

PUBLIC WORKS OPERATIONS SYSTEMS MANAGER

Job Code	Pay Grade
16474	SM5a

Nature of Work

An employee in this position plans, coordinates, monitors, and facilitates annual work plans to include cost benefit analysis related to contract performance. The incumbent manages all maintenance systems that encompass inventory, warehouse control, day to day system application support, and systems training. The incumbent oversees various special projects and personnel related to resource productivity and accountability for department activities. A major function of this position is to improve existing systems/procedures, addressing and solving problems that may result in new improvements, ideas or approaches of major significance.

Minimum Qualification Requirements

- 8 years of progressively responsible experience in business analysis and strategic planning that includes 1 year of lead worker or supervisory experience over major projects and activities; or
- Associate's Degree with coursework in planning, business, finance, project management, construction management or related field and 6 years experience as described above; or
- Bachelor'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.)

- Assists in all aspects associated with the various projects that are the responsibility of the Department.
- Provides data to higher management relating to staff resources needs, consultants and equipment.
- Works to implement and develop an efficient management of processes and systems, including business assessment, training requirements and communication in all appropriate forms, written material, work shops, task teams, status meetings, etc.
- Prepares and furnishes special reports, analyses and studies, as required, to keep management aware of costs and benefits of services contracted.
- Standardizes procedures to improve efficiency and effectiveness to completion of projects.
- Reviews agreement terms, scope and deliverables ensuring County and consultants meet contractual obligations, reporting any associated issues to management for review and secure direction for further action.
- Produces annual work plan/activity based budget with Public Works Operations Districts
- Manages and directs work improvement with performance measurements/productivity.
- Issues written and oral instructions; assigns duties and inspects work for accuracy.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of project management principles and procedures.
- Knowledge of research techniques, methods and procedures.
- Knowledge of public administration practices and methods.
- Knowledge of Public Works Operations activities and standardization with APWA.
- Knowledge of principles, practices, and policies of sound business management.
- Skill in managing and directing assigned staff involved in projects.
- Skill and ability in using and operating a variety of office and computer equipment and related software.

PUBLIC WORKS OPERATIONS SYSTEMS MANAGER (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to apply computer applications and software.
- Ability to direct, plan, supervise and serve as advisor to technical, professional and clerical staff.
- Ability to coordinate and supervise application development and related support activities associated with Project Management for the Department.
- Ability to schedule, review and evaluate the work of others as to status and development of assigned projects.
- Ability to evaluate new technical developments in view of organizational plans and objectives, and assess applicability to the requirements of the organization.
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology.
- Ability to compile, recommend and monitor budgets.
- Ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Ability to establish and maintain effective working relationships with other employees, officials, agencies and the public.

For official use only

Revised	EEOC Code	Overtime Code
5/08	Officials & Managers	Exempt