

JOB TITLE:
Executive Director of Public Works (EM)

JOB CODE:
02170

DEPARTMENT:
Public Works Agency

TITLE OF IMMEDIATE SUPERVISOR:
Assistant City Manager (EM)

JOB SUMMARY:

Formulates Agency policy and recommends changes and improvements to City Council. Plans, implements, and coordinates staffing of all Public Works Agency programs including contract and force account labor. Oversees development of department's operating and capital budgets. Provides developmental, operational, and technical support to other City departments. Maintains intergovernmental and public relations with outside agencies and communities.

<u>TASK #</u>	<u>DESCRIPTION</u>	<u>PERCENT</u>
1	Recommends the establishment of goals and policies pertaining to the Public Works Agency to the City Council.	10%
2	Develops and monitors Agency programs to respond to goals and directs managers in the accomplishment of these projects.	25%
3	Directs subordinates to respond to citizen complaints and develops common solutions to intercity problems relating to the Agency.	20%
4	Reviews and approves Agency work products, plans, specifications and estimates submitted by subordinates.	15%
5	Provides parameters and direction for managers in preparing Agency budget appropriations and recommends budget for the department.	5%
6	Acts as a liaison and City representative to other intergovernmental bodies, providing input on policy decisions relating to public services.	20%
7	Promotes development, conferences, and events to increase transportation investment in Santa Ana.	5%
8	Performs other related duties as required.	

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from a four year college with a degree in civil engineering or transportation. A master's degree, or the equivalent, in administration is highly desirable.

Possession of a valid certificate of registration as a civil engineer in the State of California. Registration as a Traffic Engineer also highly desirable.

At least 10 years of professional experience, including a minimum of three years with direct decision making responsibility, administering major public works projects and managing professional staff.

Ability to: Direct large numbers of professional, clerical, and maintenance personnel effectively; direct large and complex projects and manage their associate recurring contract activities; utilize appropriate financing techniques to fund public capital improvements; act independently, using sound engineering judgment; establish and maintain sound working relationships with other members of the City's executive team and community.

ORGANIZATIONAL RELATIONSHIPS:

