

## JOB DESCRIPTION

City of Patterson



Human Resources

### **DEPUTY DIRECTOR, REGULATORY COMPLIANCE and ADMINISTRATIVE SERVICES**

#### **JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under executive direction from the Director of Public Works, the Deputy Director of Regulatory Compliance and Administrative Services plans, manages and coordinates the activities and staff of the Department's office operations, (personnel administration, records management, financial record keeping, customer service, communication and administrative support functions); provides leadership and oversight to the supervisory, analytical and technical staff and activities of the Regulatory Compliance Division; provides professional staff assistance to the Department Head, other senior-level Department managers and the City Manager; establishes operating policies and procedures for areas of responsibility and, as a member of the Department's management team, participates in the development of departmental policies and services; assists with the Department's budget and purchasing functions; may perform some designated duties of the Public Works Deputy Director of Operations during periods of absence; and performs other duties as required and special studies and projects as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives executive direction from the Director of Public Works.

Exercises direct and indirect supervision over assigned supervisory, analytical, technical and administrative support staff.

#### **ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Plans, administers, organizes and directs the activities of various support functions within the Public Works Department, including budgeting, financial reporting, office automation and information systems, contracting, materiel control, facilities and equipment management, and personnel management and training.

Participates in the development of goals, objectives, policies and procedures; investigates, interprets, analyzes and prepares recommendations relative to proposals for new programs, grants and/or services; analyzes, interprets and explains City policies and procedures.

Participates in the development of short and long range plans to meet Department needs; reviews, analyzes, and recommends changes to organizational policies, procedures, practices, services, finances and other activities as appropriate.

Participates in the selection of staff; coordinates staff training; conducts performance evaluations; recommends

discipline; and implements discipline procedures as directed.

Coordinates assigned activities with other Public Works staff, other City departments and outside agencies as appropriate; prioritizes needs and requests for service; advises Department staff on support service functions. Prepares and reviews a variety of correspondence, reports and other materials; works with and controls sensitive, confidential information; prepares recommendations for consideration by the Director, Deputy Director, Supervisors and others; and prepares and coordinates items for the City Council Agenda.

Serves as Budget Coordinator: assists in the preparation and review of all division operating, multi-year, and capital improvement budgets; analyzes proposals for immediate and long-term policy and fiscal impacts and makes recommendations based on findings; coordinates and assembles a variety of financial/statistical information for inclusion in reports and presentations; reviews and approves all coded invoices and purchase orders; reviews monthly expense reports; and maintains spending within approved amounts.

Analyzes, interprets and provides assistance regarding regulatory compliance and environmental programs; provides guidance and support to management in the areas of regulatory compliance, environmental engineering reports and studies, complex water quality and environmental compliance activities, budget development, rate models and rate analysis, development and oversight of various contracts and agreements, environmental analysis and impacts, and the generation and publication of various strategic reports.

Performs comprehensive research, statistical and other analytical work for the Department; collaborates and consults with management and staff in areas of expertise.

Serves as the Assessment District Coordinator: assists with the formation or annexation process of new or existing maintenance CFD districts; prepares annual budgets for City benefit assessment districts (BADs); prepares annual budgets for street tree maintenance districts (LMDs); reviews monthly expense reports; maintains spending within approved amounts; tracks maintenance performed for each district; and prepares maintenance budget for each new BAD/LMD/CFD formed.

Serves as Personnel Program Coordinator for the Department: processes personnel forms/documents (Personnel Action Forms, Request to Recruit forms, and Annual Evaluations); and tracks evaluation dates, continuing education hours and certificate expiration dates.

Serves as Development Coordinator: reviews and prepares project plan review comments (City or Private), tracks payments of fees and deposits on new projects; assists in the preparation of agreements (Deferred Improvement Agreements and Stormwater Access Agreements); coordinates/schedules public works and regulatory inspections and walk-throughs for initial acceptance and warranty expirations; prepares and distributes punch lists to developers and City departments; codes project invoices; schedules project pre-construction meetings and monitors subdivision tract acceptance and warranty dates.

