

CITY OF ARCADIA

ASSISTANT CITY MANAGER/PUBLIC WORKS SERVICES DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Public Works Services Department including streets, water, engineering, sanitation, facilities, and contract services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager; to serve as Assistant City Manager; and may serve as City Manager in the absence of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as Acting City Manager in the City Manager's absence and make administrative decisions as necessary; provide advice and assistance to the City Council, the public, and other agencies; respond to inquiries and provide information regarding City policies, procedures, and operations.

Provide insights and strategic advice to the City Manager regarding policies and direction of the City as a whole.

Assist the City Manager with the development and implementation of City policies and overall operation of the City through direction, support, and guidance of City departments.

Provide leadership for the development of a shared vision, strategy, policy, and goals for all City activities and operations.

Participate in negotiation process with the City's bargaining groups; work with the City Council, City Manager, Human Resources Director, Administrative Services Director, and the City's bargaining units in maintaining decorum throughout the negotiation process.

Serve as project manager or city liaison for Citywide projects of a sensitive or time-restricted nature as directed by the City Manager.

Coordinate activities of the City Manager's Office with other City departments and with outside agencies as directed by the City Manager.

Assume full management responsibility for all Public Works Services Department services and activities including streets, water, engineering, sanitation, facilities, fleet, wastewater and contract services.

Manage the development and implementation of Public Works Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Public Works Services Department to other City departments, elected officials and outside agencies; explain and interpret Public Works Services Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Public Works Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Public Works Services Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Public Works Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Direct and coordinate the design of public utility systems, public works projects and facilities; oversee contract City Engineer services in the approval of plans and specifications; oversee construction activities and related department services.

Oversee the administration and coordination of the National Pollutant Discharge Elimination System (NPDES) Program to ensure continual compliance.

Coordinate the preparation of the 5-year capital improvement and equipment replacement budgets for all City departments and present to City Council.

Direct the administration of the waste management, refuse and recycling contract for residential refuse collection; monitor commercial hauling and ensure City compliance with AB939 requirements.

Negotiate contract extensions, amendments, and related changes for contract services.

Coordinate Public Works Services Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Public Works Services programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations typical of local government services such as budgeting and financial services, human resources, recreation, community services, library services, communications, public safety, water utility, and more.

General executive management principles and methods including goal setting, program development and implementation, project management and budgeting.

Public policy, City functions and activities, local government practices, administration, political dynamics, and community needs.

Operational characteristics, services, and activities of a comprehensive public works program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Assist the City Manager in managing overall City operations.

Understand, interpret, and lead the implementation of City Council goals, policies, and directives.

Coordinate and direct a variety of complex assignments and make decisions rapidly within the scope of authority and recommended solutions.

Communicate effectively and diplomatically with the City Council, community, public and private organizations, community stakeholders, boards and commissions, and City staff at all levels in the organization.

Provide administrative and professional leadership and direction for the Public Works Services Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical way to achieve this is:

Experience:

Seven years of responsible public works experience including five years of supervisory experience over subordinate staff in a management position, and at least one year of experience as Assistant to the City Manager or similar.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering, public administration, or a related field. A Master's degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999

Revised: October 2020; July 2026