



PUBLIC SERVICES DIRECTOR

DEFINITION

Under general administrative direction, plans, coordinates, directs, supervises and manages operations and activities of the Public Services Department including Library, Recreation/Leisure, Streets, Parks, Water, Sewer, facility and equipment maintenance, Hillside Wilderness Preserve and Capital Improvement program; provides highly responsible and complex professional support to the City Manager, Community Services Commission, Library Board, Library Foundation and City Council.

SUPERVISION EXERCISED

Exercises direct supervision over Division Heads and support staff, exercises indirect supervision over all subordinate personnel in the Public Services Department.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council, Community Services Commission, Library Board, Library Foundation and public.

Prepare, implement and monitor Department budget.

Participate in development of and manages capital improvement projects.

Direct and manage construction and maintenance of City streets, water, wastewater systems, facilities and fleet maintenance activities.

Administer contractual agreements with the Monrovia Unified School District and other agencies.

Explain, interpret and enforce policies, procedures, rules and regulations and programs.

Plan, direct, supervise and review purchasing activities, including preparation of Requests for Proposals.

Hire, train, supervise, evaluate, motivate and discipline subordinate personnel.

Review and analyze codes, fee structure, operations and recommend and implement modifications.

Represent Public Services Department and coordinate activities with contractors, committees, citizen groups and outside agencies.

Represent the City and Department at local and regional professional organization meetings.

Prepare Community Services Commission, Library Board and Library Foundation and City Council Agendas and reports.

Recommend modifications to and new policies, procedures and regulations.

Develop and implement short and long range planning activities and strategies.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles, practices and techniques used in the development and implementation of Library, recreation/leisure, capital improvement, hillside preservation and public works programs.

Technical disciplines and procedures involved in Library, recreation/leisure, capital improvement, hillside preservation and public works programs.

Federal, state and local laws, ordinances, policies and procedures.

Principles of administration and management.

Principles of budget development and monitoring.

Principles of employee hiring, training, supervision, evaluation, motivation and discipline.

Ability and Skill to:

Direct the preparation of designs and plans, field studies, inspection, contracts and related analyses.



Establish, implement and evaluate administrative and operational policies, practices and procedures.

Prepare and monitor a large and complex budget.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Negotiate and administer agreements and contracts.

Analyze data and information and prepare complex reports.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in recreation administration, public administration, business administration or related field and ten (10) years increasingly responsible experience in recreation, Library and/or Public Works including five (5) years supervisory experience. Masters degree highly desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio and copying machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, and sort/file documents

Ability to sit for two hours at a time



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Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