Serves as RFP Coordinator in the preparation of RFPs and contracts for construction and services and coordinates advertising and distribution of plans and specifications.

Assists the Director of Public Works in the negotiation and purchase of land, right-of-way and public utility easements for City projects and purchase agreements; participates in negotiations with regional, state, and federal regulatory agencies regarding a variety of permits, regulations, studies, other requirements and statutes; and provides lead direction to ensure compliance with meeting and reporting requirements of the various regulatory agencies.

Serves as the Public Works Department Customer Service Manager: answers questions and provides information to the public, outside agencies, City staff and customers; confers with members of the public to explain procedures and policies; effectively and tactfully investigates conflicts and complaints and recommends and implements appropriate resolutions.

Acts as a liaison representing the City in meetings with regulatory, governmental and professional groups; as designated, serves on committees; represents the Department to other departments, agencies, community groups and/or to the general public; participates in meetings, conferences, workshops as assigned; and City Council meetings as needed.

Oversees and/or manages the City's Environmental/Regulatory Programs (Water Conservation, Storm water Program, FOG Program, Pre-Treatment Program, and Solid Waste).

Coordinates between City departments, divisions and consultants on various studies and projects (such as fee studies, rate studies, and master planning studies); and provides assistance in developing, gathering, and reviewing data for assessment of current and future infrastructure needs.

Performs related duties as required and special studies and projects as assigned.

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

**Knowledge of:** Modern principles and practices of organization, administration, and management; administrative principles and methods, including goal setting, program and budget development, work planning and organization; principles and practices of effective leadership and supervision; modern principles and practices of effective administration, including accounting, budgeting, finance, organizational planning/analysis, statistical analysis and research methods and records management techniques; complex budgeting techniques utilizing multiple and diverse funding sources; applicable Federal, State and local laws, rules, regulation; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software applications; applicable laws and regulatory codes related to water quality and environmental compliance; methods and techniques of technical report preparation and writing and grant proposal development; proper English, spelling and grammar; occupational hazards and standard safety practices; techniques for effectively representing the City, including making effective public presentations to the City Council, staff, community groups and members of the public.

**Ability to:** Plan, manage and evaluate organizational needs; make decisions on complex and critical issues; plan, organize, direct and administer the support operations and functions of a large, complex public works department; apply the principles practices, methods and techniques of public administration, management analysis and human resources management to solve problems of unusual difficulty related to management and administration; provide leadership and motivation and directly and indirectly, supervise and evaluate supervisory, analytical, technical and support staff, develop sound fiscal strategies that anticipate problems and propose solutions; analyze complex capital improvement projects, local improvement projects and administrative issues; prepare and present technical reports, project and service contracts, and rate studies; implement and administer approved studies, rates and contracts; interpret and apply laws, rules, regulations, policies and procedures of a public works department and Federal/State regulations; ; effectively manages and oversees consultant & service contracts and agreements; manage multiple tasks, often with competing deadlines; communicate effectively, clearly and concisely, both orally and in writing; establish and maintain effective working relationships with others including department heads, officials, employees and others outside City government.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Possession of a BA/BS Degree in Public or Business Administration, Economics, Accounting or a closely related field. Possession of a Master's Degree in Public or Business administration or a related field may substitute for one (1) year of required non-supervisory experience.

**Experience:** Six (6) years of increasingly responsible administrative experience related to Public Works and Development Services that includes at least four (4) years of significant budget preparation and analysis at a supervisory level.

**License or Certificate:** Possession of a valid Class C California Drivers License.

Certification(s) related to State Water Regulations or Environmental Compliance (i.e. Water Conservation, Stormwater, FOG, or solid Waste) is highly desirable.

## **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

**Physical Requirements:** Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time and travel from site to site.

**Environmental Conditions:** The majority of work is performed in a standard office environment.

**FLSA Status:** Exempt

Council Approval: 8/17/21