



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 6, 2009

SUBJECT: Approve Community Development and Public Works Departments Reorganization; Job Description Additions, Deletions, and Revisions; and Associated Salary Ranges

Report in Brief

City staff has evaluated Department staffing requirements as a result of the recent Community Development Department and Public Works Department reorganization (the move of “Engineering” from Public Works to Community Development), staff retirements, and workload management. The following table identifies the proposed additions/deletions of job classifications/positions.

Added Positions	Deleted Positions
Deputy Director Community Development (merged management duties of CDD Divisions)	Deputy Director Public Works/City Engineer
Chief Project Engineer	Planning Manager
Principal Civil Engineer (2 positions)	Senior Civil Engineer (2 positions)

Additionally, it is proposed that the reporting structure for the Economic Development Manager be changed from the Community Development Director to the City Manager.

Staff recommends that the City Council approve 1) the addition of: Deputy Director Community Development, Chief Project Engineer, and Principal Civil Engineer (two positions) job descriptions and salary ranges, 2) the deletion of the Deputy Director Public Works/City Engineer and the Planning Manager positions, 3) the deletion of two Senior Civil Engineer positions (one in the Community Development Department and one in Public Works), and 4) revisions to the Economic Development Manager job description.

Background

Deputy Director Community Development:

The retirement of the Planning Manager presented an opportunity to evaluate and optimize the potential staffing options for the Community Development Department. Of critical importance is the further integration of development functions which is expected to increase the overall effectiveness

and efficiency of development services. In addition, the further combining of management responsibilities will save City resources.

Chief Project Engineer:

As both the Council and Public Works have reviewed utility infrastructure projects scheduled over the next 10 years and beyond, there has been a concern raised about the size, interrelated complexities, and ability to provide internally coordinated management for all of these significant projects. (Some examples of these projects are the water tower replacement, surface water delivery and treatment, water meter installation, sewer and stormdrain collection systems repairs, water well and distribution system rehabilitation, and treatment plant repairs and upgrades.) Also relevant is the concern that both Council and staff have expressed at the high cost of having outside contract project and construction management services for these long-term, high-profile projects.

Principal Civil Engineer:

The Public Works Director currently has 10 direct reports. Three of those are Senior Civil Engineers working in the Utility Engineering Division. One of the Senior Engineers has an assignment for administrative oversight of the Divisional activities and provides for workgroup coordination both within the Division and with all other internal and external organizations. The creation of this position in the Public Works Department will formalize that assignment.

The creation of the position within the Community Development Department will allow a redistribution of responsibilities with the overall elimination of one position within the Department.

Economic Development Manager:

The reporting responsibility of the Economic Development Manager is being changed from the Assistant City Manager/Community Development Director to the City Manager.

Discussion

Deputy Director Community Development: A major focus of the continued reorganization of the Community Development Department is the elimination of the Planning Manager and the Deputy Director Public Works/City Engineer positions and the addition of a Deputy Director Community Development. The creation of this new position is a strategic decision so that one position will directly oversee multiple divisions within the Community Development Department. This will lead to the further efficiency, integration of development services functions and saving of City resources.

The new job classification combines most of the essential job functions of the Deputy Director Public Works/City Engineer and the Planning Manager positions that are proposed to be eliminated. The Deputy Director Community Development will be responsible for planning, organizing, and managing multiple divisions of the Community Development Department, including planning, building and engineering. Responsibilities also include providing technical expertise to the staff,

public, and various City departments. The proposed job description establishes the specific duties and qualifications for this new classification. The proposed pay range for the Deputy Director Community Development is MM 147 (\$8,459-\$10,282). The Mid-Management Professional Association received a copy of the proposed job description and proposed salary.

Chief Project Engineer: The Chief Project Engineer will plan and manage in-house and contracted Public Works infrastructure projects. The establishment of this position will enable the City to reduce consultant costs associated with contracting project management for capital projects. The proposed job description establishes the specific duties and qualifications for this new classification.

The position reports directly to the Public Works Director, yet is a full partner within the Utility Engineering Division. The position will provide for a highly technical focus, oriented towards the project and construction management elements of the Division's activities. This will supplement and leverage the planning and design work of the other engineering staff allowing them to achieve higher effectiveness and efficiencies in their own tasks. While this position will not totally eliminate the need for specialized or excess external project and construction management services, it will provide for an overall coordination of the combined components of multiple high-level infrastructure projects.

