

# PUBLIC WORKS ADMINISTRATOR Tompkins County

**Classification:** Competitive

**Labor Grade:** 86

**Approved:** 0

## **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full- time, paid (or the equivalent part-time and/or volunteer) experience in a responsible Office Manager or Senior Level Clerical position; **OR**
- b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** four years full-time paid (or the equivalent part-time and/or volunteer) experience in a responsible Office Manager or Senior Level Clerical position; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a responsible office manager or senior level clerical position; **OR**
- (d) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the administrative function and coordination of the Public Works department. This position is responsible for facilitating and coordinating communication between the various divisions of the Public Works Department and the central administrative County offices. Duties include the development of departmental administrative policies/procedures and administrative staff development, administrative liaison between the Public Works Department and various committees of the Board of Representatives, routing of all Public Works contracts from inception as a bid or request for proposal (RFP) to a fully executed contract. This position is responsible for the coordination of fiscal and operating functions of the department. Direct supervision is exercised over the Secretary, and coordinates the supervision of the departmental clerical staff in conjunction with the respective division managers. The work is performed under the general supervision of the Commissioner of Public Works with wide latitude allowed for the use of independent judgment in carrying out work activities. May act for and in place of the Commissioner of Public Works on administrative matters in his/her absence or at his/her request. Does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Plans, directs, and coordinates administrative functions of the Public Works Department;
- Assists the Commissioner of Public Works in implementation of policies related to budget, personnel, and departmental procedures;
- Acts as liaison between the department and other central administrative county departments regarding personnel, purchasing budget and other central services;
- Prepares and disperses committee agendas to all relevant Board of Representatives committees;
- Records and disperses the minutes of these meetings;
- Maintains personnel transactions and records for the department, interviews and makes records for clerical staff appointments;
- Prepares a variety of accounting, statistical and narrative reports;
- Makes feasibility studies of administrative changes to improve operations;
- Evaluates the administrative performance of the division managers and staff within the department and makes recommendations and procedure modifications as needed;
- Serves as department contract management officer and monitors contracts from their inception as a bid or RFP through the final signature phase.

- Makes frequent contacts with vendors and their insurance and legal representatives relating to County procedures of contract routing;
- Acts as central department budget coordinator and compiles the Capital Program budget annually;
- Attends meetings in the absence of the Commissioner of Public Works or at his/her request to gather information or speak for the department;
- Plan, direct, and coordinate support staff training and regular meetings.
- Organize monthly departmental division managers meeting and conduct these meetings in the absence of the Commissioner of Public Works;
- Formulates policies and procedures for the fiscal and general administration of the department;
- Compiles, organizes, edits, and maintains the Public Works Administrative Manual and instructs departmental employees on its use. Instructs technical and nontechnical staff on County procedures;
- Coordinates data processing activities of the department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current office practices and procedures;
- Good knowledge of accounting methods;
- Working knowledge of personnel and budgetary procedures;
- Working knowledge of computer data entry methods;
- Ability to understand and carry out complex written and verbal instructions;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain effective working relationships;
- Ability to prepare accounting, statistical and narrative reports;
- Resourcefulness, tact, courteous; physical condition commensurate with the demands of the position.