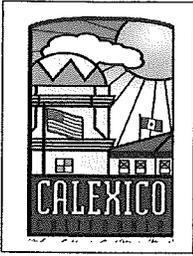


**AGENDA
ITEM**

4



AGENDA STAFF REPORT

DATE: May 17, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager *Armando G. Villa*

PREPARED BY: Rosalind Guerrero, HR/RM Manager *Rosalind Guerrero*

SUBJECT: **Request City Council approval of the updated job descriptions for Public Works Director and Director of Community & Economic Development**

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Recommendation:

Approve the update of the following job descriptions:

- 1) Public Works Director
- 2) Director of Community & Economic Development

Background:

The job description of Public Works Director and Community & Economic Development Director were last updated in 2006 by Ewing & Company. The attached job descriptions have been revised to bring the positions in line with current work projects, increased responsibilities, and expectations required of the positions.

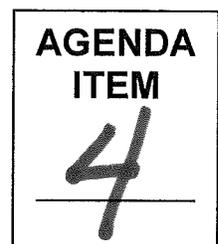
Discussion & Analysis:

These positions are critical to city's growth and development. The job descriptions describe the work expectations of the positions and the knowledge, abilities, education, and experience preferred or required.

Fiscal Impact: Not Applicable

Coordinated With:

City Manager's office and Human Resources/Risk Management Office



Attachments:

Public Works Director Job Description

Director of Community & Economic Development Job Description

CITY OF CALEXICO

CLASS TITLE: PUBLIC WORKS DIRECTOR

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, direct and control the activities of the Public Works Department; direct maintenance and operations of Calexico's public facilities and buildings including water treatment and distribution systems, wastewater treatment and collection systems, Capital Improvement Plan design and construction, streets, parkways & parks maintenance and repairs, traffic engineering, sanitation, storm drains & detention basins, vehicle/fleet support & maintenance, transit services and support, municipal airport and City shop; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume full management responsibilities for all Public Works Department services and activities to Calexico's public facilities and buildings including water treatment and distribution systems, wastewater treatment and collection systems, Capital Improvement Plan design and construction, streets & parks maintenance and repairs, traffic engineering, sanitation, storm drains & detention basin, fleet support & maintenance, transit services and support, municipal airport and City shop.

Plan, organize, direct, and control the programs, projects, services, and operations of the Public Works department to optimize departmental efficiency and effectiveness; monitor the activities and operations of the Engineering Department.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide overall direction and technical expertise, information and assistance to department staff, contractors and City management regarding assigned areas.

Assure the Public Works Department and project teams have appropriate and sufficient tools, equipment, and materials to conduct and complete projects.

Prepare and write grants for a variety of long and short-term public works maintenance and construction projects, including water treatment plan, water distribution system/sewage collection, airport, streets, economic development agency and others as assigned.

Supervise project developments; review projects and engineering construction plans; modify projects and priorities as needed to respond to changes in departmental demands; coordinate and schedule assignments.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to department activities and issues; review regulatory agency reports and respond as needed.

Develop and prepare the annual preliminary budget for various divisions within the Public Works Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop, prepare and administer/implement the annual Capital Improvement Plan (CIP) in compliance with established engineering practices.

Represent the Department at meetings with other departments, cities, and agencies; develop and deliver oral and written reports, recommendations and other presentations to the City Council, citizen groups, committees and agencies; attend various conferences.

Communicate with City administrators, contractors, State and federal agencies and citizens to coordinate department activities and programs, to resolve issues and conflicts, and to exchange information.

Operate a variety of standard office equipment including a personal computer; drive a vehicle to various locations to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Engineering and design principles and standards.

Planning, organization and direction of the Public Works department.

Budget development and control.

Grant application and grant writing techniques.

Principles and practices of administration, supervision and training.

Policies and objectives of the department's programs and activities.

Applicable laws, codes, regulations, policies and procedures related to department activities, services, and projects.

Technical record-keeping techniques and requirements.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, direct and control the programs, projects, services, and operations of the Department.

Train, supervise and evaluate the performance of assigned personnel.

Prioritize and schedule work.

Inspect projects in progress and upon completion to assure compliance with specification, time lines, and safety standards.

Develop, monitor, and control the Department's annual plan and budget.

Develop, monitor and control the City's CIP.