This coordination may include the following activities: provide direct professional design and technical consultation services during all phases of the planning and construction process; research, coordinate, prepare, and present pre-design and technical studies; develop specifications for proposals and bid requests; prepare contract documents and cost estimates; negotiate contracts and recommend contract awards; and serve as liaison with external architectural, engineering, and other consultant and management firms.

The proposed pay range for the Chief Project Engineer is MM 145 (\$8,051-\$9,786). The Mid-Management Professional Association received a copy of the proposed job description and proposed salary

Principal Civil Engineer: Principal Civil Engineers will be responsible for conducting and implementing the most complex and technical engineering studies and projects related to public works, transportation, utilities, development and capital improvement projects. Duties include managing or participating in a variety of professional engineering and capital improvement project activities and coordinating activities with other divisions or departments. The proposed job description establishes the specific duties and qualifications for this new classification.

In addition to his or her composite engineering assignments, the Public Works Principal Civil Engineer will take on all responsibilities for Division leadership, planning, prioritization, staff development, evaluation, and organizational supervision. The creation of this position has the added benefit of reducing the Public Works Director's span of control from 10 to 8 personnel and it allows for a greater centralized management focus on the interrelated facets of the City's utility infrastructure.

In order to provide for the Public Work's Principal Civil Engineer position without increasing the Division's staff appropriations, one of the Utility Engineering Division's Senior Civil Engineering positions will be eliminated.

The creation of this position in the Community Development Department will allow a redistribution of responsibilities due to the ongoing reorganization in the department and the elimination of the Deputy Director of Public Works, Engineering/City Engineer position. Additionally, to accommodate the new Principal Civil Engineer position, one existing Senior Civil Engineer position will be eliminated.

The proposed pay range for the Principal Civil Engineer is MM 141 (\$7,294-\$8,866). The Mid-Management Professional Association received a copy of the proposed job description and proposed salary.

Economic Development Manager. The Mid-Management Professional Association received a copy of the revised job description reflecting the change in reporting structure.

Fiscal Impact

The creation of the Deputy Director Community Development and the elimination of the Planning Manager and the Deputy Director Public Works, Engineering will result in one less fully benefited General Fund supported senior manager position within the Community Development Department.

The new Chief Project Engineer position will be funded through enterprise funds.

The elimination of two Senior Civil Engineers and the creation of two Principal Civil Engineers will be at a cost of an approximate 5% salary increase per position.

The change in reporting structure for the Economic Development Manager will not result in any fiscal impacts.

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that the City Council approve 1) the addition of: Deputy Director Community Development, Chief Project Engineer, and Principal Civil Engineer (two positions) job descriptions and salary ranges, 2) the deletion of the Deputy Director Public Works/City Engineer and the Planning Manager positions, 3) the deletion of two Senior Civil Engineer positions (one in the Community Development Department and one in Public Works), and 4) revisions to the Economic Development Manager job description.

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City Manager

Attachments:

Deputy Director Community Development: Planning and Engineering Job Description
Chief Project Engineer Job Description
Principal Engineer Job Description
Economic Development Manager Job Description



CHIEF PROJECT ENGINEER

DEFINITION

To manage and exercise functional authority for planning, organization, control, integration, and completion of engineering programs and projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director. Responsibilities may include direct and indirect supervision of assigned staff and contractors. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLE OF DUTIES: The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, formulate, and manage engineering projects, as assigned. Conduct, coordinate, assign, or assist project personnel during specific phases or aspects of in-house or contracted Public Works infrastructure projects (such as project management and accomplishment of pre-design/technical studies, contract preparation and management, project design, construction management and inspection, and warranty compliance). Develop specifications for proposals and bid requests; solicit and evaluate proposals for external design and construction services; prepare or direct the preparation of contract documents and cost estimates. Prepare or direct the preparation of various reports to staff/City Council and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness. Prepare interim and completion project reports. Review project designs, design changes, specifications, and drawing releases for compliance with engineering principles, approved standards and specifications, and functional requirements specific to the needs of each project. Research issues, technology, and current trends related to Public Works infrastructure engineering and complex project management. Develop, recommend, and coordinate annual, intermediate, and long-range construction, maintenance, and budget plans for capital infrastructure programs, repairs, maintenance, and new engineering initiatives. Assist in the development of the Department's annual budget, 10-year budget, and 10-year capital budget.

