



CITY OF CALEXICO

CLASS TITLE: PUBLIC WORKS MANAGER- ADMINISTRATIVE

SALARY: \$8,027 - \$9,757

RANGE: G-62

BASIC FUNCTION:

Under the direction of Director of Public Works/City engineer, performs responsible administrative, organizational, systems, budgetary, statistical and programmatic work for the department. Contract and grant administration and supervises clerical support staff.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification, characterized by the responsibility to provide complex administrative services.

REPRESENTATIVE DUTIES:

This position directs and coordinates the administrative function of the Public Works Department, including assistance with budgetary preparation and fiscal control, general orientation and training of personnel, safety and accident prevention programs, grant and contract administration, and preparation and implementation of administrative procedures. The incumbent is also responsible for providing general administrative direction to the clerical support personnel. The duties performed by the incumbent require the exercise of considerable judgment and initiative. This position reports to the Public Works Director/City Engineer.

ESSENTIAL DUTIES:

1. Manages all ongoing interaction between the department and the City of Calexico Human Resources Management Department including processing all personnel actions, recruitments, new employee orientation and training, benefit inquiries, timekeeping, and Workers' Compensation processing and claims management.
2. Serves as liaison between operational divisions of the department; coordinates the administrative activities between and among the divisions to ensure continuity, consistency and management oversight for the day-to-day administrative functions of all divisions of the department.
3. Manage the purchase and maintenance of all equipment, furnishing and supplies needed by the department which includes the review and approval of Public Works financial

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transactions (claims, requisitions, budget transfers), and establishing vendor contracts consistent with City policy.

4. Manages and administers contracts (or contracts using specialty funding sources specific for the department); processes payments to contractors consistent with City and agency requirements; establishes reimbursement requests consistent with funding guidelines; establishes and maintains compliance procedures for the assigned department; and ensures that necessary approvals are in place by the City Council and other responsible agencies (or affiliated City of Calexico agencies).
5. Supervises all departmental clerical support staff.
6. Plans and organizes administrative studies relating to the activities or operations of the department or assigned functional areas.
7. Determines analytical techniques and information-gathering processes, and obtains required information and data for analysis.
8. Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
9. Develops and implements departmental administrative systems, policies, and procedures, with management review, input, and approval. Prepares, directs preparation of, and/or reviews and approves a variety of reports, correspondence, and documents. Interprets and applies policies, procedures, and contracts. Oversees the preparation, maintenance, and reporting of a variety of records, data, and statistics.
10. Assist in the planning and preparation of specifications and Request for Proposals (RFP) for equipment, services, capital improvement projects to comply with City policy.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and methods of administrative, budgetary and organizational analysis.

Financial/comparative analysis principles and techniques.

Business computer applications, including data management software.

Public administration principles and practices.

Grant administration.

Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.

Maintaining accurate records and files.

Exercising sound judgement within established guidelines.

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Written and oral communication, including preparing and presenting reports.

ABILITY TO:

Train and provide direction to subordinate personnel.

Plan and organize work effectively.

EDUCATION AND EXPERIENCE:

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

Graduation from and accredited four-year college or university with major course work in public administration, engineering, planning, business administration or related field AND five years of progressively responsible related administrative or managerial experience, preferably in a municipal government environment in Public Works. Master's degree in public administration, business administration or related field is highly desirable.

Valid California driver's license.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License Class C.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighting up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Bending at the waist, kneeling, crouching or reaching to retrieve and maintain files. Pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.