

DIRECTOR, PUBLIC WORKS & UTILITIES

Job Code	Pay Grade
01534	E3

Nature of Work

This is highly responsible managerial work, characterized by a variety of responsibilities and duties involving the delivery of carrying out the functions and activities necessary for the effective operation of the Public Works and Utilities departments. An employee in this class provides direct assistance to the County Administrator by personal attention to administrative details and to special departmental projects as directed by the County Administrator. The position is assigned responsibility for coordinating the functions, tasks, and activities necessary for the efficient and economic operation of the office, including budget preparation, funds control, records control, and coordination of department operations. The incumbent is required to establish and maintain highly essential and positive communication and work relationships with officials, the general public and workforce.

Minimum Qualification Requirements

- 10 years of progressively responsible professional, managerial, supervisor, and administrative experience in government functions, services or operations that includes 2 years managing 1 or more major public sector operations; or
- Associate's degree in public administration, business, political science, engineering or related field and 8 years experience as described above; or
- Bachelor's degree and 6 years experience as described above; or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Exercises direct and administrative supervision over subordinate division directors and managerial staff.
- Advises division directors as necessary regarding matters which have been assigned to them.
- Directs the programs and activities of the assigned departments.
- Oversees administrative and technical directors, managers, and supervisors in the administration of the assigned departments.
- Assigns and reviews work of division directors and administrative subordinates.
- Develops general policies for maximum utilization of available financial resources.
- Provides departmental oversight and direction in response to inquiries from the Board of County Commissioners, the media and the public, to ensure they are consistent with county policies and goals.
- Attends Board of County Commissioners' meetings and work sessions to present reports, update inquiries to agenda items, and respond to questions, as required.
- Initiates and carries through to completion special departmental programs as directed by the County Administrator.
- Serves as an expert witness on behalf of the county in departmental related litigation.
- Prepares departmental agendas for Commission meetings.
- Makes investigations and prepares reports on a variety of departmental subjects.

DIRECTOR, PUBLIC WORKS & UTILITIES (continued)

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Illustrative Tasks (continued)

- Participates in the preparation of the departmental fiscal budget; assists in analyzing departmental budget requests; provides advice and assistance when needed concerning same.
- Maintains close contact with other county departments and necessary contacts with outside agencies.
- Reads, refers, or answers departmental memos, reports, and correspondence.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern business methods and procedures applicable to public administration.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of public administration techniques and principles and practices.
- Ability to apply computer applications and software.
- Ability to analyze and solve administration problems and render advice and assistance on each.
- Ability to present oral and written comments and recommendations, clearly and concisely.
- Ability to represent the county in public speaking requests.
- Ability to make sound independent judgment.
- Ability to maintain good public relations with subordinates, superiors, and the public.
- Ability to conduct investigations and to prepare accurate analyses for reporting purposes.
- Ability to effectively supervise subordinate employees.

For official use only

Created	EEOC Code	Overtime Code
6/15	Officials & Managers	Exempt