

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY DIRECTOR OF TRANSPORTATION - LAND IMPROVEMENT	CLASS CODE: 2009
DEPARTMENT:	TRANSPORTATION	FLSA STATUS: E
REPORTS TO:	TRANSPORTATION DIRECTOR	DATE: 02/00 Rev. 1/07
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, directs and supervises the functions and staff of the Land Improvement and Airports Divisions. The work consists of complex and responsible professional engineering, surveying, administrative and managerial duties within a major County department.

DISTINGUISHING CHARACTERISTICS:

Deputy Director of Transportation – Land Improvement is a full management classification responsible for the overall function the Land Improvement Division, including planning, budget preparation, development, and coordination of work within the division. This single-incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team. This classification is distinguished from the Transportation Director by the latter's overall responsibility for the department. This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering duties of other Deputy Directors within the department may be rotated among the department's Deputy Directors, depending upon workload, department and County needs.

SUPERVISION EXERCISED:

The Deputy Director of Transportation – Land Improvement exercises supervision over the Land Improvement Division.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Administers, directs and supervises the operations, activities and staff of the division, including planning and budgeting, preparing and presenting reports to Director of Transportation and Board of Supervisors, investigating complaints, overseeing safety program and administering department matters.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develops and recommends operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, and monitors policies, procedures, and standards for the division; recommends improvement when necessary.
- Reviews operating policies, procedures, and techniques to determine effectiveness.
- Confers with management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.
- Participates in, and serves as a member of, a variety of committees and groups.
- Advises Director of Transportation, County Executive Officer and Board of Supervisors on issues concerning division activities and functions.
- Manages and provides for the overall administration of personnel, projects, activities and responsibilities of the Land Improvement Division of the department.
- Responds to questions from the public, developers, the professional community, and other County staff.
- Assures conformance with County road standards.
- May manage and provide for the overall administration of personnel in the County Surveyor's Office.
- Represents the department and County on multi-jurisdictional groups involved in salmon habitat protection and restoration and other environmental efforts.
- Performs research and evaluation to provide information and prepare interrogatories required by County Counsel in support of litigation involving department facilities; serves as an expert witness.
- Assists the Director in development, implementation, and achievement of departmental goals, objectives and policies.
- Supervises, manages, and otherwise provides for the overall administration of personnel, projects, activities and responsibilities of the Airports division of the department.
- Supervises issuance of transportation permits, and supervises issuance and processing of encroachment permits.
- Acts as superior, in his/her absence, for temporary period of time.

- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Acts as superior, in his/her absence, for temporary period of time.
- Performs other related duties as assigned

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Vehicle Surveying Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Engineering, or a related field; and, six or more years of progressively responsible Engineering or Land Improvement experience that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency or, an equivalent combination of training and education.

Substitution: Related experience may be substituted for up to two years of the education at a rate of two years of experience to one year of education.

Licenses and Certifications:

State Registered Civil Engineer License (or the ability to obtain within 18 months of appointment)

California Licensed Professional Land Surveyor (desirable)

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced principles and practices of Civil Engineering and Land Surveying.
- Principles and practices of public administration.
- Principles and practices of budget preparation and administration.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Principles and practices of airport administration.
- Administrative principles and practices, including goal setting and implementation
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials

Mental and Physical Ability to:

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Speak effectively before public groups and respond to questions.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50

pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.
- Occasional work is performed in the field in roadway and/or construction environments.
- Incumbent is on-call twenty-four hours a day, seven days a week.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.