

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Public Works Division Director - Administration	<b>Job Code:</b> 2585
<b>Date:</b> July 25, 2023	<b>EEO Code:</b> OA
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is administrative and managerial work overseeing multiple programs and functions within the Administration Division of the Public Works Department.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Public Works Director and performs all work under very general direction. This work is distinguished by its responsibility to oversee multiple programs and functions within the Administration Division and to support the department director.

**ESSENTIAL DUTIES:** Assist director with the development and implementation of department goals, priorities, processes, policies, plans, and projects; develop, oversee, and maintain department operating and capital improvement budgets and financial policies and procedures; oversee preparation of budget data and accurate reports; using departmental/divisional objectives, resource availability, and statutory considerations, assist and provide technical guidance and training to divisions in preparing and developing budgets and forecasts, analyzing projected budgets, and planning expenditures for both annual operations and maintenance budgets; implement financial best practices; verify budget data, request budget adjustments, obtain budget approvals, and review utility rate changes with Finance; advise Public Works Director on all business-related issues; recommend, design, and implement department projects; assist department director in aligning department activities with Administration and Council priorities; develop and recommend short-term and long-term plans for the department; negotiate and manage contracts for various services; apply for and manage grants; conduct meetings; as needed, act as department director during department director's absence.

Oversee accounting functions including accounts receivable, accounts payable, sales summaries, inventories; monitor revenue requirements; implement internal financial controls including monitoring flow of funds and reviewing expenditures for accuracy; control losses through leadership of department safety program; recommend service delivery and cost recovery options; oversee, direct, and conduct analytical studies on various project and policy issues, forecasts, business operations, utility rate competition, complex rate structures and cost-of-services analyses; recommend user charges and fees; prepare financial and statistical reports and materials for Public Works Director, City Administration; make presentations to the Municipal Council and other groups; oversee public relations activities, programs, and disseminate department information; create a positive public image of Public Works with the general public, other agencies, City employees, and other interested parties; as needed, represent the department in meetings with other agencies and businesses and on committees.

Oversee business, warehouse, public relations, and safety functions; supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee staff training; coordinate with and provide guidance to Information Systems employee assigned to Public Works; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Accounting, Public Administration, or Business Management, or related field and 5 years of progressively responsible experience in budgeting, financial analysis, municipal accounting, or related field, 3 years of which were spent in a responsible management capacity **OR** an equivalent combination of related education and/or experience [substituting each 1 year of post-secondary education/training for 6 months of experience]. MPA, MBA, MACC preferred.

**License(s)/Certificate(s):** A valid, lawful Driver License is required.

**SELECTION FACTORS:** *Knowledge of:* technical governmental accounting and budgetary planning methods; modern supervisory and managerial practices; research methodology; related laws, codes, rules, and regulations governing the functions of the position including OSHA; public relations; policies and procedures established for the work system; operations, functions, and terminology common to the work; varied financial management reports and data; public works technology and software; program and project planning and organization; safety policies and practices; warehouse procedures; basic English composition, spelling, and grammar. *Skill in:* detecting and analyzing internal financial control issues and formulating effective solutions; identifying community needs and concerns; developing complex spreadsheets; negotiating and managing contracts; presenting findings and analyses including preparation of clear, concise, and informative reports, proposals, and presentations; grant management; practicing trust-building behaviors. *Ability to:* analyze complex issues, develop solutions, and make decisions; organize assigned work and develop effective working methods; effectively manage and train assigned employees; analyze, interpret, and present various financial reports, software programs, and data; quickly and accurately perform work; direct the work of others; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgement while evaluating situations and in making determinations; communicate effectively both verbally and in writing.

**TOOLS AND EQUIPMENT USED:** Calculator, computer, telephone, presentation charts and software, motor vehicles, other office equipment.

**PHYSICAL DEMANDS:** Requires sitting at a computer or desk for long periods while maintaining concentrated attention to detail.

**ENVIRONMENTAL FACTORS:** Work is inside with little or no occupational hazards except for exposure to potentially stressful situations such as the meeting of strict deadlines and contact with individuals in potentially difficult situations.

  
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 Department Director

7/25/23  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

7/25/23  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.