

## PUBLIC WORKS AND UTILITIES ASSISTANT DIRECTOR

### NATURE OF WORK

This is highly responsible professional, technical, administrative and supervisory work assisting in the total operation of the Public Works and Utilities Department for the City of Lincoln.

Work involves assisting the Director of Public Works and Utilities; in organizing, directing and coordinating the activities of the divisions comprising the Department of Public Works and Utilities; in the overall planning, design, construction, operation and maintenance of public infrastructure, facilities and programs; in providing leadership and administration of personnel, programs, projects and activities for the Department; in interacting with other departments, outside agencies, elected officials, the media and the general public; and in assisting in departmental policy and/or procedure development, implementation, assurance and assessment of the effectiveness of the programs and services provided by the Department. Primary emphasis may be given to either public works and transportation or public utilities, as assigned. An employee in the class is expected to be an effective leader, exercise considerable independent judgment and take personal initiative within the framework of established policies, guidelines and requirements. General supervision is received from the Director of Public Works and Utilities.

### EXAMPLES OF WORK PERFORMED

Acts for the Public Works and Utilities Director in his/her absence.

Assists the Public Works and Utilities Director in the development and implementation of departmental activities and oversees the administrative aspects of the Department; coordinates with the Public Works and Utilities Director on decisions.

Assists the Director in analyzing budget requests from divisions of Public Works and Utilities; assists in the preparation and presentation of budget to appropriate authorities.

Participates in analysis of statistics on growth and trends; determines if requests for additional funding or expansion is warranted; maximizes available funds and resources to render efficient and effective outcomes; analyzes data to determine ability to finance projects.

Coordinates interaction between divisions, other City departments, outside agencies, the media and the general public.

Formulates policies and procedures that enable assigned divisions to effectively and efficiently carry out Departmental objectives.

Provides technical advice to the Mayor, City Council and other City departments concerning Public Works and Utilities programs and issues.

Represents the Department at local, state and federal meetings as assigned.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the modern principles and practices of administration as applied to the planning, design, construction, operation and maintenance of public infrastructure.

Thorough knowledge of the principals and practices of public administration and leadership.

Thorough knowledge of the materials, methods and techniques utilized in the construction, maintenance and operation of public infrastructure projects.

Knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public infrastructure.

Ability to effectively organize, direct and coordinate the activities of assigned divisions of the Public Works and Utilities Department.

Ability to develop both long and short-term plans and programs, make major policy decisions as well as solving complex technical, political and administrative problems.

Ability to establish and maintain effective working relationships with City Officials, other governmental officials and agencies, employees and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's Degree in public or business administration, engineering or related field plus extensive experience in municipal public works and utilities programs.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with course work in public or business administration, engineering or related field plus thorough experience in municipal public works and utilities programs; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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