JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Public Service Deputy Director</th>
<th>Civil Service:</th>
<th>No</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Public Services Department</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Public Services Director</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>Public Service Office</td>
<td>Overtime Status:</td>
<td>Salary</td>
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<td>Effect. Date:</td>
<td>06/06/2019</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

The Deputy Director for the Public Services Department will manage daily operations of assigned functional areas and provide technical support as needed. This person will perform complex professional and administrative work with an emphasis in staff development, safety programming; service delivery; budget oversight. The Deputy Director will provide leadership assistance to the Director in planning, coordination, and employee development within the department and act on behalf of the Director during absences. All duties are performed in accordance with applicable laws, resolutions and city policies.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Assists in managing the day to day operations of all business-related activities and provides oversight and guidance to Public Service staff.
- Manages staff by prioritizing tasks; ensuring policy and procedure compliance; recommends changes and adjustments; develops staff through training and mentoring; evaluates employee performance and makes recommendations for promotions and/or discipline as needed.
- Assists in developing the annual budget for assigned functional areas: makes recommendations to the Public Services Director; monitors budget expenditures; ensures revenue collections; and oversees payroll, procurement and accounts payable.
- Assists in developing and implements the department’s annual Capital Improvement and divisional Work Programs with Department staff.
- Develops the implementation of employee training programs, events and services; evaluates efficiency and effectiveness of functional area operations and implements improvements as necessary.
- Assists in developing agendas and packet materials for city council, boards and commission meetings.
- Attends city council, boards and commission meetings as required.
- Maintains a comprehensive knowledge of standards, codes and regulations. Stays up-to-date on industry trends and maintains professional affiliations.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of principles of supervision, training, staff development, and leadership practices.
- Knowledge of administrative and budget management practices and principles.
- Knowledge of City and department policies and procedures.
- Knowledge of computers, hardware and software.
- Knowledge of marketing and promotions best practices.
- Ability to develop working knowledge of modern principles and practices of public works and infrastructure programing.
- Ability to develop working knowledge of the safety requirements related to the maintenance of streets, sewers, traffic signals, traffic signs, street lighting systems, flood, snow and ice control and street cleaning operations;
- Skill in planning, developing, implementing and monitoring policies, procedures, rules and regulations.
- Skill in planning, developing, implementing and monitoring public works related projects.
- Skill in performing cost/benefit and return-on investment analyses.
• Skill in effectively supervising and delegating duties to assigned staff.
• Skill in resolving customer complaints and concerns.
• Skill in written and verbal communications
• Knowledge of Microsoft Suite.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purpose of work sites.
• Ability to visually review the department’s facilities and the work of subordinates.
• Ability to read, speak, write and understand English to effectively communicate with employees, citizens, boards/commissions and City Council by telephone, in written form, or face to face.
• Experience and ability to demonstrate knowledge of heavy equipment operation.

QUALIFICATIONS
List the minimum requirements to be considered for this position:

• Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, Human Resources, Occupational Health and Safety or related field or five to seven consecutive years of management experience. Responsibility for the oversight of public infrastructure maintenance, fleet maintenance, and facilities preferred.
• A Class B CDL with endorsements may be required for the position.

WORKING CONDITIONS
List working conditions for this position:

• Work will be performed in both in the field and in an office setting.
• Occasionally will need to perform duties outdoors and work with staff who primarily perform their duties outdoors.
• Works a standard work week
• Will be required to work overtime upon demand of workload
• Will be required to be on call.

REQUIRED BACKGROUND CHECKS
List working conditions for this position:

• Sex Offender Registry
• Criminal Background Check
• Drug Screening
• Driving Record
• Pre-Employment Physical