



City of Watsonville

Job Description

JOB TITLE: Public Works & Utilities Administrative Services Manager **DATE APPROVED:**

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Director and Assistant Director of Public Works & Utilities

SUPERVISION: Exercises supervision and assigned personnel

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY:

To develop and oversee the departmental budget and utility rates; manage personnel functions; research, and develop administrative policies; advise division managers on administrative issues; coordinate major special projects; research and develop long-term plans for programs and services; prepare grant applications and manage grant-funded projects; coordinate activities with other City programs; provide professional, administrative and technical support to the Director when required in dealings with the City Council, department heads, the public or other jurisdictions; and performs related duties as required. Acts at a division management level overseeing administrative and significant departmental-level functions such as utility billing and fleet services.

DISTINGUISHING CHARACTERISTICS

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates preparation of division budgets with managers and supervisors and prepares final Departmental budget
- Prepares periodic budget analyses including financial reports and projections
- Monitors expense reports and assists with necessary adjustments
- Prepares revenue and expense projections and analyses of revenue sources
- Coordinates utility rate studies and makes recommendations to the Director in the establishment of utility rates
- Performs long-range planning and coordinates financing for the Capital Improvement Projects
- Assists in the implementation of capital projects by drafting requests for proposals, coordinating contractor selections, negotiating and administering agreements, and monitoring and reporting on project progress
- Prepares bids and specifications and evaluates bid proposals; monitors vendor contracts to ensure compliance with performance requirements in coordination with engineering staff
- Coordinates, monitors, and supervises consultant contracts
- Develops and submit grant applications

- Manages Federal and State grant expenditures and project objectives, prepares claims and writes progress reports, and maintains related records
- Acts as Department-wide advisor for personnel and employee relations issues including recruitment, safety training, disciplinary action, and grievance resolution.
- Coordinates and assists in the selection, orientation, and training of personnel; provides or coordinates staff training; identifies and resolves staff deficiencies
- Prepares and develops goals, objectives, policies, procedures, and work standards
- Provides interpretation and guidance to the Director, Division Managers, and supervisors in personnel practices
- Supervises and evaluates the work of other personnel including management staff
- Supervises or provides lead direction to administrative and clerical support staff
- Represents the Department in salary and contract negotiations
- Performs administrative duties relating to engineering, street maintenance, water, wastewater, solid waste, recycling, landfill, City facilities maintenance, vehicle and equipment maintenance, and airport
- Develops methods to measure and report department performance
- Performs research and analysis of administrative or operational issues by gathering data; conducting feasibility studies; preparing reports and making recommendations
- Develops reports and studies by compiling, analyzing, and projecting statistical data
- Provides administrative and technical support, evaluate outcomes, and recommend procedural improvements where applicable.
- Assists the Director, Assistant Director, and Division Managers in the development of long-range plans for utility services and public works operations
- Manages the Department's current and future technology systems; oversees the research and upgrade of systems and system requirements
- Prepares and presents staff reports and other necessary documents or correspondence to City Council, appropriate boards, groups, and committees
- Acts as liaison with other City departments, public agencies, and the public
- Hears complaints and resolves utility bill disputes
- Performs other duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public administration
- Knowledge of public works and utilities services and operations
- Knowledge of Federal, State, and local laws, codes, regulations, and ordinances affecting municipalities, public works, utility operations, and facilities management
- Methods and techniques of municipal budget development; utility rate-setting; financial analysis and management; grant and contract administration
- Procedures for soliciting, selecting, and overseeing services of consultants and contractors
- Principles and techniques of supervision including planning, organizing and supervising the work of assigned staff, providing for employee training, development, and appraisal
- Techniques of effective oral and written communication and public speaking

Ability to:

- Plan, organize, coordinate and manage at a senior management level
- Plan, organize, and supervise multiple programs, projects, and operations
- Prepare and manage a large budget including CIP financing and contractor/consultant management
- Analyze and evaluate administrative problems and make appropriate recommendations for action
- Effectively communicate, both oral and written, with government officials, department heads, agency officials, and employees
- Make oral presentations to City Council, Commissions, Boards, community groups, and the public
- Prepare clear, concise, and accurate reports and correspondence
- Establish and maintain effective working relationships with City staff, elected officials, outside agencies, and the public.
- Work independently and meet established deadlines
- Mediate disputes
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Operate a personal computer, use automated data management applications to compile and analyze data and present information

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment surrounding the desk, and perform simple grasping and fine manipulation
- See adequately to read text, correspondence, and fine print
- Use a copy machine, calculator, telephone and write or use a keyboard
- Work indoors using near vision for prolonged periods
- Drive an automobile
- Occasionally bend, stoop, reach, twist, and kneel
- Walk on uneven surfaces
- Hear adequately to converse on the telephone and in person

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities is:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration or business administration
- Broad and extensive work in budget management, grant writing, and management, contract and project management
- Five years of increasingly responsible experience in public administration, budget management, human resources, project/program administration in public works or utilities services and operations
- A minimum of three years in a management or supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record