

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
SEPTEMBER 20, 2016 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTIONS	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A job description for the new Deputy Public Works Director position has been prepared and the Director of Public Works position description has been updated.

FISCAL IMPACT

The position is currently budgeted.

RECOMMENDATION

Approval

BACKGROUND

The FY17 budget provides funding for a new Deputy Public Works Director position. The proposed job description is attached for your review. The Public Works Director job description has been updated and is also attached. (The primary changes relate to direct Supervision, and areas to make consistent with the Managing Director job descriptions.) The main changes to the job description is who the Director of Public Works directly supervises, essential functions and knowledge, skills and abilities.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: ~~Director of Public Works~~
POSITION REPORTS TO: City Administrator
POSITION SUPERVISES: ~~City Engineer, Deputy Director of Public Works, Administrative Assistant III~~

DESCRIPTION:

This highly professional, responsible and ~~administrative~~ position provides direction and oversight for all functions and activities related to Public Works Department. Under the general supervision of the City Administrator, the duties of this position are carried out with wide latitude, judgment, and discretion.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Ensures that goals and operating objectives established by the City Council ~~is~~ are attained in a manner consistent with policies, legal requirements and resources available.
2. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Works closely with the City Administrator to ensure that internal systems are operating effectively.
4. Provides leadership, direction and guidance in maintaining ~~the the~~ City's infrastructure.
5. Coordinates and guides citywide strategic processes based on present and future service demands by maintaining physical assets, managing processes, policies and personnel to sustain structures and services essential to quality of life for citizens of the city.
6. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
7. Handles complex sensitive issues and complaints as assigned by the City Administrator in accordance with City policies and applicable laws. Assists the City Administrator in performing a variety of daily management tasks and resolving ongoing management issues.
8. Assists with the development and implementation of short and long term plans to meet the goals and objectives of the City. Assists with overall City operations and recommends policy actions for City Council consideration regarding all aspects of City programs and services. Implements policies established by the Council and will provide leadership in problem-solving City-wide issues.
9. Works closely with the City Administrator to communicate a unified commitment to achieving the mission and complies with the values of the organization and assists the City Administrator in communicating information and directives to city personnel regarding policies and programs.
10. Attends and participates in Executive Team ~~M~~meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
12. Responsible for directing the execution of major special projects as defined by the City Administrator.
13. Supervises and provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.

ESSENTIAL FUNCTIONS (CONTINUED)

14. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
- ~~15. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.~~
- ~~16. Monitors the Public Works Department's goals, objectives, policies and programs in accordance with City policies, goals and objectives.~~
- ~~17.~~15. Oversees Public Works Department's budget including forecasting future needs as well as monitoring and controlling expenditures.
- ~~18.~~16. Administers and negotiates assigned contracts on behalf of the City; monitors and insures compliance with contract requirements.
- ~~19.~~17. Responds to and resolves public inquiries and complaints.
- ~~20.~~18. Performs other duties as directed or as the situation dictates.

~~Note: Physical examination and drug screening tests will follow all conditional offers of employment.~~

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment. Although observation of staff may need to be taken outdoors year round in varying weather and environmental conditions.
- While performing the duties of this job, the employee is occasionally required to stand or sit, walk, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk, and hear.
- The employee must occasionally lift and/or move up to ~~5~~10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy, be in a confined space, have a noxious odor or be hazardous. It may also involve physical activity to include walking, standing, kneeling, bending, crouching, reaching and climbing.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Bachelor's Degree from an accredited college or university with a major in engineering, construction science, public administration, or other closely related field is required. Master's degree with appropriate emphasis preferred.
2. Minimum of ten (10) years' work experience in a local government agency including at least five (5) years in a highly responsible (department director, assistant city administrator, or similar) supervisory or management position.
3. Thorough and progressively responsible experience in local government administration with considerable experience in a supervisory capacity.
4. Must possess a valid driver's license. ~~Valid Nebraska Class "B" commercial driver's license preferred.~~

5. ~~The City may accept a~~Any equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the essential functions of job.

KNOWLEDGE, SKILLS AND ABILITIES

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards, and current developments in effective city government.
2. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
3. Excellent leadership and communication skills.
4. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures.
5. Experience of a high level for strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
6. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with city officials, fellow employees, members of the public, and patrons.
7. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
8. Ability to provide effective leadership and maintain cooperation and interaction between city departments.
9. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
10. The ability to evaluate and make recommendation on municipal programs, policies and operational needs.
11. Ability to accomplish tasks in a timely manner to meet deadlines.
12. The ability to make analytical and reasoned judgements related to organizational and administrative problems and issues of public sensibility, along with the savviness to adopt an effective course of action and provide leadership to achieve the desired outcome. ~~Ability to analyze organizational and administrative problems, adopts an effective course of action, and provides leadership to others.~~
13. Ability to effectively delegate responsibility to subordinates.
14. Ability to articulate and promote the City's strategic positions.
15. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
16. Ability to work independently, as part of a team, and with the public.
17. Ability to collect and analyze technical information, ~~evaluates~~ municipal programs, policies, and operational needs; and prepares clear, accurate, and comprehensive recommendations and reports.
18. Ability to critically assess situations, resolves problems, and work effectively under stress within deadlines and changes in priorities.
19. Ability to provide own transportation.
20. Ability to resolve conflicts.
21. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
22. Effective written and oral communication ing skills and ~~sufficient oral skills and ability~~ to speak in public and deliver presentations.
23. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.