Provide design and technical consultation during all phases of the planning and construction process to ensure conformity with program requirements, budgets, and time schedules. Coordinate project activities, including: technical developments, scheduling, studies, contract management, and resolving engineering design and construction problems. Provide or direct integration of technical activities and consulting services as needed. Administer the consultant selection process and manage consultant contracts for infrastructure planning, design projects and engineering support services. Negotiate contracts and recommend contract awards. Serve as liaison with external architectural, engineering, and other consultant and management firms. Advise the Public Works Director, City Staff, and others on the technical aspects of program development, implementation, administration, and professional project management. Build and maintain positive working relationships while working cooperatively with others and functioning as the primary coordinator for Public Works infrastructure project management. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Interpret and apply relevant codes, ordinances, rules, and regulations, including CEQA, the Subdivision Map Act, and the Public Contracts Code. Coordinate the development, approval, administration, and storage of construction and project documents. Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications. Interface with all City departments, other agencies, elected officials, and other users and stakeholders to ensure coordination of activities. Supervise, train, mentor and evaluate assigned staff. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Complex civil engineering principles and practices as applied to planning, development, operations and maintenance of municipal public works and management of public works infrastructure projects. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects; including contract preparation, review, interpretation and administration. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works. Modern office procedures and standard computer equipment, software and specialized engineering software related to specific department operations. Budget preparation and expenditure control. Safety principles, practices and procedures. Operation and use of basic and specialized software programs on a personal computer. Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

Skill to:

Plan, coordinate, prioritize, and manage a variety of engineering projects. Analyze complex technical, administrative, and organizational problems, evaluate alternatives, and implement creative and sound alternatives. Manage, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective working relationships with those contacted in the performance of required duties.

Ability to:

Communicate effectively both orally and in writing. Interpret, analyze, apply, articulate, and ensure compliance with relevant laws, rules, contracts, ordinances, regulations and guidelines. Analyze and compile technical and statistical information; prepare clear and concise technical reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Negotiate contracts. Develop cooperative public relationships with contractors, developers, coworkers, and the general public. Operate a computer and assigned software.

Minimum Education and Experience:

Education:

Bachelor's Degree from an accredited college or university with major coursework in civil engineering.

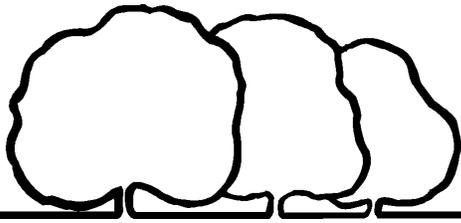
Experience:

Five years of increasingly responsible and varied civil engineering experience including at least two years of significant supervisory responsibilities involving project management. In-depth experience in municipal infrastructure and capital projects desirable.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License required upon hire.

Council Action:



DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

To plan, organize, and assist in the management and leadership of the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Assistant City Manager. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize and direct one or more Divisions of the Community Development Department to achieve respective division goals. Evaluate and maintain quality control over staff assignments, review progress and direct changes as needed. Provide effective direction, control, and management over key planning, redevelopment, building inspection, or engineering functions. Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties. Determine priorities and work sequences necessary to achieve objectives and assign personnel in accordance with priority and need. Coordinate department activities with other departments and agencies as needed. Supervise and direct consultants preparing special studies or plans. Provide technical expertise, information and assistance to department staff, other departments, the Planning Commission and City Council, other boards and commissions, and the general public as needed. Assist in the preparation of the Community Development Department annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, prepare and direct major department purchases. Attend and conduct a variety of meetings as assigned; serve on assigned committees; prepare and deliver oral presentations and recommendations to the City Council, commissions, committees, and government boards. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Conduct project workshops for the general public. As assigned, oversee the preparation of the City's master plans, major projects financing plan, and capital improvement program. Interpret and apply relevant codes, ordinances, rules, and regulations, including CEQA, the Subdivision Map Act, and the Public Contracts Code. Oversee and ensure proper review of all private development proposals including subdivision and parcel maps and improvement plans and building permits. Prepare and direct the preparation of various reports to staff/City Council and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness. Supervise, train, mentor and evaluate assigned staff. Serve as Acting Community Development Director as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Urban planning and environmental law, practices and implementation procedures. Land planning including subdivision laws. Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in planning and municipal public works. Contract preparations and administration. Budget preparation and control. Principles and practices of administration, supervision and training. City government organization structure, operations and policies. Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

