible experience in administrative management, preferably within a public works or municipal government environment, including 2 years of supervisory/management experience
- Valid California Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel crouch or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with moderate noise levels. However, the employee may occasionally be required to work in outdoor or field environments, exposed to varying weather conditions and physical hazards associated with public works operations.

Prepared By: Marissa Sanchez
Prepared Date: April 2024
Bargaining Unit: Mid-Management
Approved: April 5, 2024