24. Knowledge and understanding of computer operations.
25. Skill in identifying emerging issues; developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
26. Understanding of the City's political environment and sensitivities, and the ability to function effectively within that environment.
- ~~27. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.~~

Contributions this Position Makes to the City

This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the City Administrator's Executive Team on complex and strategic initiatives dealing with the aspects of the Public Works Department. This includes oversight of the ~~Buildings and Grounds~~Building Maintenance, Engineering, Fleet, Parks, Streets, and Sewer Departments. The Director of Public Works is responsible for strategic initiatives in regards to Public Works service delivery and City operations as a whole.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Deputy Director of Public Works
POSITION REPORTS TO: Director of Public Works
POSITION SUPERVISES: Street Superintendent, Park Superintendent, Administrative Assistant I

DESCRIPTION:

This highly professional, responsible and administrative position provides direction and oversight for all functions and activities related to Streets, Parks, Fleet and Building Maintenance. Under the general supervision of the Director of Public Works, the duties of this position are carried out with wide latitude, judgment, and discretion.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation).

1. Assist with the oversight and enforcement of those provisions of the La Vista Municipal Code ordinances, regulations, State and Federal laws pertaining to the construction, operation and maintenance of the City's infrastructure system.
2. Provides leadership and direction and in the oversight and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Acts on the Directors behalf by assignment or delegation in the Director's absence.
4. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
5. Exercises direct supervision over division superintendents and through subordinate supervisors, all other Public Works personnel. Provides direction and guidance to assigned staff; evaluates and reviews work performance and works with employees to correct deficiencies.
6. In coordination with the Human Resources Division, oversees recruitment, selection, supervision, promotion, discipline, training and review for all Public Works personnel.
7. Assists with the development and implementation of Public Works Policy, procedure, rules, regulations, programs, systems, operations, goals and objectives consistent with the City's long range plans.
8. Assists with the coordination of and standardization of training and instruction for Public Works personnel that meet Federal, State and local requirements.
9. Responsible for appropriate record maintenance as required by City, State or Federal regulations.
10. In conjunction with Finance and Administration, responsible for preparing and monitoring of the City's Capital Improvement Program.
11. Analyzes reports and makes recommendations on performance measurement data for the Public Works Department.
12. Assists in preparation of grant applications and implementation and oversight of awarded grants.
13. Maintains awareness of modern public works methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
14. Attends and participates in a variety of other meetings as needed or directed.
15. Responds to Citizens and City staff inquires and concerns.
16. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment. Although observation of staff may need to be taken outdoors year round in varying weather and environmental conditions.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Bachelor's degree with a major in engineering, construction science, public administration or related field.
2. Minimum of eight (8) years' work experience in a local government agency including at least three (3) years in a highly responsible supervisory or management position.
3. Thorough and progressively responsible experience in local government administration with considerable experience in a supervisory capacity.
4. Must possess a valid driver's license.
5. Any equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern public works department administration, organization and operations.
2. Ability to supervise, manage, lead and coordinate the activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
3. Ability to utilize sound independent judgement, analyzing situations quickly and objectively, and adopt effective and reasonable courses of action.
4. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures.
5. Knowledge of strategic planning, financial and budgetary processes, capital improvement program management, and labor relations.
6. Ability to collect and analyze technical information and prepares clear, accurate, comprehensive recommendations and reports.
7. Skills in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results.
8. Understand of the City's political environmental and sensitives, and the ability to function effectively within that environment.
9. Comprehensive knowledge of the operation and maintenance of modern public works equipment and technology, including communications systems and vehicles.
10. Ability to analyze departmental and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
11. Excellent leadership, communication and interpersonal skills.

12. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
13. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
14. Ability to work independently, as part of a team, and with the public.
15. Ability to accomplish tasks in a timely manner to meet deadlines.
16. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
17. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.
18. Knowledge and understanding of computer operations.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Director of Public Works and contributes to the success of the City by working closely with the Public Works leadership team on complex and strategic initiatives dealing with the Public Works services including: Streets, Parks, Buildings, and Fleet.

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I have read and understand the requirements of this position description.

(Signature)

(Date)