

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY DIRECTOR OF TRANSPORTATION - ADMINISTRATION AND BUSINESS SERVICES	CLASS CODE: 2011
DEPARTMENT:	TRANSPORTATION	FLSA STATUS: E
REPORTS TO:	TRANSPORTATION DIRECTOR	DATE: 02/00 Rev. 12/06
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under administrative direction assists the department director in managing the administrative aspects of the department and has oversight of all business functions and daily operations, including long and short range planning, fiscal operations and staff management.

DISTINGUISHING CHARACTERISTICS:

Deputy Director of Transportation - Administration and Business is a full management classification responsible for the overall function of the Administration and Business Services of the department. 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 and department and/or County needs.

SUPERVISION EXERCISED:

The Deputy Director of Transportation exercises direct supervision over both supervisory and support classifications within the division.

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

- Administers, directs and supervises the business operations, activities and staff of the division, including planning, budget development and oversight, preparing and presenting reports to the DOT director and Board of Supervisors, investigating complaints, overseeing safety program and other department matters. Plans, prioritizes and schedules the work of the unit.
- Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.
- Develops, communicates, and monitors ordinances, policies, procedures, and standards for the department and County; recommends improvement when necessary and writes/revises same.
- Oversees department personnel and payroll functions, including approving personnel transactions.
- Prepares and/or assists in the preparation of contracts, resolutions, agenda summary forms, etc.
- Manages various functions associated with airport operations, including: accounting of revenues, fuel and oil inventory, reviewing reports and resolving problems.
- Coordinates random drug and alcohol testing of department employees.
- Performs financial analysis and/or provides data at the request of the department director, other officials, and the public.
- Assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.
- Ensures quality standards and compliance with regulations are maintained.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.
- Interacts with a variety of high level individuals and governmental agencies, both internally and within the community to provide information, disseminates departmental information and assists in resolving administrative issues.
- May act on the behalf of the Transportation Director in his/her absence for brief periods.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in accounting, business administration or related field; AND, four to five years of progressively responsible financial or accounting experience that involved budget development and administration, the development of financial related policies and procedures, and contract administration experience, preferably within a public agency, with two years at the management level; 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:

Certified Public Accountant (CPA) highly preferred.

Valid CA Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of effective management and supervision
- Budgeting principles and practices.
- General and cost accounting.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- External governmental bodies and agencies related to area of assignment.
- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Methods and techniques of research, statistical analysis and report presentation.
- Internal departmental policies and procedures.
- County government organization and operations.
- Computer applications and hardware related to the performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Airport operations and FAA rules and regulations.
- Standard business arithmetic, including percentages and decimals.
- Human Resources policies and practices.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- 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 minimum direction.
- Applying logical thinking to solve problems or accomplish tasks, understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and concisely, both orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines.

Mental and Physical Ability to:

- Read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.

- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 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.
- 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.