Skill to:

Plan, coordinate and prioritize a variety of planning redevelopment, building inspection and engineering projects. Supervise and participate in the preparation and management of plans, drawings, specifications, diagrams, and sketches pertaining to public works constructions and development projects. Analyze complex technical and administrative problems, evaluate alternatives, and implement creative but sound alternatives. Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing.

Ability to:

Train, mentor and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Prepare comprehensive narrative and statistical reports. Maintain a variety of reports and files related to assigned activities. Operate a computer and assigned software.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university in urban planning, civil engineering, architecture, geography, public administration or related field.

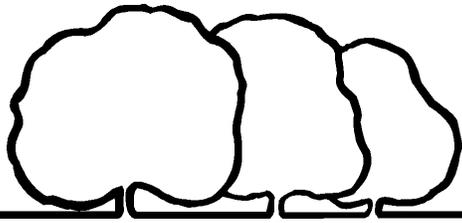
Experience:

Five years of increasingly responsible public or private sector planning, redevelopment, building, or engineering experience, including at least two years of significant supervisory responsibilities.

License or Certificate:

Possession of a valid California Driver's License required upon hire. Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California or certification as a member of the American Institute of Certified Planners is highly desired.

Council Action: Approved _____



City of Woodland

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

To manage the Economic Development program including professional level assignments in research, analysis, planning, and implementation of economic development activities for the City. Recruit, retain, and facilitate expansion of businesses within the community in compliance with approved economic development plans.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the City Manager or designee. Responsibilities may include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES:

The following are typical duties performed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB DUTIES

Design, recommend and implement the City's economic development program. Monitor and report on progress toward achievement of goals and objectives. Conduct research regarding economic conditions and trends in the local area and makes recommendations for programs and activities for the City. Confer with department officials, public officials, business community, consultants, media and citizens in the accomplishment of program objectives. Develop and conduct a wide variety of outreach efforts. Prepares a variety of comprehensive studies, proposals and marketing programs including business retention and expansion; recruitment and attraction. Conduct special studies and prepare detailed reports. Monitor legislation and developments related to economic development. Facilitate fast tracking of high priority economic development projects. Assist new and expanding businesses in site selection, acquisitions and facility construction. Develop strategies to retain existing businesses within the community. Meet and negotiate complex disposition and development agreements and owner participation agreements with developers and property owners. Resolve difficult economic development related problems and questions. Serve as staff to the City Council, staff liaison to the Planning Commission, Historic Preservation Commission, and other boards, commissions and committees in

citywide Economic Development matters, including the preparation and presentation of reports and recommendations. Build and maintain positive working relationships. Work with business owners, investors and developers to encourage and facilitate new investment in the community. Maintain professional relationships with regional, county and local economic development organizations. Develop and keep accurate record of economic development activities and prepare written quarterly reports. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist the Redevelopment Manager as assigned. Supervise, coordinate and participate in the preparation of requests for proposals, interview of consultants, and contract negotiation for various services. Analyze urban design and economic issues for various development projects, and evaluate real estate financing proposals and development pro formas. Establish schedules and specific plans for the implementation of development on identified sites including timelines, public notices and public participation opportunities, and coordinate other resources on both, private and public projects. Prepare long term economic development recommendations and plans. Assist in the preparation and implementation of various planning documents. Represent the City in the community and at professional meetings as required. Set annual program goals and objectives consistent with budget. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, best practices and purposes of community development, economic development and redevelopment. Applicable Federal, State, and local planning laws and regulations, including applicable environmental laws and regulations. Principles and practices of real estate laws, real estate development, and redevelopment, business recruitment and economic development. Principles and practices of marketing techniques. Development, construction and operating costs for commercial development. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information related to economic development. Principles of grant application and proposal preparation. Contract preparation and administration. Operation and programs of a personal computer

Skill to:

Plan, coordinate, and prioritize a variety of projects, including the work of consultants and coordinating with staff and regulatory entities. Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Provide information to the general public regarding economic development activities. Collect and analyze data and develop complex plans and reports; formulate land use policies for potential projects. Evaluate meeting preparation material; prepare agendas for a variety of planning projects for presentation to appropriate commissions, boards and committees. Establish and maintain effective work relationships with those contacted in the performance of required duties. Promote a cooperative, professional customer service team environment.

Ability to:

Analyze economic studies, financial statements, marketing studies, proformas, plans, specifications and related documents. Prepare marketing programs and promote the City. Negotiate contracts. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines. Develop cooperative public relations with contractors, developers, business owners, and the general public. Analyze and compile technical and statistical information; prepare clear and concise technical reports. Maintain database relevant to activities. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Ensure compliance with Federal, state and local rules, laws and regulations.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university with major work in planning, economic development, redevelopment or related field.

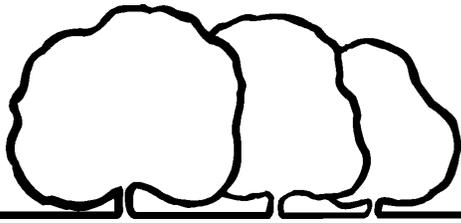
Experience:

Four years of increasingly responsible experience in planning, economic development, redevelopment or related field.

License or Certificate

Possession of a valid California Driver's License.

Council Action:



City of Woodland

PRINCIPAL CIVIL ENGINEER

DEFINITION

To manage or participate in a variety of professional engineering and capital improvement project activities and to coordinate activities with other divisions or departments.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director or the Deputy Director of Community Development, Planning and Engineering, or designee. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Conduct and implement the most complex and technical engineering studies and projects related to public works, transportation, utilities, development and capital improvement projects. Research, analyze and make recommendations regarding major technical methodologies, practices and problems; research and prepare reports recommending the improvement of services and measures to improve efficiency of operations. May serve as the City Engineer, when assigned. Plan, develop, and oversee work of staff involved in activities related to assigned areas of responsibility. Evaluate operations and activities of assigned areas of responsibility; determine priorities; develop short and long range plans; implement improvements and modifications; prepare various reports on operations and activities. Participate in budget preparation and administration for assigned areas of responsibility. Oversee the selection and management of consultant contracts related to assigned areas of responsibility. Manage and/or participate in the preparation of complex engineering studies and reports related to public works, transportation, utilities, development and capital improvement projects according to assigned areas of responsibility; oversee coordination of assigned areas of responsibility activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers. Provide staff support to a variety of City boards, City Council, commissions, committees, and industry specific boards, including making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. Build and maintain positive working relationships with co-workers, City employees, other public agencies, and the public using principles of good customer service. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Interpret and apply relevant codes, ordinances, rules, and regulations. Ensure compliance with CEQA, the Public Contracts Code, the Subdivision Map Act, and all applicable State, Federal, and local regulations codes, and standards related to assigned areas of responsibility. Stamp plans for in-house design work related to assigned areas of responsibility. Check plans for accuracy, suitability, and completeness; and direct revisions. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analysis. Manage development of infrastructure master plans. Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications. Supervise, train, mentor and evaluate assigned staff. Serve as staff to a variety of City, County, regional and outside commissions, boards and committees as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of professional engineering related to assigned function, which may include public works and utilities, transportation and development and associated capital improvement projects. Applicable local, State, Federal rules, regulations, codes, rules, laws, ordinances, policies, and standards. Methods, materials and techniques used in planning, design, construction, and maintenance/operations, and rehabilitation of a variety of public works facilities and systems. Municipal utility service management, operation and maintenance practices, and principles. Modern office procedures and standard computer equipment, software and specialized engineering software related to specific department operations. Principles and practices of research analysis and management. Budget preparation and expenditure control. Principles and practices of public sector contract administration and capital project management. Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

Skill to:

Plan, coordinate and prioritize a variety of programs and projects. Analyze complex technical and administrative methodologies, practices and problems, evaluate alternatives, and implement creative and sound alternatives. Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective working relationships with those contacted in the performance of duties.

Ability to:

Train and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Prepare comprehensive narrative and statistical reports. Maintain a variety of reports and files related to assigned activities. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

Experience:

Five years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License, required upon hire.

Council Action: Approved _____