

ASSISTANT DIRECTOR - RESOURCE MANAGEMENT AGENCY

DEFINITION

Under general direction, to assist the Director, Resource Management Agency with planning, organizing, directing, and managing the County Resource Management Agency; to have day-to-day responsibility for the coordination and supervision of delegated areas of Resource Management Agency operations and functions; to plan, design, and oversee the construction, maintenance, and operation of roads and public works facilities; to provide highly responsible and technical staff support for public work studies and functions; and to do related work as required; to serve as a liaison with community, regional, or State agencies; acts as the Director in the absence of the Director, Resource Management Agency; and does other work as required.

DISTINGUISHING CHARACTERISTICS

Assistant Director - Resource Management Agency is the fully functional assistant department head level and is responsible for operations, management, and supervision of several sections of the agency. Assisting the Director, Resource Management Agency with the management and administration of the Agency and providing direct supervision for an assigned Division(s) in the Agency.

REPORTS TO

Director, Resource Management Agency

CLASSIFICATIONS SUPERVISED

An assigned group of Division/Unit Manager. A variety of professional, technical and office support staff, within the Agency.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Assists with planning, organizing, directing, and managing the functions and services of the Resource Management Agency
- Consults with the Director, Resource Management Agency and makes recommendations regarding Agency issues and services
- May be assigned the management of one or more Agency Divisions Plans, assigns, and schedules work for Division staff;
- May act for the director in his/her absence
- Selects, supervises, and evaluates assigned staff; provides consultation regarding special problems and issues for Division staff
- Serves as a member of the administrative team in setting Agency goals and objectives
- Assesses County planning, infrastructure, facilities, and operational needs and develops services to meet those needs

- Assist with establishing Agency operating standards, policies, and procedures to comply with laws, statutes, and funding source requirements; assists with the design and implementation of complaint and grievance processes
- Supervises, directs, and consults with staff regarding the delivery of client services Designs and implements community outreach efforts
- Develops and implements staff training
- Provides oversight and direction for a variety of Agency programs and services Assists with development and monitoring of the Agency/Division budget Prepares and submits grant proposals
- Monitors grants, submitting requisite activity reports and grant modifications; prepares and reviews contracts/subcontracts
- Reviews and approves payment claims, as delegated
- Provides direction for development and maintenance of records and reports Provides staff support and coordination for boards and committees
- Represents the Agency and participates in regional sub-committees and work groups; develops proposals for securing additional funding to maintain or develop Agency/Division services
- Participates in decisions regarding the allocation of limited service resources
- Represents the Agency with other County departments, community organizations, and other government agencies
- Other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Thorough knowledge of the functions, services, and operations of the Resource Management Agency
- Thorough knowledge of Federal, State and local laws, rules and regulations relating to financing of construction and maintenance of public works facilities.
- Current concepts and techniques of community development, infrastructure systems management, public administration, or environmental resource management
- Laws, rules and regulations governing planning, environmental review, integrated waste management, infrastructure design and maintenance, procurement, or public contracting
- Goals, purposes, policies, procedures and programs of the County's Resource Management Agency
- Principles of budget development and fiscal control
- Principles of program development and evaluation
- Grant development and administration
- Principles of staff supervision, training, and evaluation

Ability to:

- Assist the Director, Resource Management Agency with the management and administration of the Agency
- Act in the absence of the Director, Resource Management Agency
- Plan, organize, and manage the functions and operations of one or more divisions within the Agency
- Evaluate divisional policy and program practices, define problem areas, develop and direct implementation of policy decisions and practices to improve divisional operations.
- Interpret, explain and apply a variety of Federal, State and County policy directives, rules, procedures and regulations

- Supervise, train, evaluate and motivate assigned professional and support staff
- Direct the establishment and maintenance of a variety of administrative, fiscal, and program records and reports
- Deal firmly and tactfully with contractors, engineers, developers, and property owners
- Effectively represent the Resource Management Agency in contacts with clients, the public, community organizations, other County staff, and other government organizations
- Establish and maintain cooperative working relationships
- Manage, coordinate, and direct a wide variety of construction-related activities
- Supervise, train, evaluate, and discipline assigned staff
- Prepare and administer both capital and operational budgets
- Prepare technical reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment
- Maintain a mental capacity which allows for making sound decisions and demonstrating intellectual capabilities

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of management experience in a large and complex organization performing duties comparable to a Principal Planner, Principal Engineer, Program Manager, or other similar supervisory or managerial position in local government and working with elected officials;

AND

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Engineering, Planning, Business Administration, or a closely related field. Master's degree preferred; and

Special Requirements:

Possess a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work in an office environment and sustained posture in a seated, walking or standing position; occasional field work is required; continuous contact with other staff and the public; some work may involve interaction with customers who may exhibit unstable behaviors or violent reactions to decisions.

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