

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the new class specification at a salary range of 300 (\$4,208-\$5,114) for the classification of Assistant Director, Public Works. This classification will be assigned to MCMCO.

This new position was approved by the Board during the 1998-99 budget process, and funding was provided commencing January 2, 1999. A review of the salary history of the prior classification indicates that it is commensurate with increases that would have been received by that classification had it been maintained.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

An existing previous position of Assistant Director, Public Works was abandoned upon promotion of the incumbent on June 15, 1993 to fill the vacant position of Director of Public Works. During the 1998-99 budget process, the Board concurred with the Department's request to again utilize this classification, and this new class specification has been prepared to reflect the anticipated current functions and responsibilities.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification and salary range.
2. Make any changes to this proposed class specification and salary range as deemed necessary by the Board.

COSTS: () Not Applicable

A. Budgeted current FY	\$26,058
B. Total anticipated costs	\$26,058
C. Required additional funding	\$0-
D. Internal transfers	\$0-

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues	\$
B. Reserve for contingencies	\$
C. Source description:	

Balance in Reserve for Contingencies, if approved: \$

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Class Specification
2. CAO memo dated 11/20/98

CLERK'S USE ONLY:

Res. No.: 98-435 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____
 Approved () Denied
 () Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 ATTEST: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
 This item on agenda as:

Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

Comment: _____
 A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: Assistant Director, Public Works

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under administrative direction and in a team environment, performs responsible administrative work by planning, organizing, coordinating and directing divisions of the Department of Public Works as assigned; designs and administers projects; and does related other work. This is a management position collaborating, assisting and serving in the absence of the Director to accomplish the Department's mission statement and administratively-established goals and objectives.

SUPERVISOR: Director, Public Works

TYPICAL DUTIES:

- Collaborates with the Director and assists in the planning, organization and direction of activities in all of the divisions of the Department of Public Works
- Assists the Director and oversees division managers in the selection, training, evaluation and discipline of personnel
- Oversees, designs and administers capital improvement and construction projects such as County roads and bridges, buildings, park facilities, water systems, wastewater systems, solid waste facilities, airport, lighting, parking, special districts, land acquisition, and highway and transportation projects to be accomplished in cooperation with the State of California
- Assists the Director in planning, organization and direction of the Department in construction, maintenance and repair of above-described facilities and related works as required
- Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares comprehensive reports

MARIPOSA: Assistant Director, Public Works

TYPICAL DUTIES (Cont'd):

- May be assigned direct responsibility for one or more divisions of the Department, under direction and as a partner with the Director, who maintains direct responsibility for the remaining divisions
- Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission and several advisory committees administered by the Department
- Prepares and reviews correspondence, reports and other materials
- Prepares, oversees and administers various grant programs related to the public works improvement, rehabilitation and maintenance
- Performs other related duties similar to the above in scope and functions as required.

EMPLOYMENT STANDARDS

Knowledge of:

- principles, practices, methods and techniques of public administration and management
- land survey, civil engineering, transportation, waste management, contract administration, utility and related public works operations
- principles and practices of supervision and training
- operations, plans, policies, procedures, rules and regulations common to local government

MARIPOSA: Assistant Director, Public Works

Ability to:

- plan, direct and administer assigned operations and functions
- design, review and administer complex projects in a timely and thorough manner
- apply principles, practices, methods and techniques of public administration, management analysis and personnel management to the solution of problems of unusual difficulty in management and administration of public works
- interpret and apply pertinent rules and regulations
- establish and maintain effective working relationships with other County departments, citizens and with others outside of County government
- communicate effectively orally and in writing

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in civil engineering or a closely-related engineering discipline and five years of increasingly responsible professional experience in public works-related civil engineering projects with emphasis on project design and administration. This experience must include at least two years experience involving personnel supervision and budget administration and not less than one year as a registered civil engineer. Possession of a valid California Driver's License and a valid California certificate of registration as a Civil Engineer is required; authority to perform surveying is desirable.

AsstDPW.frm

Creation Date: 12/98

B/S 98-435 - 12/1/98