

**City of Saratoga, California  
Public Works Director  
Exempt**

**General Statement of Duties**

Under direction from the City Manager, an employee in this position plans, organizes, and directs the City's public works activities, functions, and staff; plans and administers the development, maintenance of repair of City parks, trails, open spaces, and roads; advises the City Manager on public works related matters; and performs related work as required.

The Public Works Director position is "At-will". "At-will" refers to any City employee who: (1) does not hold regular status, (2) serves at the pleasure of the City Council and/or City Manager, and/or (3) can be terminated at any time without cause and without the opportunity for a dismissal hearing or to appeal.

**Examples of Essential Work (Illustrative Only)**

- Administers and monitors the Department's budget;
- Administers and oversees construction, maintenance, and equipment contracts;
- Advises and provides assistance to the City Council, Traffic Safety Commission, and Parks and Recreation Commission;
- Attends City Council and City Commission meetings;
- Conducts field inspections on the status of City projects and infrastructure;
- Conducts or directs the studies and preparation of reports regarding the City's parks, trails, open spaces, roads, and other infrastructure;
- Coordinates public meetings regarding Public Works projects and other relevant topics;
- Develops proposals for action on current and future City needs related to Public Works and recommends long-range plans for Public Works services and programs;
- Establishes Public Works Department goals, objectives, strategies, and priorities;
- In conjunction with the City Manager and Finance and Administrative Services Director, develops and administers the annual operating and capital improvement budgets for the department;
- Meets with interested members of the public to provide information on Public Works projects or City infrastructure;
- Negotiate agreements with utility companies, developers, property owners, and other agencies for rights-of-way, easements, financial participation, and other services;
- Oversees Public Works related capital improvement projects;
- Participates in professional and community organizations on behalf of the City to maintain good working relationships with outside organizations and key community constituencies;
- Plans and evaluates Public Works staff performance, establishes performance requirements and personal development targets, regularly monitors performance, and provides coaching for performance improvement and development;
- Plans, organizes, administers, and evaluates the work of the department in accordance with applicable laws, codes, regulations, and adopted goals and objectives;
- Prepares and presents oral and written reports to a variety of public and private groups, including the City Council, Commissions, and community groups;

- Provides day-to-day leadership for the Public Works Department to ensure a high-performance, service-oriented work environment consistent with sound management principles;
- Researches and pursues funding and grant opportunities that are in line with department goals and objectives;
- Supervises, coaches, trains, and evaluates staff in the Public Works Department;
- Works closely with the City Council, boards, commissions, a variety of public and private organizations, and citizen groups to implement programs and projects that serve public interest; and
- Works with other department directors and the City Manager to promote continuous improvement of City services; and,
- Performs related duties and responsibilities as required.

### **EDUCATION, TRAINING AND EXPERIENCE**

Any combination of training and/or experience which is equivalent to:

- Graduation from a recognized college or university with a Bachelor's Degree in civil engineering or another closely related field; and
- Five years of progressively responsible public sector engineering, financial and administrative management experience, including at least two years of supervisory responsibility.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to administer and monitor the department budget using fiscally sound principles and practices;
- Ability to effectively present complex ideas, facts, and recommendations orally and in writing;
- Ability to establish and maintain effective working relationships with Mayor, City Council, subordinates, representatives of other agencies, business groups, community groups, and the general public;
- Ability to handle citizen complaints and respond to difficult customers;
- Ability to plan, organize, and manage the activities of the Public Works Department under the guidance and direction of the City Manager;
- Ability to plan, organize, and supervise the work of subordinates;
- Ability to plan, interpret, and apply knowledge of personnel and administrative rules, procedures, and policies;
- Ability to plan, interpret, and apply knowledge of Constitutional, Tort, Administrative, and Employment law and regulations, including the laws and regulations associated with the Brown Act, Public Records Act, and Fair Political Practices Commission;
- Knowledge of applicable federal, state, and local laws governing the administration of public works;
- Knowledge of laws and regulations, principles and practices regarding city management, budget, finance, public personnel administration, and public works;
- Knowledge of municipal finance and budgeting principles;
- Knowledge of theory, principles, practices, and techniques of public works, traffic engineering, and park maintenance;
- Skills in budgetary preparation and control;
- Skills in common office software, including Microsoft Office; and

- Skills in managing large and complex capital projects in accordance with applicable federal, state, and local laws and regulations;
- Skills in managing operating and capital budgets; and
- Skills in public speaking and presentation.

### **Required Special Qualifications**

- Valid Class C California Driver's license

### **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### **Physical Demands**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

#### **Working Conditions**

May be required to attend off-hour meetings.

#### **Working Conditions**

May be required to attend off-hour meetings.