

CITY OF TAFT

**CLASS TITLE: CITY MANAGER /
DIRECTOR OF PUBLIC WORKS**

**Salary Range 77.3
\$4300- \$5227 Bi-weekly**

BASIC FUNCTION:

This is an at-will executive position, appointed by, reporting to and serving at the pleasure of the City Council. The incumbent serves a dual role as the City Manager which is responsible to plan, organize, coordinate, and administer, through management staff, all City functions and activities. This position also serves as the department head responsible for the overall management and administration of the Public Works Department and all other allied functions that may be assigned. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills. The position requires the ability to develop and implement an organizational vision which integrates City of Taft and departmental goals, priorities and values.

Under administrative direction of the City Council, this position has overall responsibility for policy development, program planning, fiscal management, administration, and operation of all City functions, programs, and activities. The incumbent is responsible for accomplishing Council and City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner. Plans, provides policy guidance and coordinates the activities of department heads and support staff; foster cooperative working relationships with civic groups, inter-governmental agencies and City staff. This position also serves as technical advisor and provides expert professional assistance and advice on Public Works matters to the City Council, and staff, various boards and commissions, public and private organizations, and the general public.

REPORTS TO:

City Council

SUPERVISES:

Exercises direction over all City department heads and indirect supervision of professional, para-professional, technical and clerical staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Plan, organize, coordinate, and direct through City directors and support staff the work of the City.
- Develop and direct the implementation of City-wide goals, objectives, policies, procedures, and work standards.
- Work closely with the City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve problems.
- Prepare and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City needs.
- Recommend legislation and policies required in the public interest.
- Direct the preparation and administration of the annual budget and capital projects for the City.
- Represent the City with various governmental agencies, joint powers authorities, community groups, and business, professional, and other organizations directly or through subordinate staff.

- Serves, on task force or committees composed of city, county, state or private groups and provides staff support to various boards and commissions.
- Develop and present recommendations and reports before the City Council, Joint Powers Authorities, Special Districts, the public and official contacts.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a citywide basis.
- Plan, direct, and review the activities of the Public Works Department, including engineering, water/waste water, construction inspectors, transit operations and street maintenance; coordinate activities with other City departments and outside agencies.
- Evaluate Public Works needs, develop priorities, and coordinate the implementation of long range plans, goals, objectives, policies, procedures, and work standards for assigned functions.
- Understand the roles and relationships of the City's stakeholders and implementation process and work closely with homeowners, landlords, contractors, developers, business owners, and property owners in providing program related information and resolving concerns.
- Oversee contractual operations and activities related to the treatment, monitoring, adjustment and testing of wastewater; assure compliance with standard testing methods and procedures.
- Estimate time, personnel and resource requirements for department projects and operations; calculate and prepare cost estimates; prepare bids and review proposals.
- Participate in the development and preparation of the annual budget for department services; control and authorize expenditures in accordance with established limitations.
- Determine need for municipal construction, capital improvement projects, equipment and facilities, major repair and rebuilding projects and coordinate activities with departments and outside agencies.
- Coordinates the preparation of, or develops, engineering plans and specifications; coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Provide project management for municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Assists in the preparation of sanitary sewer, storm drainage, and street system maps, data bases, and comprehensive plans.
- Manages contracts and provides oversight of contractor's that perform services for the City including wastewater collection and treatment plant, and solid waste and refuse disposal services.
- Manages and supervises the maintenance of City vehicles, equipment and City facilities.
- Reviews and approves or recommends approval for utility permits, street use permits, franchise utility permits, etc.
- Supervise preparation of plans, project specifications, public works inspections, legal descriptions, surveys, and other engineering work performed by staff members.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, and programs and legal guidelines related to administration of City functions.
- Principles and practices of municipal administration and management, including budget development, training, organization, supervision and work evaluation, and safe work practices.
- Funding sources impacting program and service development.
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions.
- Technical, legal, and financial problems involved in the conduct of a municipal city.
- Federal, State, local, City and other applicable environmental and safety statutes, ordinances, and codes.
- Pertinent laws, codes and safety orders covering street, water, wastewater, storm drain, and facility planning, design and maintenance.
- Methods of design and the preparation of plans, specifications, estimates, reports, and recommendations relating to roads and other public works facilities.
- Fleet maintenance and transit operations.
- Construction and manufacturing materials and appropriate use in Public Works projects.
- Applicable project design, development, construction and implementation policies and procedures.
- Practices and procedures for the investigation and evaluation of claims against the organization.
- Social, political and environmental issues influencing program administration.

ABILITY TO:

- Plan, organize, administer, and coordinate a variety of complex City services and programs.
- Conduct complex engineering research and compile comprehensive reports.
- Organize and direct personnel to affect maximum efficiency, communication, and coordination
- Establish and maintain cooperative and effective working relationships with community groups, public and private organizations and foster collaborative efforts with other municipalities.
- Effectively manage a municipality with diverse employee and customer bases.
- Prepare, submit and present clear, concise, and accurate reports either orally or in writing.
- Effectively provide direction, supervision, and training, review staff work and resolve problems.
- Accurately estimate costs on a variety of complex projects.
- Oversee and participate in the development, maintenance, and preparation of a variety of statistics, records and reports.
- Develop and prepare annual budget to ensure cost effective operations and sound resource management while maintaining high levels of service to the community.
- Read and interpret construction plans, specifications and blueprints.
- Establish and maintain program and project time lines and priorities.
- Properly interpret, apply, explain and make decisions in accordance with laws, regulations, and policies.

- Operate a computer and assigned office equipment.
- Monitor, review and evaluate assigned department services and projects for accuracy, completion and design soundness.
- Analyze situations accurately, adapt to changing situations and adopt an effective course of action.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Develop and implement goals, objectives, policies, procedures, work-standards, and internal controls.
- Analyze complex technical and administrative municipal problems, evaluating alternative solutions and adopting effective courses of action.

DESIRED MINIMUM QUALIFICATIONS

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education and Experience

Any combination equivalent to: a Bachelor's degree and five (5) years of progressively responsible professional work experience in the field of civil engineering and public works construction and maintenance, with at least three (3) years of experience in public works management or in an administrative capacity in municipal government or similar public agency setting with a Council-Manager form of government. Experience working with citizen organizations is desirable.

Additional qualifying work experience may substitute for the education on a year for year basis.

LICENSES AND OTHER REQUIREMENTS:

Must possess and maintain valid State of California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor working environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard and related equipment.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking and climbing to inspect sites.
- Must be physically capable of moving about construction work sites and under adverse field conditions.
- Use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- Occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally lift and/or move up to 50 pounds.
- Occasionally works near moving mechanical parts and in high, precarious places
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- May work in extreme weather conditions and traverse uneven, soft terrain.