

DIRECTOR, PUBLIC WORKS STRATEGIC INITIATIVES

Job Code	Pay Grade
16894	SM3a

Nature of Work

This is highly responsible professional and administrative work to assist Public Works management in the planning, selection, and implementation of cross functional projects and initiatives that lead to long term benefits. An employee in this class leads initiatives, advocates the department's objectives, and provides strategic planning and business process consulting efforts. Work is highly complex and specialized to public works. The incumbent performs high level coordination between various department and agency representatives as well as outside consultants and contractors. Assignments are usually broad in scope and require both independent professional judgment and decision making ability in matters of considerable difficulty. Work is performed with considerable latitude for independent judgment and initiative under the general supervision of the Director, Public Works CIP & Production Engineering.

Minimum Qualifications

- Associate's Degree in Public Administration, Business, Engineering or a related field and 8 years of progressively responsible public works program and project leadership in organizational change that includes experience as a team leader, supervisor or supervisory training; or
- Bachelor's Degree and 6 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

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

- Leads and supports the department's management team in developing strategic and tactical plans.
- Serves in a key project leadership role in transformative projects involving organizational change.
- Performs an organizational assessment of the department and determines its capability in the areas of technology and efficiency.
- Initiates and defines projects as to meet the objectives of Public Works management.
- Manages outside vendors and agencies while implementations are occurring.
- Identifies, investigates, and evaluates best practices throughout the industry.
- Makes presentations to the Board of County Commissioners, County Administrator, other officials, and official boards.
- Provides input to the Director of Public Works CIP & Production Engineering along with the development of the proposed annual operating budget for the department, for review and approval by administration and the Board of County Commissioners.
- Coordinates other staff efforts in the development of departmental policies and procedures by monitoring and tracking work tasks and projects involving multiple departments/divisions.
- Provides input to the Director of Public Works CIP & Production Engineering in the selection of consultants and review of consultant contracts or performance.
- Implements administrative support to the Director of Public Works CIP & Production Engineering in the full range of departmental activities to include maintaining and promulgating department rules and policies in accordance with County policies and procedures.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of business process reengineering, technology implementation, and change management; and of personnel, finance, business administration, and the ability to apply them.
- Ability to apply computer applications and software.

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Knowledge, Skills, and Abilities (continued)

- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to provide leadership to all levels in special projects assignments.
- Ability to address small and large groups, both public and private, relative to special programs and projects.
- Ability to establish and maintain effective working relations with subordinates superiors, other County departments, community officials, utility company representatives, and the general public.
- Ability to develop, prepare, and present long range plans and programs relating to the area of responsibility.

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Created	EEOC Code	Overtime Code	Type
7/08	1	C	E