Interpret, apply, explain, and enforce rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Analyze situations accurately and adopt an effective course of action.
Direct and participate in the preparation maintenance of a variety of comprehensive, narrative, statistical, and financial reports and files.
Meet schedules and time lines.
Prepare and deliver oral presentations.
Establish and maintain effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

1. Training: equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, business administration, or closely related field;
2. Experience: Five years of increasingly responsible experience in public works management, engineering, and project management, including two years in a supervisory capacity;
3. Licenses or Certificates: Possession of a valid California Driver's License, Possession of California Professional Engineer License (P.E), State certification of water/wastewater treatment plant operations, maintenance and distribution would be considered preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to inspect work and read a variety of materials.
Hearing and speaking to exchange information and make presentations.

CITY OF CALEXICO

CLASS TITLE: DIRECTOR-COMMUNITY & ECONOMIC DEVELOPMENT

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, control, direct and implement program development, operations and financial record-keeping for community and economic development projects; participate in public relations, marketing and promotional activities to stimulate growth, wealth creation and business development in the City; oversee the City's Housing Program; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume full management responsibilities of all Community and Economic Development services, programs and activities including operations and financial record-keeping for community and economic development projects; participate in public relations, marketing and promotional activities to stimulate growth, wealth creation and business development in the City; oversee the City's Housing Program; supervise and evaluate the performance of assigned personnel

Plan, organize, coordinate and control the activities, services and operations of the department; allocate personnel and resources to optimize departmental efficiency and effectiveness.

Research, plan and prepare applications for State and federal grants concerning community and economic development and housing; draft contracts and agreements with subcontractors for services.

Analyze, interpret and apply regulations, requirements and restrictions regarding State and Federal grant programs; determine impact and applicability of legislation.

Plan, develop and monitor program and departmental budgets; develop fiscal and performance controls for grant agreements.

Administer agreements and contracts to assure compliance with budgetary and performance requirements; assure adherence to fair employment practices and labor law by subcontractors.

Plan and participate in public relations, outreach and promotional activities to stimulate growth and development in the City; disseminate information regarding City programs to attract new business and industry, financing, job training and available suppliers.

Train, supervise and evaluate the performance of assigned personnel; interview and select staff; counsel, discipline and terminate employees according to established City policies.

Attend a variety of meetings, public hearings and conferences related to Community and economic development; represent the City and make oral presentations as requested.

Administer Federal and State housing grants and programs; follow-up on loans made to homeowners regarding late payments, deferred loans, quarterly statements and reports. Conduct annual long term

monitoring audits of city assisted housing developments and prepare reports as required by State and Federal programs.

Provide technical expertise and assistance to departmental staff, City Council, potential subcontractors and other agencies concerning community economic development projects. Disseminate City demographic information; research and compare current Census data with statistics from prior years.

Prepare needs assessment, financial analysis and feasibility studies on current and potential projects; coordinate financial arrangements with private lending institutions; assist non-profit agencies and the general public in seeking funding for specific housing needs.

Prepare, maintain and distribute records, reports and statistics to funding agencies as required; review and approve bills, claims, requisitions, deposit permits and other documents.

Develop and maintain a pool of eligible construction contractors for various projects; coordinate construction activities with engineers and architects; prepare and distribute promotional materials to prospective developers.

Prepare and update City policies related to community and economic development.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State, Federal and local agencies involved in community and economic development programs and projects.

Preparation of grant applications, status reports and program guidelines.

Financing mechanisms concerning industrial development including bond financing and bank leveraging agreements.

Public relations skills.

Budget preparation and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Public speaking techniques.

Record-keeping techniques.

Research methods and report writing techniques.

Policies and objectives of assigned program and activities.

City organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervision and training.

ABILITY TO:

Prepare and administer State and Federal grants concerning community and economic development and housing.

Establish budget controls and assure compliance with sound fiscal management policies. analyze, interpret and assure compliance with State and federal regulations, legislation, requirements and restrictions.

Conduct community outreach and make promotional presentations related to community economic development.

Administer grants including reporting requirements, collection activities, budgetary and fiscal issues and making inspections to assure compliance with grant specifications.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Compile and verify data and prepare reports.

Train, supervise and evaluate personnel.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

1. Training: equivalent to a Bachelor's degree from an accredited college or university with major course work in Urban Planning, Public Administration, Business Administration, Economic Development or closely related field;
2. Experience: Five years of increasingly responsible experience in state/federal housing grant programs and economic development management, including two years in a supervisory capacity;
3. Licenses or Certificates: Possession of a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person or on the telephone and make presentations.