

DEPUTY PUBLIC WORKS DIRECTOR - ADMINISTRATION

DEFINITION

Under direction of the Public Works Director, to manage and oversee all administrative and fiscal functions for all divisions in the Department of Public Works and to perform other related work as required. Divisions include Roads, County Service Areas, Solid Waste, Facilities Management, and Fleet.

DISTINGUISHING CHARACTERISTICS

This is a single-position, unclassified senior management classification, and is responsible to the Public Works Director for conducting and overseeing fiscal and administrative functions for the Public Works Department. These functions include representing the Public Works Department when necessary at the County Board of Supervisors meetings.

EXAMPLES OF DUTIES

Provides supervision over accounting activities of the Public Works Department and related budget units and funds through line supervision of the Accounting Division, including cost accounting, receipts and expenditures, accounting and payroll; oversee interim financing activities; negotiate and develop new contracts and contract renewals with financial institutions and software providers; assists in the development, preparation, and justification of budgets for operations and recommends improvements; calculates rates and charges used in County Service Areas and Internal Service Funds; resolves fiscal record keeping problems; acts as the Information Technology Liaison; analyzes engineering reports and status to ensure their cost accounting an economic integrity; manages work flow to ensure all spending obligations can be met; oversees maintenance of accounting records; filing claims for reimbursement and completion of final audits; reviews accounting systems and practices and institutes improvements; interprets the design and operation of the accounting systems to auditors and accountants; consults with other departmental personnel on accounting and auditing activities; select, trains and motivates staff; plans, assigns, supervise, reviews and evaluates administrative staff as assigned; disciplines staff as appropriate; delegates administrative, technical and supervisory responsibility as appropriate; oversees the purchasing of supplies and equipment for all divisions; prepares or assists in the preparation of periodic or special financial and operating reports and required reports to State and Federal agencies.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of:

Accounting principles, theories and procedures; governmental budgeting and financial operations; research methodologies applicable to the analysis of finances, programs, policies, and financing alternatives; laws and rules regulating and influencing fiscal operations; working

knowledge of auditing standards and procedures; basic cost accounting practices and procedures; basic cost accounting practices and procedures; principles of management and supervision; and electronic data processing techniques related to accounting procedures and practices.

Ability to:

Perform complex financial analysis utilizing appropriate software and other modern business tools; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex fiscal problems; identify, define, and analyze fiscal problems and develop solutions and recommendations; plan and organize a varying and complex accounting program; interpret and apply legal and administrative concepts to fiscal functions; communicate effectively both orally and in writing; establish and maintain effective working relationships; prepare clear, concise, and complex accounting and financial reports; comprehend and interpret complex regulations, laws, and guidelines; manage various programs and functions and provide effective leadership in implementing those programs; plan, coordinate, and initiate actions needed to implement recommendations, new methods and new procedures; and provide fiscal advice and consultation to management, county departments, and the community.

These employment standards are typically attained with graduation from an accredited college or university with major course work in business administration, accounting, or a closely related field, and five (5) years of experience in a management capacity which involved responsibility for accounting and budgetary functions from an organization-wide perspective.

SPECIAL REQUIREMENTS:

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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 talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment 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 occasionally exposed to wet and/or

humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually moderate.

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