

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification assist with the planning, management and administration of the Department of Public Works. Work includes assisting with the long range planning for Department services and programs; developing and implementing plans for daily operational activities; evaluating programs and operations; and providing technical guidance and direction to staff. Responds to inquiries, requests and complaints regarding Department programs and services. Reports to the Director of Public Works. Serves as Acting Public Works Director in the Director's absence.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Provides staff support to the Director of Public Works. May direct and supervise specific operational or administrative departmental functions as assigned. Conducts special projects and serves as Acting Director in the Director's absence.
- Analyzes Department programs and operations; assesses effectiveness and identifies potential issues or problems; develops recommendations for operational, policy and/or procedural changes. Prepares reports of findings and recommendations.
- Prepares letters, reports and correspondence in response to requests for information from elected officials, City Manager, community organizations and groups, and the general public.
- Coordinates and monitors a responsive process to requests from Mayor and Council, ensuring the timely provision of information from the appropriate Department staff.
- Represents the Department on various committees, boards and task forces. Serves as liaison to the City Manager regarding related issues and activities.
- Performs a variety of administrative functions such as analyzing budget statements and reviewing procurement requests.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the policies, principles and practices that govern the operations and programs for the Department of Public Works.
- General knowledge of City administrative policies and procedures to include those which apply to City procurement and program budgeting activities.
- General knowledge of the principles and methodologies for conducting program and operational analyses, identifying potential problems and developing recommendations for change.

DEPUTY DIRECTOR OF PUBLIC WORKS

Physical Requirements:

- Ability to operate a variety of office equipment .

Language Ability & Interpersonal Communications:

- Ability to research, analyze, document and evaluate programs,
- Ability to prepare reports, documents and other materials in response to requests for information.
- Ability to communicate effectively with the public, department and City officials, and community organizations regarding Department programs and services.
- Ability to follow oral and written instructions.

Environmental Adaptability

- Work is performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires a Bachelor's degree in business or public administration, or a related field. Requires 3 -5 years of experience performing public administration work to include analyzing operations and developing policy, operational and/or procedural changes; or any equivalent combination of training or experience which provides the required knowledge, skills and abilities.

Additional Requirements: Requires possession of a 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.