

Authorization No.:
Position No.:
Pay Grade:
Date:

ISLAND COUNTY **SUMMARY JOB DESCRIPTION**

POSITION: PUBLIC WORKS DIRECTOR
POSITION NUMBER: 11101035
CURRENT EMPLOYEE:
ANNUAL HOURS WORKED: 2080

1.0 MAJOR FUNCTION AND PURPOSE

1.1 This is a Department Head position. Employee in this position plans, organizes, coordinates and directs the activities and operations for the areas of Parks, property acquisition, Emergency Services department, paths and trails, development review, engineering, roads, solid waste, surface water, Diking Improvement District #4 (DID), Marshall Utility, capital improvements and E.R.&R. to ensure the effective design, construction, operation and maintenance of the County's infrastructure. Employee is responsible for ensuring fulfillment of the statutory requirements of RCW 36.80 and other regulatory functions as specified in the Island County Code.

2.0 SUPERVISION RECEIVED

2.1 Employee in this position is given significant discretion within the scope, policy and regulations in the performance of their duties. This position reports directly to the Board of Island County Commissioners and may receive direction from the County Administrator.

3.0 SUPERVISION EXERCISED

3.1 Employee in this position directly supervises the Assistant Directors, Public Works and Emergency Management, Assistant County Engineer and Public Works Executive Assistant. The employee may also provide direct guidance and direction to other staff in County's Public Works, Parks, and Emergency Management as required.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1** Responsible for preparing, justifying and monitoring fiscal operations and the departmental budget based on staffing and resource requirements, cost estimations, and departmental goals and objectives. Responsible for adhering to established bid procedures, develops and maintains systems and records that provide for proper documentation, evaluation and control of assigned areas.
- 4.2** Responsible for directing or conducting the selection, supervision and evaluation of all key staff in compliance with established policy and legal requirements to provide a highly motivated workforce that is effective, efficient and goal oriented.
- 4.3** Responsible for establishing work rules and performance standards, conducting and overseeing performance evaluations to record performance and guide the development of employees. Responsible for emphasizing public accountability and a positive public service approach by staff members.
- 4.4** Responsible for administering labor contracts and personnel policies for correct, consistent interpretation and application department wide. Responsible for initiating, documenting and implementing disciplinary actions as warranted.
- 4.5** Responsible for resolving and/or forwarding to Human Resources grievances and other sensitive personnel matters as necessary.
- 4.6** Responsible for providing strategic leadership and direction, reviewing progress toward and developing short and long-range plans, establishing goals and objectives and analyzing trends for the department.
- 4.7** Responsible for promoting, establishing and maintaining ongoing relationships for the department and the County with other governmental agencies and community organizations.
- 4.8** Responsible for meeting, conferring and making professional presentations regarding Public Works, Parks, Emergency Management, Solid Waste, and Road Engineering issues to local, state and federal governmental agencies (civic and professional groups). Responsible for representing the department in meetings with media representatives and making oral presentations at Public Hearings.
- 4.9** Responsible for directing research and developing policy recommendations regarding a variety of administrative or management issues related to County-wide programs, operations, and services in which the department is involved. Responsible for enforcing local, state, and federal laws, ordinances, rules, policies and procedures pertaining to departmental operations and implements departmental policies, procedures, safety requirements and standards as needed for efficient and safe operation of the department.
- 4.10** Responsible for directing negotiations of and monitoring compliance of Public Works contracts including special contracts between cities, counties or other governmental

agencies, consultants or private parties assuring the County's appropriate share of federal and state grants and loans.

- 4.11** Responsible for providing advice to and coordinating with Elected Officials and the public on departmental matters, analyzing and reporting impact of proposed plans and developments on the County's capacities and abilities to provide service in the areas of Public Works, Parks, Emergency Management, Solid Waste, and road maintenance.
- 4.12** Responsible for working closely with other County departments and divisions as well as outside governmental agencies and community resources.
- 4.13** Responsible for planning future County operations and organizational needs in conjunction with the Board of Island County Commissioners and recommend implementation through existing or modified structures by maintaining the Capital Improvement Plan.
- 4.14** Perform other tasks as directed.

5.0 DESIRABLE OUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 5.1** Knowledge of organization and management practices as applied to the analysis, evaluation and preparation or delegation of County programs, policies, operational needs, short and long term plans and goals.
- 5.2** Knowledge of modem and complex principles and practices of County program development and administration.
- 5.3** Knowledge of funding practices of state and federal agencies.
- 5.4** Knowledge of principles of supervision, training and performance evaluation.
- 5.5** Ability to mentor and develop staff.
- 5.6** Ability to cooperate and collaborate with superiors, peers, community and staff.
- 5.7** Ability to refine, communicate, form with, and take policy direction from the Board of Island County Commissioners.
- 5.8** Ability to lead a larger organization toward common goals and objectives.
- 5.9** Ability to plan, organize, direct, delegate authority and coordinate the work of personnel.
- 5.10** Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- 5.11 Ability to allocate resources in a cost-effective manner and prepare and administer large and complex budgets.
- 5.12 Ability to evaluate and develop improvements in county operations, procedures, policies and methods.
- 5.13 Ability to select, supervise, train, evaluate, and motivate staff.
- 5.14 Ability to conduct research and prepare clear and concise reports.
- 5.15 Ability to interpret and apply Federal, State and local laws and regulations.
- 5.16 Strong communication skills and the ability to convey technical issues to non-technical audiences, both orally and in writing.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

- 6.1 Minimum 10 years of stable and increasingly responsible experience in a local public agency or a similar sized organization in an administrative and managerial capacity involving responsibility for the planning, organization, implementation and supervision of varied work programs.
- 6.2 Professional Civil Engineer registered and licensed under the laws of the State of Washington preferred.
- 6.3 Bachelor's Degree in Civil Engineering, public administration, business administration, or a related field, Master's in public administration, business administration, or a related field, desirable.
- 6.4 Clear understanding of Public Works functions and background in supervising and managing professional engineers.
- 6.5 Establish effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and media representatives and gain cooperation through discussion and persuasion.

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER