

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF PUBLIC SERVICES

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform responsible administrative work in directing code, parking and animal ordinance enforcement operations for the City. Work involves planning and managing, through subordinate supervisors and staff, the daily operations of assigned division functions. Provides oversight and direction; manages program budgets; prepares reports of program status, activities and accomplishments; serves as a member and/or liaison to several boards and committees. Serves as Acting City Manager as assigned. Reports to the City Manager.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs the operations of the Code, Parking and Animal Control Divisions. Recommends policy, and develops operating procedures.
- Prepares the Public Services Budget; monitors expenditures.
- Directs the operations of each division through subordinate supervisors. Assigns work, provides direction and conducts supervisor' performance evaluations.
- Ensures security and maintenance of the Municipal Center.
- Prepares all alcohol licenses in the City. Checks all petitions for City Clerk.
- Prepares bids and negotiates contracts for entire Department.
- Prepares reports, analyzes program operations, establishes and/or modifies department policies and procedures as necessary.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the City's Code, parking and animal ordinance provisions, regulations, ..
- Thorough knowledge of the polices and procedures that govern the management of City departments to include procurement, budgeting, personnel and contract administration.
- Thorough knowledge of the relationships between departments, the needs of the citizens and the City with regard to assigned programs.
- Considerable knowledge of the principles and practices of Public Safety.

Physical Requirements:

DIRECTOR OF PUBLIC SERVICES

- Ability to operate a variety of automated office equipment including computer, telephone and calculator, etc.

Language Ability & Interpersonal Communications:

- Ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates.
- Ability to develop effective working relationships with all levels of City officials, with State and local agencies and organizations.
- Ability to read, interpret and apply Code, policies, regulations, and ordinances in order to ensure compliance, efficiency and effectiveness of assigned Divisions.
- Ability to prepare policies, procedures, departmental reports, performance evaluations and other program related documents.

Environmental Adaptability

- Work is typically performed in an office environment

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in public administration, police administration, or a related field; and 6 -9 years of progressively responsible experience in involving law, code and/or parking enforcement; or an equivalent combination of training and experience which provides the required knowledges , skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.